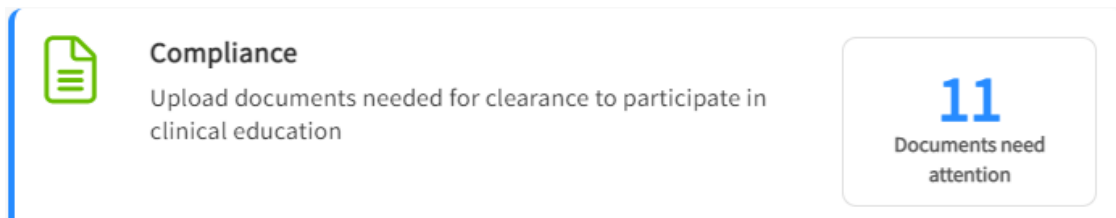


# Request **Universal Background Check** for Students

## STEPS V4

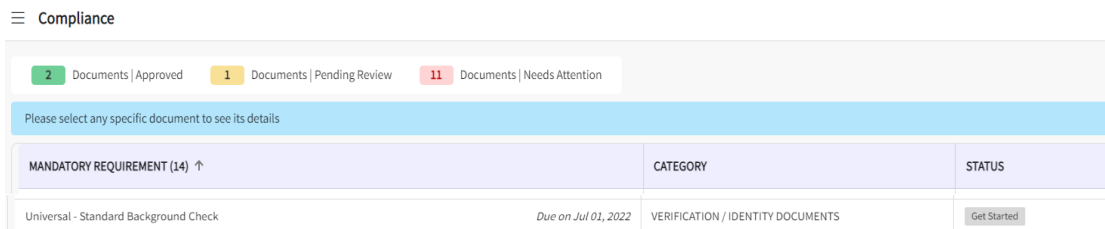
This document will guide you on how you can request your Background Check via Exxat through universal.

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



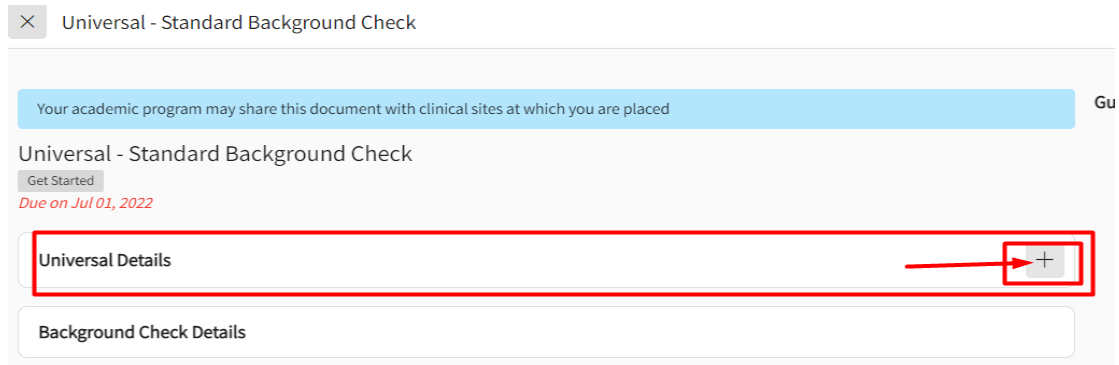
The screenshot shows a dashboard card for 'Compliance'. On the left, there is a green document icon. The text reads: 'Compliance' followed by 'Upload documents needed for clearance to participate in clinical education'. On the right, there is a white box with a blue border containing the number '11' in large blue font, with 'Documents need attention' written below it.

2. Select the **Universal-Background Standard** document from the list of document to Get Started.



The screenshot shows a 'Compliance' menu with a hamburger icon. Below it, there are three tabs: '2 Documents | Approved' (green), '1 Documents | Pending Review' (yellow), and '11 Documents | Needs Attention' (red). A blue banner says 'Please select any specific document to see its details'. Below is a table with columns: 'MANDATORY REQUIREMENT (14) ↑', 'CATEGORY', and 'STATUS'. The first row is 'Universal - Standard Background Check' with a due date of 'Due on Jul 01, 2022', category 'VERIFICATION / IDENTITY DOCUMENTS', and a 'Get Started' button.

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



The screenshot shows the details for 'Universal - Standard Background Check'. At the top, there is a blue banner: 'Your academic program may share this document with clinical sites at which you are placed'. Below that, the title 'Universal - Standard Background Check' is shown with a 'Get Started' button and a due date 'Due on Jul 01, 2022'. A red box highlights the 'Universal Details' section, which contains a right-pointing arrow and a '+' icon. Below this is a 'Background Check Details' section.

4. On the right, a sidebar will open allowing you to select a package(s). Select the correct "Radio button" and this will enable the "Request Screening" button for you to continue.

The image shows a blue button labeled "Request screening" at the top right. Below it is a sidebar titled "Universal Details" with a collapse icon. The sidebar contains the following information:

- First Name:** John
- Last Name:** Worker
- Background Standard**
  - Social Security Address/Alias Trace
  - County Criminal Search-7 Years (All counties developed by the Social Security Trace within the past 7 years.
  - USA CriminalSearch and USA Offender.
  - FACIS Level III

The Background Standard package includes all third-party fees other than the New York Statewide (NYOCA) which would be billed to the client when applicable.

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

The image shows a document status bar at the top with a box around "In Progress" and a red arrow pointing to it with the text "Exxat's document status". Below this is a sidebar titled "Universal Details" with the following information:

First Name	June	Last Name	Bee
BGCheck Package	Rescreen Background	Universal Status	Invitation Sent
Request Date	June 01 2022		

A red box highlights the "Universal Status" field, which contains "Invitation Sent", with a red arrow pointing to it and the text "Universal screening status".

- 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.

**Universal** BACKGROUND SCREENING Exxat Demo Account

Welcome Students!

Welcome Students!  
Your school has partnered with Exxat for your required drug screen. Screenings are conducted by Universal Background Screening which maintains the highest level of security and confidentiality.  
Once you have successfully selected your drug screen location and paid the fee, you will receive an email notification letting you know your order has been processed.  
Results of the screening will be emailed to you once they become available.  
For any questions or concerns, please contact your school.

Thank you.

The Exxat Team

Your personal Invitation Code should be pre-populated in the field below. If not, enter the Invitation Code shown in the email you received. We recommend you copy and paste the code exactly as it was provided.

E-Forms Invitation Code:

Please complete the information in the fields below.

**Subject Information**

First Name:

Middle Name:   No Middle Name

Last Name:

Generational Suffix:

Social Security #:

Date of Birth:

Current Address:

City:  State:  Zip:

Phone:

**Universal** BACKGROUND SCREENING Exxat Demo Account

For your convenience, we have pre-populated this form with the information you already provided. Please make any changes to this information based on the information associated with your credit card account.

Card Type:

Card Number:

Expiration Date:

CVV Code:  Please enter the three or four digit security code located on the front or back of your card

Name on Card: First Name:  Last Name:

Address: Mailing Address:

City:  ST:  Zipcode:

Phone Number:

Payment Amount:

**Universal** BACKGROUND SCREENING Exxat Demo Account

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 histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, [include information about additional rights on the 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; consumer report to deny your application for credit, insurance, or other purposes, and must give you the name, address and phone number of the consumer reporting agency.
- You have the right to know what is in your file. You may request a copy of your report. Please be aware that you may not receive a copy of your report if you are not an individual. If you are an individual, you may request a copy of your report. Please be aware that you may not receive a copy of your report if you are not an individual. If you are an individual, you may request a copy of your report. Please be aware that you may not receive a copy of your report if you are not an individual.

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.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you. If you request a copy of your report, please be aware that you may not receive a copy of your report if you are not an individual. If you are an individual, you may request a copy of your report. Please be aware that you may not receive a copy of your report if you are not an individual.

**Acknowledgement and Authorization for Background Check**

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of 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 end, 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 Universal Background Screening, Inc., Post Office Box 5920, Scottsdale, AZ 85261, 1-877-263-8033, [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.

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.

eSign and Continue  Clear and Re-Sign  Help

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

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 9:28:21 PM

Continue  Print a Copy

- 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.**

**Thank you. Your forms have been received.**

Your confirmation number is 13555131.

Dear Student,

Thank you for initiating the screening process. Your order has been received and will be processed. Please print this page with the confirmation number for your records.

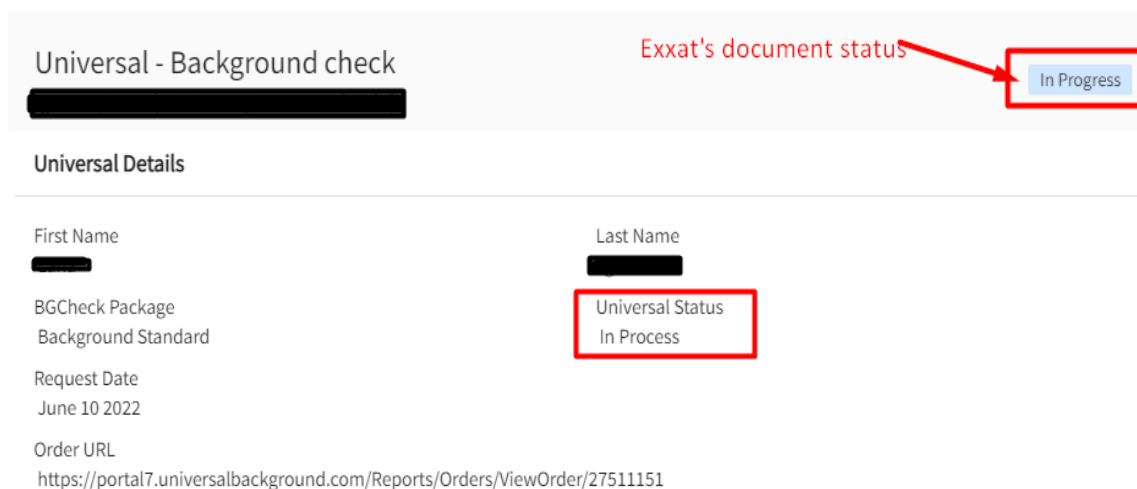
Once your order is complete, your results will be provided to your school. For any concerns about your order, please contact Universal Background Screening's Client Services Department at 1-877-561-5150 or via email at [cs@universalbackground.com](mailto:cs@universalbackground.com).

Thank you,

The Exxat Team

**The process is complete, you may close this web browser at any time.**

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".



The screenshot shows a document titled "Universal - Background check" with a red box around the "In Progress" status. Below it, the "Universal Details" section shows "Universal Status" as "In Process".

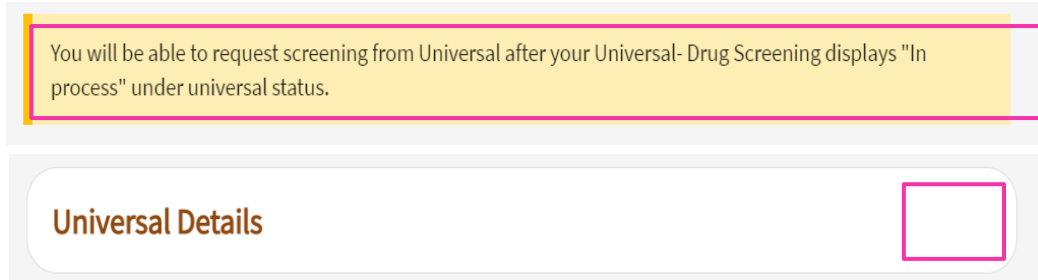
Exxat's document status → In Progress

**Universal - Background check**

Universal Details

First Name	Last Name
[Redacted]	[Redacted]
BGCheck Package Background Standard	Universal Status In Process
Request Date June 10 2022	
Order URL <a href="https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27511151">https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27511151</a>	

9. When the **Universal status** is "Invitation Sent or Pending Student information", for Universal-background check, your Universal-Drug screening will show the yellow banner as below, and you will be able to see the + icon next to the "Universal Details" to request screening for the 'Universal- Drug screening' only once the Universal Status for your background check is "In process".

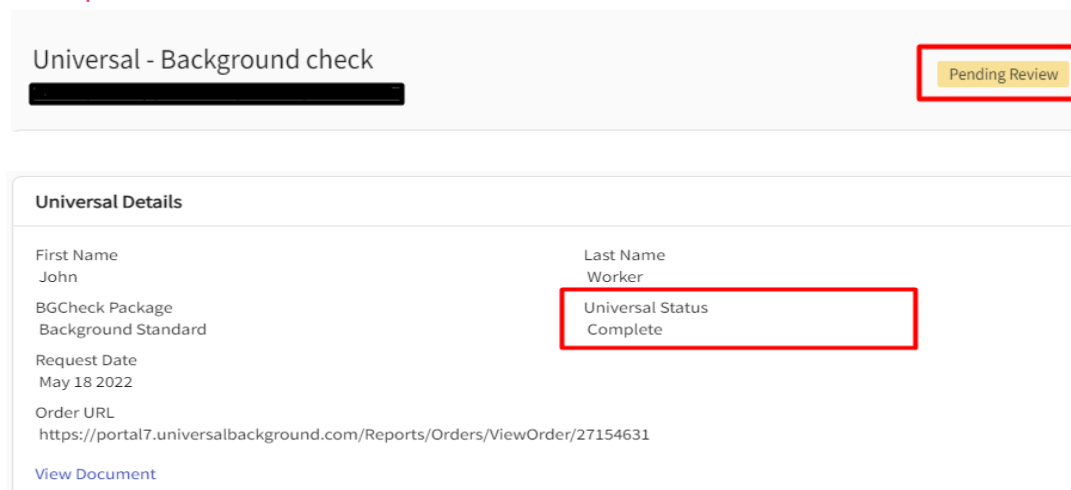


The screenshot shows a yellow banner with text and a "Universal Details" button with a plus icon.

You will be able to request screening from Universal after your Universal- Drug Screening displays "In process" under universal status.

**Universal Details** +

10. 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" with a red box around the "Pending Review" status. Below it, the "Universal Details" section shows "Universal Status" as "Complete".

Universal - Background check → Pending Review

**Universal - Background check**

Universal Details

First Name John	Last Name Worker
BGCheck Package Background Standard	Universal Status Complete
Request Date May 18 2022	
Order URL <a href="https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27154631">https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27154631</a>	

[View Document](#)

11. 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.

× Universal - Background check

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

Universal - Background check Add New Record

Approved

**Universal Details**

First Name	Last Name
██████████	██████████
BGCheck Package	Universal Status
Background State of Illinois	Complete
Request Date	
January 27 2022	
<a href="#">View Document</a>	

**Background Check Details**