

HOW TO COMPLETE THE  
HEALTH INSURANCE WAIVER FORM:

1. Log onto [mygfuforgeorgefox.edu](http://mygfuforgeorgefox.edu)
2. Under *Self Service*, select *University Forms*
3. Select Health Insurance form
4. Complete the form with your current insurance information
5. Submit

HOW TO  
PRINT AN ENROLLMENT VERIFICATION:

1. Log in to [MyGFU.georgefox.edu](http://MyGFU.georgefox.edu)
2. Click *Verifications* (under *Student* or *Alumni Resources*)
3. You will be directed to a NSC page within MyGFU
4. Follow the directions for the option you want

HOW TO  
PRINT A COPY OF YOUR GRADES:

1. Log onto [mygfuforgeorgefox.edu](http://mygfuforgeorgefox.edu)
2. Under Self Service, Click on *Student Center*
3. In the Academics section, click on "other academic" to access the pull down menu
4. Select *Grades* and click the arrows to the right of the pull down menu
5. Select the term you would like to view and click *Continue*
6. Click on *Printer Friendly Page* hyperlink near the bottom of the page
7. When the page pulls up, place your cursor in the middle of the page, right click, and select *This Frame*, then *Print Frame*

HOW TO  
ORDER A TRANSCRIPT:

1. Log in to [MyGFU.georgefox.edu](http://MyGFU.georgefox.edu). If you do not know your MyGFU login information, contact the IT Service Desk at 503-554-2569 and they can quickly set this up.
2. Click *Transcripts* (under *Student* or *Alumni Resources*)
3. You will be directed to another secure site
4. Follow the directions for the option you want

HOW TO ACCESS  
MYGFU INSTRUCTIONS:  
(FOR HELP WITH REGISTRATION AND VIEWING YOUR DEGREE  
AUDIT)

1. Go to the [registrar.georgefox.edu](http://registrar.georgefox.edu)
2. Click *Student Resources*
3. Click *MyGFU Instructions*
4. Choose a link

HOW TO FIND YOUR  
STUDENT ID NUMBER:

1. Log in to [mygfuforgeorgefox.edu](http://mygfuforgeorgefox.edu)
2. Click *Student Center*
3. Click *Demographic Data*

HOW TO  
WITHDRAW OR FILE FOR A LEAVE OF ABSENCE:

1. Log in to [MyGFU.georgefox.edu](http://MyGFU.georgefox.edu).
2. Click *University Forms* (under *Self Service*)
3. Complete the form and hit submit

HOW TO COMPLETE THE  
ENROLLMENT CONFIRMATION FORM:

1. Log in to [mygfuforgeorgefox.edu](http://mygfuforgeorgefox.edu)
2. Under *Self Service*, select *University Forms*
3. Select Enrollment Confirmation form
4. Accept or decline the form
5. OK

HOW TO  
VIEW THE CLASS SCHEDULE ONLINE:

1. Go to this website - [class.georgefox.edu](http://class.georgefox.edu)
2. Select the Term, Graduate or Undergraduate, and the Discipline
3. Click Load