Request Universal Background Check for Students

PRISM

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:

2. Select the Universal-Background Standard requirement-from the list of document to Get Started.
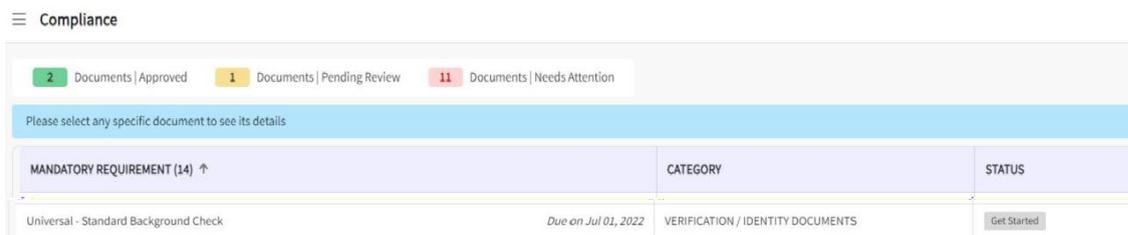
3. Click the **+** icon next to the "Universal Details" in the center screen to begin the process
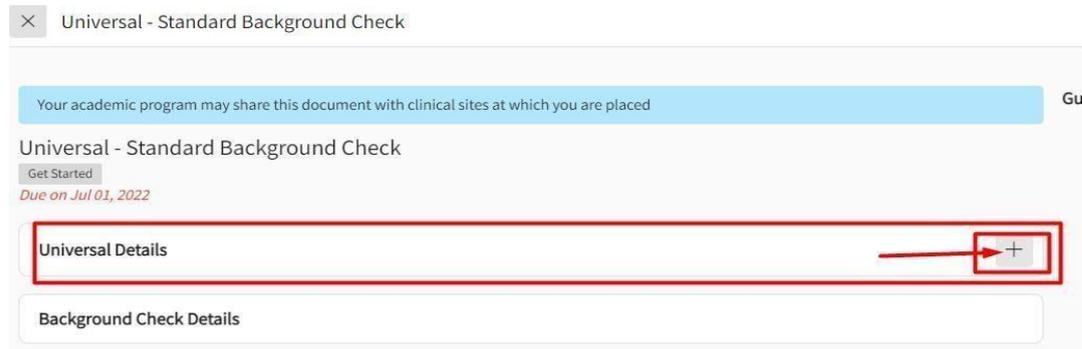
4. On the right, a sidebar will open allowing you to select a package(s). Select the correct "Radio button' and this will enable the "Request Screening" button for you to continue.
NOTE: PLEASE USE YOUR LEGAL NAME as written on a government document or it will delay approval of your results

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

6. 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.

Student completes application, signs disclosures & pays for screening

NOTE: PLEASE USE YOUR LEGAL NAME as written on a government document or it will delay approval of your results

Please follow the prompts and provide an esign on the final page of the eform.

The eform complete after making the payment set up for the package.

NOTE: If the package is set up as School pay, the payment section will not be available.

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.**
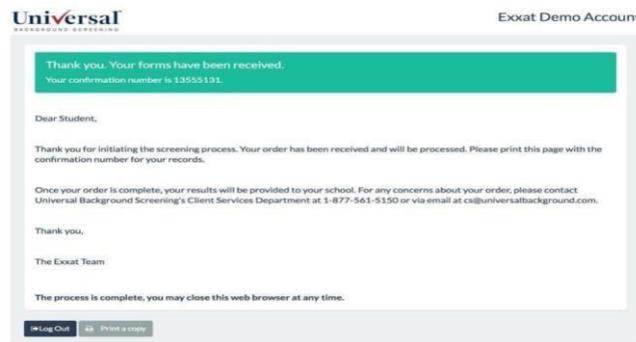
8. Once you submit the application, the **document status** will continue to show '**In progress'** but the Universal status will now show as "In process".
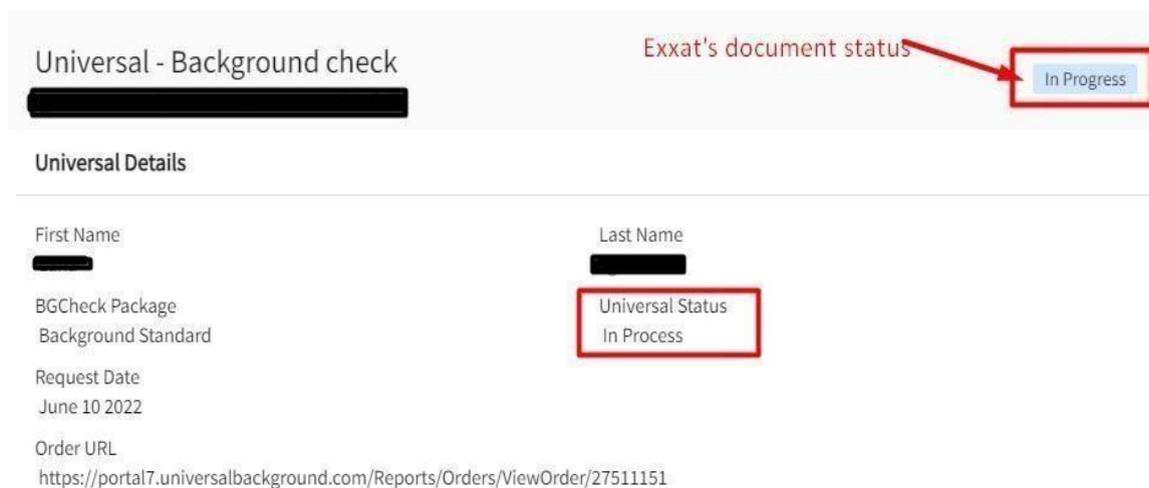
9. When the Universal status is "Invitation Sent or Pending Student information", for Universal drug screening, your Universal background requirement will show the yellow banner as below. You will be able to see the ✚ icon next to the "Universal Details" to request screening for the 'Universal background' only once the Universal Status for your drug screening is "In process".

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".

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.

Notes:
Once you submit your application, if it has been over 2 weeks and your results are still not available, please email
ExxatCS@universalbackground.com