CERTIFIEDPROFILE

brought to you by CertifiedBackground.com

STUDENT INSTRUCTIONS FOR ANGELO STATE UNIVERSITY - NURSING

About CertifiedProfile.com

CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of **CertifiedProfile,** including document storage, portfolio builders and reference tools. **CertifiedProfile** also allows you to upload any additional documents required by your school.

Order Summary

- **Required Personal Information**
  - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- **Drug Test (Quest)**
  - After you place your order, you will receive an email directly from the lab containing your electronic chain of custody form (echain); the subject line will read: "Form Fox" within 24-48 hours. This email will explain where you need to go to complete your drug test.
- **Payment Information**
  - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Place Your Order

Go to: www.CertifiedBackground.com and click on "**Students**" then enter package code:

NG83 – **Background Check & Drug Test**

NG83bg – **Background Check**

NG83dt – **Drug Test**

NG83r – **Recheck Background Check**

You will then be directed to set up your **CertifiedProfile** account.

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "**In Process**" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

If you have any additional questions, please contact Student Support at (888) 914-7279
or email: studentservices@certifiedprofile.com.