

StudentCheck User Flow Documentation

Placing an Order

Students can access StudentCheck by navigating to www.mystudentcheck.com or by following a custom link provided to them by their School. If the school provides a link, some or all of the options might be preselected and will not be editable.

Login/Create Profile page

Users must create a login before beginning an order. Users will see a similar screen when returning to complete a previous order or to place a new order.

If your school program is not listed below, please submit your application by mail using the form provided by your school.
If you are unsure of what package is needed, please contact your program director for assistance.

School and Program

Zeist Demo University

Nursing

Select Services

Background Check

Drug Screen

Immunization

Start Application

The e-mail provided during registration will be used for any communication coming from StudentCheck (ex. Order Confirmation, Adverse Action notifications, status updates, etc.)

If you have previously created a StudentCheck profile, please login.

If you have not created a profile, please enter the information.

Sign In

Email Address

Password

Sign In [Forgot Password?](#)

OR

Your StudentCheck Profile will allow you to track and view the progress of your background check and drug test results. It will also allow you to upload immunization records, share information with schools & clinical sites, and get a copy of your receipt.

Create Account

First Name

Middle Name (type N/A if not applicable)

Last Name

Email Address

Confirm Email Address

Password

Confirm Password

Create

Navigation

As students proceed in the ordering process, they will be able to see the next sections coming up. Additionally, student can click any page previously visited to revise any information if needed. The individual nodes will vary based on the client and the type of package a student is ordering.

Confidentiality Statement

This document along with all attachments hereto shall be considered PreCheck, Inc.'s Proprietary/Confidential Information

Disclosure

If the user is ordering a background check and/or drug test, they will be presented with the disclosure page in which they must sign by typing their name and checking the box. This disclosure notifies the user that information provided may be used for a consumer report.

BACKGROUND CHECK DISCLOSURE

As part of the application process for enrollment and/or acceptance at Zeist Demo University ("the School") or placement in a clinical or healthcare related program, the School and/or its agents may obtain information about you from a consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include, but is not limited to information about your character, general reputation, personal characteristics and/or mode of living, employment history, work experience, work performance, criminal history records, sexual offender's lists, motor vehicle records, military records, educational verification, license verification, government exclusion lists, drug testing, or other background checks.

You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by PreCheck Inc., 3453 Las Palomas Rd. Alamogordo, NM 88310; 1-888-773-2432; www.precheck.com.

By checking this box, you acknowledge that you have read and you understand the Disclosures and are ready to proceed to the next screen.

In the box below, please apply your signature by typing in your first and last name exactly as it appears on this document.

Johnny Sample

Signed from IP Address: 172.16.24.82 , Date/Time: 7/19/2017 10:57:15 AM

CA Disclosure

All users must sign the California State Law Disclosure

CALIFORNIA STATE LAW DISCLOSURES (Non-Credit)

In addition to the disclosures set forth in the separate Background Check Disclosures document, below please find California disclosures/notices that may pertain to you.

For California applicants/employees only:

Employer (the "Company") intends to obtain information about you for employment screening purposes from a consumer reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be PreCheck, 3453 Las Palomas, Alamogordo, NM 88310; telephone # 800-999-9881; www.precheck.com. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1788.22, you are entitled to find out what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

"Proper identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

By checking this box, you acknowledge that you have read and you understand the Disclosures and are ready to proceed to the next screen.

In the box below, please apply your signature by typing in your first and last name exactly as it appears on this document.

Johnny Sample

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State Law Notices

After signing the authorization and submitting, the user will be presented a page with requisite State Law Notices. Regardless if any of the listed states apply to the user, they must sign the box at the bottom of the page and check the box below the signature. This page will not show if the user is not ordering a background check.

Please click on any states where you currently reside or will be applying to and review the associated information.

In addition to the disclosure set forth in the separate Background Check Disclosure screen, below please find additional disclosures/notices that may pertain to you. Please note: state disclosures that overlap with the disclosure set forth in the separate Background Check Disclosure screen are not repeated in these Additional Disclosures.

You, your school, or your school program, its subsidiaries, affiliates, other related entities, may obtain an investigative consumer report on you in consideration of your application for enrollment. Under federal law, an investigative consumer report is a special type of consumer report in which information (which may include, but is not limited to, creditworthiness, credit standing, credit capacity, criminal background, driving background, character, general reputation, personal characteristics, and mode of living) about you may be obtained by personal (including telephonic) interviews with neighbors, friends, associates, acquaintances, or others. (In California, the term "investigative consumer report" has a slightly different meaning, as explained in the separate California State Law Disclosures (non-credit) (if applicable).) You have a right to request from the background screen company or your school or your school program disclosures of the nature and scope of an investigative consumer report and a summary of your rights under the federal Fair Credit Reporting Act. Your request should be made in writing to the background screen company or your school or school program within a reasonable period of time after your receipt of this form.

California	Massachusetts	Minnesota
Oklahoma	Montana	New York
New Jersey	Washington State	

By checking this box, you acknowledge that you have read and you understand the Disclosures and are ready to proceed to the next screen.

In the box below, please apply your signature by typing in your first and last name exactly as it appears on this document.

Signature

Signed from IP Address: 172.16.24.82, Date/Time: 7/19/2017 10:57:41 AM

[Previous](#)

[I Agree](#)

Personal Information

This page collects the personally identifiable information for the Student (subject of report). Fields with a red box around them mark which information is required to fill out. The "Driver's License" section (middle) and "Immunization Tracking" section (bottom) will hide or show depending on the package configuration.

First Name Johnny	Middle Name Q	Last Name Sample	<input type="checkbox"/> No Middle Name
Date of Birth Mar 4 1999	Phone (888) 555-5555	Email Address johnnysample@email.com	Confirm Email
Identification			
Social Security Number 123-45-6789	Confirm SSN	<input type="checkbox"/> Do not have a Social Security number	
Driver License			
Name on Driver License Johnny Sample	Driver License State TX	Driver License Number 12345678	
Immunization Tracking			
Student ID 123456	Start Year 2017	Graduation Year 2021	<input checked="" type="checkbox"/> Campus Resident?

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Alias

This page allows users to enter names used other than what was provided on the Personal Information page.

Please provide any other names you have used. These can be maiden names, married names, AKA's, nicknames, etc. Please also list the years in which you used these names.

+ Add Other Name Used

First Name	Middle Name	Last Name	Year From	Year To	
James	Q	Sample	2012	2017	 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	 

1 - 2 of 2 items

Residence History

Users must enter at least one Mailing Address and one Current Address; a single entry for both requirements can be entered by checking both boxes "Mailing," and "Current." A minimum residential history of 7 years is required.

In the form below, please provide your residence history for the past 7 years. Your current address is mandatory, and you will need to indicate if it is the same as your mailing address by checking the appropriate boxes. If your mailing address is different, please enter it as well.

 Mailing Address  Current Address

+ Add New Residence

Mailing	Current	Address	City	State	Zip Code	Country	Date From	Date To	
		123 Road	Houston	TX	77008	USA	January, 2008	July, 2017	 

1 - 1 of 1 items

Criminal History Self-disclosure

This page allows users to self-disclose any criminal history. Users must answer the question before proceeding to the next page. Even if users answer No to the question, they may still enter information if they feel led to do so.

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Have you ever been convicted of, plead guilty, no contest or nolo contendere, to a misdemeanor or felony?*

*Do not report any conviction that has been sealed, expunged, statutorily eradicated, annulled, impounded, erased, dismissed, dismissed under a first offender's law, pardoned by the Governor or which state law allows you to lawfully deny as set forth below. You must review the [state law information](#) before answering. You are also not required to disclose violations, infractions, petty misdemeanors or summary offenses.

If you answer Yes below, provide city, county, and state where offense occurred, conviction date and nature of the offense, along with sentencing information.

By selecting either "Yes" or "No" below, I am stating that I have read the applicable state notices provided above and that I provided a true and accurate statement below.

Yes No

[+ Add New Record](#)

Offense Description	Offense Date	City	State/Region	County	Country		
Theft	May, 2016	Houston	TX	Harris	USA		

1 - 1 of 1 items

Employment History

This page is purely voluntary and may hide/show entirely based on the client's configuration.

Please enter your employment history starting with the most recent.

Present Employer Do Not Contact

[+ Add New Employment](#)

Present	Contact	Employer Name	From	To	Phone	Supervisor Name	Supervisor Email	Address		
<input checked="" type="checkbox"/>		Chik fil A	May, 2014	July, 2017	(713) 555-5555	Tammy Sue		123 Freeway, Houston, TX, USA -77008		

1 - 1 of 1 items

Employment Details

Employer Name <input type="text" value="Chik fil A"/>	Employment From <input type="text" value="05/2014"/>	Employment To <input type="text" value="07/2017"/>
Phone <input type="text" value="(713) 555-5555"/>	Supervisor Name <input type="text" value="Tammy Sue"/>	Supervisor Email <input type="text"/>
Address <input type="text" value="123 Freeway"/>	City <input type="text" value="Houston"/>	State <input type="text" value="TX"/>
Zip Code <input type="text" value="77008"/>	Country <input type="text" value="USA"/>	

Present Employer Okay to Contact

[Update](#) [Cancel](#)

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Education History

Similar to the Employment History page, this is voluntary and will only be presented if the client's configuration allows.

Please enter your education history starting with your highest completed level.

+ Add New Education

Level	School Name	Degree/Major	Attended Dates	Name On Degree	Campus Address	Graduated		
Bachelors (Bachelors)	University of Houston	Bachelors of Science, General Studies		Johnny Sample	Central, Houston, TX, USA	Yes 2016		

1 - 1 of 1 items

Education Details

Education Level:

Degree Name:

Major/Studies:

Name On Degree:

School Name:

Campus Name:

Campus City:

Campus State:

Campus Country:

Did you graduate?

Graduation Year:

License History

Like the Employment and Education pages, this is voluntary and will only be presented if the client's configuration allows. Users may select a license from the drop down menu, or enter their own if the license is not listed. If a user enters a license, they must enter the Issue and Expiration dates.

+ Add New License

License Type	License Number	Issue Date	Expiration Date	Country Issued	State Issued	Name On License		
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="USA"/>	<input type="text" value="State"/>	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

DENT
NCA-CLSC
LABASST
Nurse
PHRM
ST

1 - 1 of 1 items

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Authorization

Users are presented with their summary of rights under the Fair Credit Reporting Act (FCRA); copy of that disclosure is available in the [Appendices](#). Users must check the box and sign the page before they may proceed.

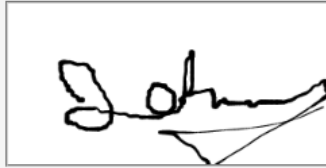
AUTHORIZATION FOR BACKGROUND CHECK

In connection with my application for enrollment and/or acceptance at Zeist Demo University ("the School"), or placement in a clinical or healthcare related program, I hereby authorize and direct the School and/or any health care facility where I may be placed, either itself or through a third party consumer reporting agency, to obtain information about my background including investigation of criminal records, other public record information about me, my education and employment history, and any other "consumer reports" and/or "investigative consumer reports" about me. I understand this authorization will be valid until I withdraw my authorization by contacting the School in writing. I understand that clinical rotation is not employment. Furthermore, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by PreCheck Inc., 3453 Las Palomas Rd. Alamogordo, NM 88310; 1-888-773-2432; www.precheck.com or third party acting on behalf of the School and/or a healthcare facility where I may be placed.

I release all persons, including past employers, credit bureaus, and government agencies, from any liability or damages stemming from their having furnished such information. I also release the School and/or a healthcare facility where I may be placed receiving background information about me from any and all liability related to the preparation or use of those reports.

"By signing below, I acknowledge that I have read, I understand, and I agree to the above authorization."

You must check this box to receive and acknowledge receipt of a Summary of Your Rights Under the Fair Credit Reporting Act.

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to be "J. Johnson".

Signed from IP Address: 172.16.24.82 , Date/Time: 7/19/2017 11:44:38 AM





Clear

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Payment

This page will present the user with an itemized receipt. Depending on the client configuration and the package configuration, the Services may list Background Check services, Drug Testing, and Immunization Tracking. If the user selects Money Order as the payment type, they must remit payment before their order will be processed.

Order Summary	Payment Details
<p>School:</p> <ul style="list-style-type: none">Zeist Demo University <p>Services:</p> <ul style="list-style-type: none">Background: \$1.00DrugTest: \$1.00Immunization: \$1.00 <hr/> <p>SubTotal: \$3.00</p> <p>Tax: \$0.24 (8.25%)</p> <p>Total: \$3.24</p>	<p>   </p> <p>Type of Payment <input type="text"/></p> <p>Select Card Type <input type="text"/></p> <p>Relationship to Card <input type="text"/> Contact Number <input type="text"/></p> <p>Name on Card <input type="text"/></p> <p>Card Number <input type="text"/></p> <p>Expiry MMY <input type="text"/> YY <input type="text"/> CVV Code <input type="text"/></p> <p>Billing Address <input type="text"/></p> <p><input type="text"/> <input type="text"/> Zip Code <input type="text"/></p> <p>Process Order</p>

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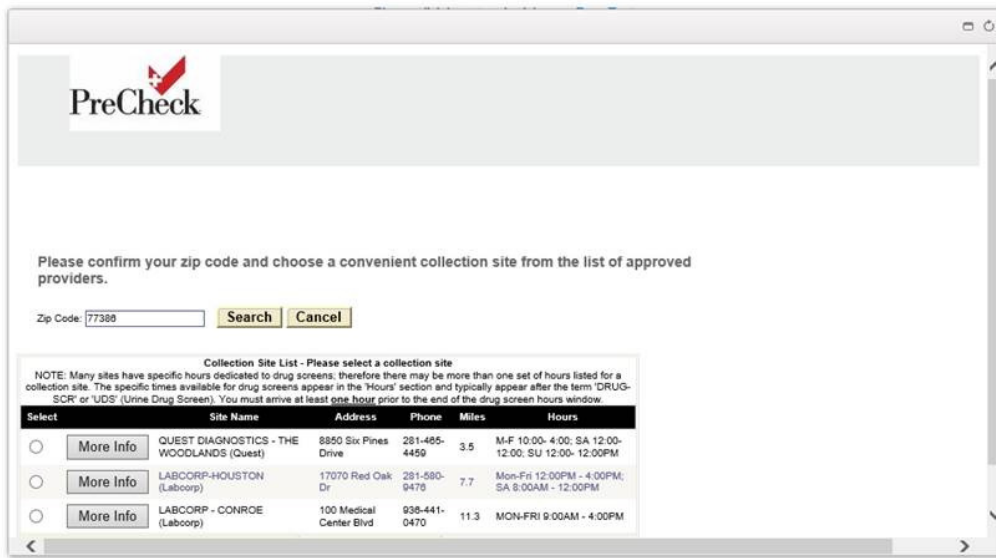
Drug Test Pre-Registration and Scheduling

This page allows users to pre-register and schedule their drug test collection if the package includes Drug Testing; otherwise users will not see this page.

Depending on browser settings, the user should be able to pre-register and schedule within the page or they might need to follow the external link (opens a new tab). Users are not required to complete this step prior to completing their order; they will be provided this information in an order confirmation e-mail, re-printing their receipt, and on the order confirmation page.

Please use the form below to select your most convenient drug testing location and to schedule your collection time. If you do not wish to schedule at this time or are having issues with the form, please press the Next button to proceed with placing your order. A link to the drug test scheduling form will be provided on your confirmation page if you choose to skip this step.

NOTE: This process only pre-registers you for a drug test and does not set up an appointment time with the collection site. Collection sites have different policies on setting up appointments for drug testing. For your convenience, we recommend calling your chosen collection site ahead of time to set up an appointment. It is also your responsibility to pre-register and complete the drug test within the time frame required. For most candidates, the Electronic Chain of Custody (ECOC) process will register them to a collection site instantly; however the location of some candidates may require us to mail a paper Chain of Custody Form to get you to a collection site close to your location. We encourage you to pre-register with enough time to allow mailing time, if needed.



Please confirm your zip code and choose a convenient collection site from the list of approved providers.

Zip Code:

Collection Site List - Please select a collection site

NOTE: Many sites have specific hours dedicated to drug screens; therefore there may be more than one set of hours listed for a collection site. The specific times available for drug screens appear in the 'Hours' section and typically appear after the term 'DRUG-SCREEN' or 'UDS' (Urine Drug Screen). You must arrive at least one hour prior to the end of the drug screen hours window.

Select	Site Name	Address	Phone	Miles	Hours
<input type="radio"/>	More Info QUEST DIAGNOSTICS - THE WOODLANDS (Quest)	8850 Six Pines Drive	281-465-4450	3.5	M-F 10:00- 4:00; SA 12:00- 12:00; SU 12:00- 12:00PM
<input type="radio"/>	More Info LABCORP-HOUSTON (Labcorp)	17070 Red Oak Dr	281-580-9470	7.7	Mon-Fri 12:00PM - 4:00PM; SA 8:00AM - 12:00PM
<input type="radio"/>	More Info LABCORP - CONROE (Labcorp)	100 Medical Center Blvd	936-441-0470	11.3	MON-FRI 9:00AM - 4:00PM

Nevada Private Investigator License # 1618

Confirmation

This page will show at the end of every order, regardless of the client and package configuration. This confirmation is also available to the user from within their profile. After a user reaches this screen, they may close the browser.

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Thank you for submitting your order.

Confirmation

A copy of this page has also been sent to the email address you provided.

Please print this receipt and confirmation of your order placed through PreCheck, Inc. Your order has been submitted for processing; no refunds are available.

Name: **Christopher Mark Reynolds**

Date order placed: **7/19/2017 3:45:27 PM**

Package/Services Purchased: **BackgroundCheck DrugTest**

Order Confirmation Number: **172736**

For: **Capella University Demo - Nursing**

(If this is not your correct school program, please provide correct program by contacting us at StudentCheck@PreCheck.com)

Drug Testing

Pre-registration for drug test is required before heading to a collection facility. If you successfully completed this process, you should have selected a collection site and received a separate confirmation via email. **If you did not complete the drug test pre-registration**, please click/save this link ([DrugTest Registration](#)) to complete the pre-registration.

FCRA and Additional Notices

[Authorization](#)

[Disclosure](#)

[Notice Regarding Background Investigations Pursuant to California Law](#)

[Summary of Your Rights Under the Fair Credit Reporting Act](#)

Adverse Action

You will be notified if your application was denied because of the information in your report. You will be given instructions to call PreCheck's Adverse Action hotline at (800)203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that ensures you receive a copy of your report and have the opportunity to dispute any inaccurate or incomplete information on your report.

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