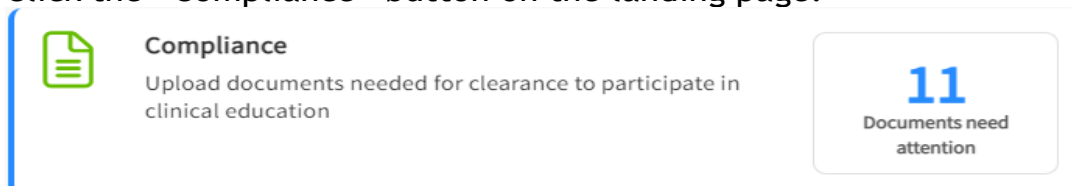


# Request **Universal Drug Screening** for Students

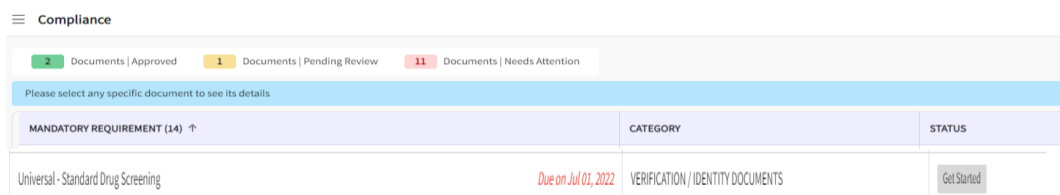
## STEPS V4

This document will guide you on how you can request your Drug screening via Exxat through Universal .

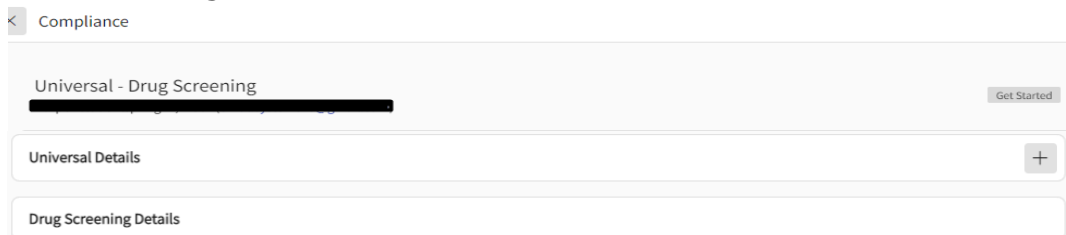
1. Click the “Compliance” button on the landing page:



2. Select the **Universal Drug Screening** document from the list of document to Get Started.



3. Click the **+** icon next to the “Universal Details” in the centre screen to begin the process



4. On the right, a sidebar will open allowing you to select a package(s). Click on the “Radio button’ and this will enable the “Request Screening” button for you to continue.



- After you submit the request, the **document status** will show “**In Progress**” and the **Universal Status** will be “**Invitation Sent**”.

Universal - Drug Screening

Your academic program may share this document with clinical sites at which you are placed

Universal - Drug Screening

**In Progress** ← Exxat's document status

**Universal Details**

First Name [REDACTED]	Last Name [REDACTED]
Select DrugScreen Package 10PANELURINE	<b>Universal Status</b> Invitation Sent ← Universal screening status
Request Date July 01 2022	

**Drug Screening Details**

- You will receive an email from Universal. Upon clicking on the link in the email, it will now direct you to Universal’s website where you will complete and submit the application.

Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

### Supplemental Authorization for Release of Records

This authorization is provided in connection with a consumer report or investigative consumer report ("background check") that may be conducted by Universal Background Screening, Inc. at the request of Exxat Demo Account. This authorization is a supplement to any previous disclosures, notices and authorizations obtained by Exxat Demo Account in compliance with the Fair Credit Reporting Act (FCRA) and applicable state laws.

I, Daniel Abner, hereby authorize, any court, law enforcement agency, school, college, university (public or private), employer, or other record-holding agency to furnish any and all background information requested by Universal Background Screening, or another organization acting on behalf of Universal Background Screening, to the extent permitted by law. These records may include, but are not limited to, employment, education, professional licensure or certification, criminal history, civil court records, driving records, and/or any other public records.

I agree that a facsimile ("fax"), photographic or electronic copy of this Authorization shall be as valid as the original.

Daniel Abner  
Exxat Demo Account  
7/30/2018 9:27:23 PM

© Universal Background Screening, Inc. All Rights Reserved.


Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

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I, Daniel Abner, hereby authorize, any court, law enforcement agency, school, college, university (public or private), employer, or other record-holding agency to furnish any and all background information requested by Universal Background Screening, or another organization acting on behalf of Universal Background Screening, to the extent permitted by law. These records may include, but are not limited to, employment, education, professional licensure or certification, criminal history, civil court records, driving records, and/or any other public records.

I agree that a facsimile ("fax"), photographic or electronic copy of this Authorization shall be as valid as the original.



Daniel Abner  
Exxat Demo Account  
7/30/2018 9:28:21 PM

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[Back to top](#)

You are being provided with an electronic copy of this document. Click the Accept and Continue button to acknowledge that you have received and reviewed this document.

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, D.C. 20552.

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check-writing ability) of your major rights under the FCRA. For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, D.C. 20552.

- You must be told if information in your file has been used to deny your application for credit, insurance, or employment, and you must be given the name, address and phone number of the consumer reporting agency (your "file disclosure").
- You have the right to know what is in your file. You may request a copy of your file disclosure from the consumer reporting agency (your "file disclosure"). You may also request a copy of your Social Security number. In many cases, the disclosure will also include information about your credit history.

You are being provided with an electronic copy of this document. Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

### Disclosure Regarding Background Investigation

Exxat Demo Account ("the Company") may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks.

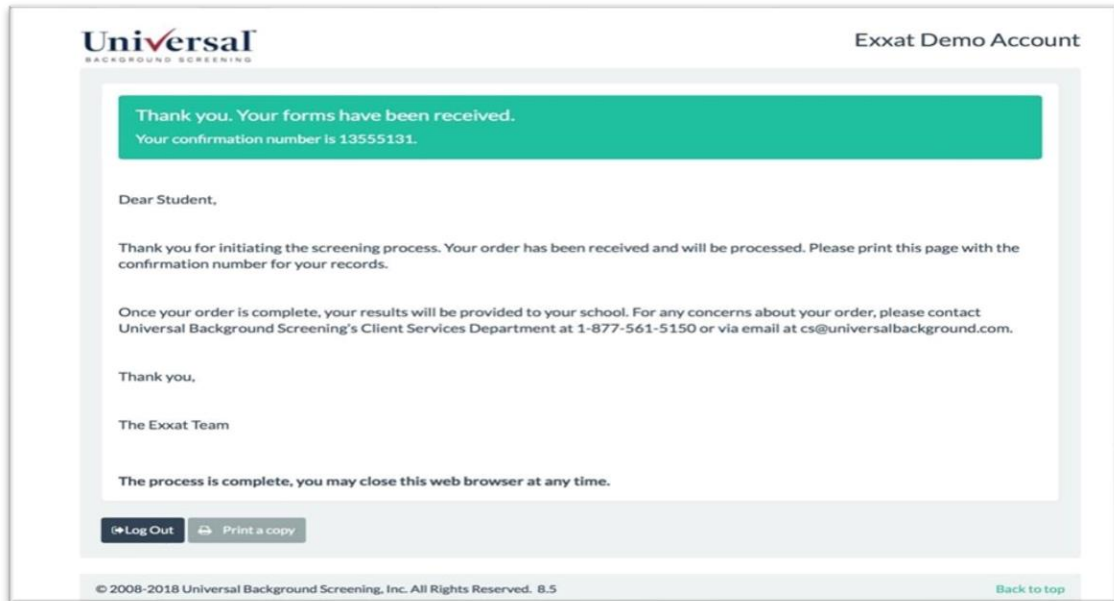
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You are being provided with an electronic copy of this document. Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

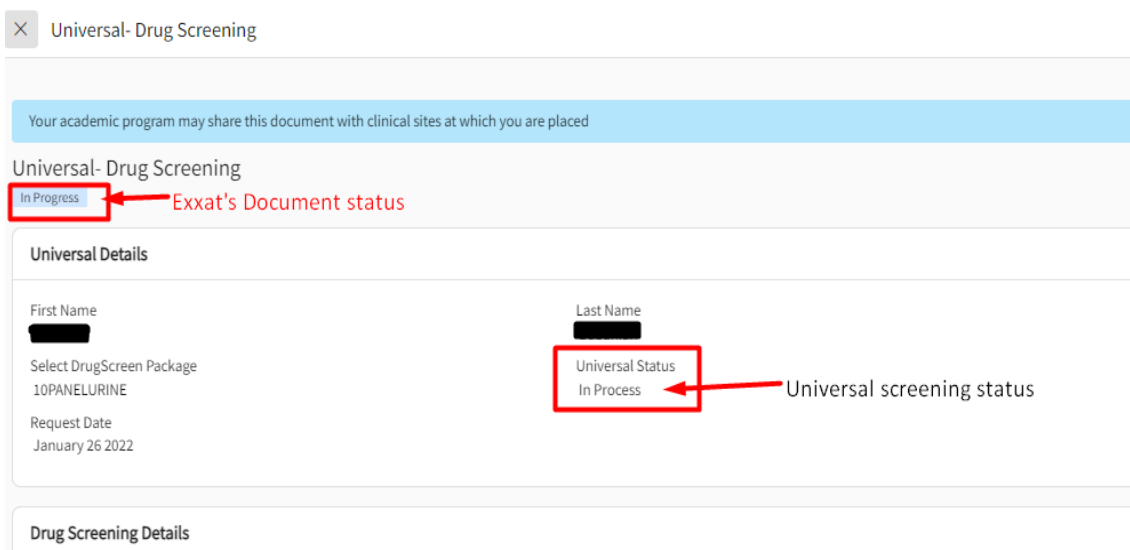
### Acknowledgement and Authorization for Background Check

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by Exxat Demo Account ("the Company") at any time after receipt of this authorization and throughout my employment, if applicable. To this hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school, university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Universal Background Screening, Inc., Post Office Box 5920, Scottsdale, AZ 85261, 1-877-263-8000, [www.universalbackground.com](http://www.universalbackground.com), and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

7. Once you submit the application, you will see this confirmation on the screen. **Please print this page for your records since you will not receive any other confirmation email from Universal.**



8. Once you submit the application, the **document status** will continue to show 'In progress' but the **Universal status** will now show as "In process"



9. Once the results have been received and automatically uploaded in Exxat, the **document status** will show 'Pending Review' and **Universal status** will be seen as "Complete".

The screenshot shows a document titled "Universal- Background Check". At the top, there is a light blue banner with the text: "Your academic program may share this document with clinical sites at which you are placed". Below this, the document title "Universal- Background Check" is displayed. A yellow box highlights the "Pending Review" status, with a red arrow pointing to it from the text "Exxat's Document status". Below the title, there is a section titled "Universal Details" containing the following information: First Name (redacted), Last Name (redacted), BGCheck Package: Background Hybrid, Request Date: March 26 2022, and a "View Document" link. A red box highlights the "Universal Status: Complete" field, with a red arrow pointing to it from the text "Universal screening status". At the bottom of the document, there is a "Background Check Details" section with a plus sign to its right.

10. Once your documented has been reviewed, the **document status** will change to 'Approved' and **Universal status** will remain as 'Complete'. To request an additional screening, click "Add New Record" button and follow the same steps that you did to request your first screening.

The screenshot shows a document titled "Universal - Drug Screening". At the top, there is a light blue banner with the text: "Your academic program may share this document with clinical sites at which you are placed". Below this, the document title "Universal - Drug Screening" is displayed. A green box highlights the "Approved" status. A red box highlights the "Add New Record" button in the top right corner. Below the title, there is a section titled "Universal Details" containing the following information: First Name (redacted), Last Name (redacted), Select DrugScreen Package: 10PANELURINE, Request Date: January 31 2022, and a "View Document" link. The "Universal Status" is listed as "Complete".

**Notes:**

Once you submit your application, you have to go to the lab to submit a sample. After you submit your sample, it will take up to 2 weeks for your results to be received and uploaded to Exxat.

If it has been over 2 weeks please email [approve@exxat.com](mailto:approve@exxat.com).

11. If the universal screening status of the background check is 'Invitation sent or Pending student information', you will be able to request Universal-Drug screening only after your background check displays 'In process' universal screening status.

Universal - Standard Drug Screening

Your academic program may share this document with clinical sites at which you are placed

You will be able to request screening from Universal after your Background Check displays "In process" under universal status.

Universal - Standard Drug Screening

Get Started

Due on Jul 01, 2022

+ icon will be visible once the Universal-background check screening status becomes 'In proces

Universal Details

Drug Screening Details