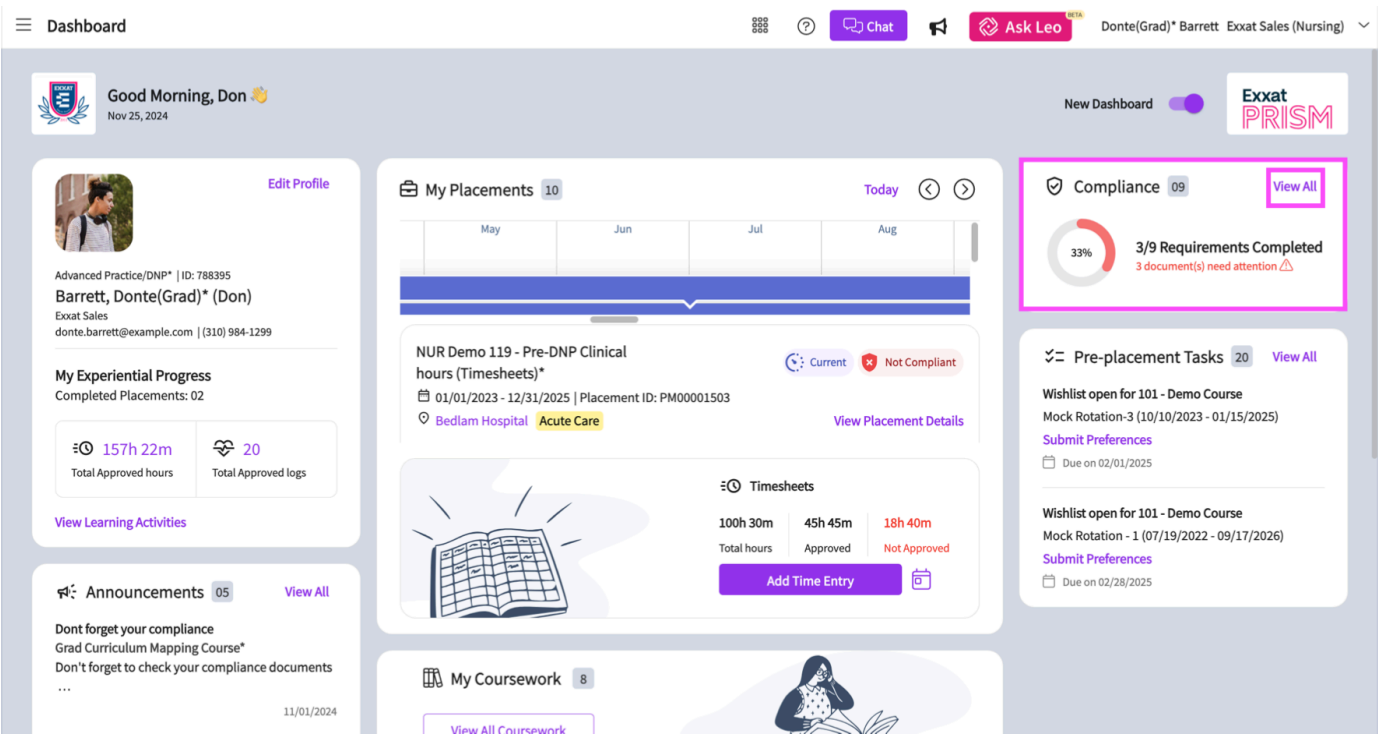
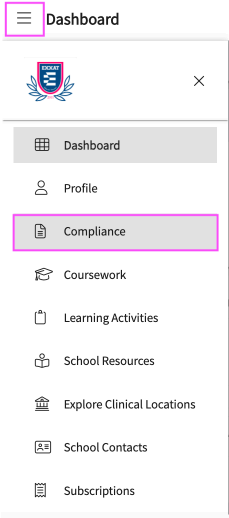


This document outlines the steps to request a background check through Exxat using Universal's platform. Follow these instructions to ensure a smooth application process:

1a. If you are using the New Student Dashboard, in the compliance section, click on the View All hyperlink to view all the documents required of you.



1b. You can also click on the upper left hand hamburger icon and select the compliance section.



1c. If you are using the Old Student Dashboard, click on the compliance section from your dashboard.

Dashboard

Exxat PRISM

Message(s) from your school (5)

Dont forget your compliance

11/01/2024

Grad Curriculum Mapping Course*

Don't forget to check your compliance documents

Show More

Job Fair

10/30/2024

Didactic Course*

We are hosting a hiring event for current and former students, please come out and find yourself some

Show More

Food drive

08/07/2024

Come visit our weekly Food drive!

Job Fair

05/03/2024

Grad Course 1 (FNP log, All forms,Timesheet)*

We are hosting a hiring event for current and former students, please come out and find yourself some

Show More

Explore the new student homepage experience.

Switch to New

Profile

Create your professional profile and upload documents necessary for clearance to participate in your clinical education

Compliance

Upload documents necessary for clearance to participate in clinical education

3 Documents need attention

Coursework

Research clinical sites, express your interest, find out where you are placed and complete assignments for clinical education

Learning Activities

Complete and review learning activities across all courses for clinical education

School Resources

Access resources provided by your academic program

20 Resources shared

Explore Clinical Locations

Find and learn more about the clinical sites associated with your academic program

School Contacts

Review contact information for the faculty and staff from your program

3 Contacts shared

Exxat Prism Learning Hub

Access help documents, video tutorials, and FAQs

2. Select the **Universal-Background Standard** requirement from the list of documents and select Get Started.

Compliance

2 Documents | Approved

1 Documents | Pending Review

11 Documents | Needs Attention

Please select any specific document to see its details

MANDATORY REQUIREMENT (14) ↑	CATEGORY	STATUS
Universal - Standard Background Check	Due on Jul 01, 2022	VERIFICATION / IDENTITY DOCUMENTS
		Get Started

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

Universal - Standard Background Check

Get Started

Due on Jul 01, 2022

Universal Details

Background Check Details

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.

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

Request screening

Universal Details

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"**.

In Progress

Exxat's document status

Universal Details

First Name

June

Last Name

Bee

BGCheck Package

Rescreen Background

Request Date

June 01 2022

Universal Status

Invitation Sent

Universal screening status

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.

Important Information about your Background Forms -- Please Read



eform@universalbackground.com
To: Stefanie McDonald

😊 Reply Reply All → Forward 📧 ⋮

Mon 6/3/2024 1:13 PM

Dear John Worker,

Thank you for placing an order with Universal Background Screening. As part of the screening process, you'll be asked to fill out personal information about yourself using Universal Background Screening's secure online server.

To initiate the process, please click the link below to pay the fee and complete the forms.

[Click here to complete the Background forms on Universal Background Screening's secure server](#)

For your reference, here is your E-Forms invitation code: 0AD336D8-3CD1-41A4-8F3F-E1E3238B3499

For any questions about screenings that need to be ordered, please contact your Clinical Education team at 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.

After submission, Universal will Commence processing your screening(s). Your complete screening results will be directly accessible on EXXAT.

Thank you,

The Exxat Team



Exxat Demo Account

Exxat Demo Account



Welcome Students!

Your school has partnered with Exxat for your required background checks. Screenings are conducted by Universal Background Screening, which maintains the highest level of security and confidentiality.

Before you initiate your screening, please be sure to have your social security number, birth date, and the city, state, and zip code of all your residences within the past seven years.

Once you have successfully completed the forms 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

0AD336D8-3CD1-41A4-8F3F-E1E3238B3499

By accepting these terms, you certify that you are able and willing to accept disclosures and/or documents electronically, as follows:

- You are being provided with forms and documents in a digital format.
- You have a right to receive any of these in paper format by contacting Exxat Demo Account.
- You can withdraw consent to electronic delivery by clicking the Cancel button at the bottom of this page.
- If you have any questions about the application process, please contact at Exxat Demo Account.

Prior to acceptance of electronic delivery of disclosures and/or documents, you should verify that you have the required hardware and software to print or retain

them, if you so desire.

✓ Accept - Continue

7. Student completes application, signs disclosures & pays for screening



Subject Information

FCRA Summary of Rights

FCRA Disclosure

FCRA Authorization

Supplemental Authorization For Release of Records

Payment Amount: \$65.00

Your E-Forms Application was located

Required fields are indicated with a red asterisk or red border. All required fields must have an input in order to submit the form.

Please complete the information in the fields below.

Subject Information

Please enter your legal name that shows up on your Social Security Card/Passport.

First Name* John

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

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



Subject Information

FCRA Summary of Rights

FCRA Disclosure

FCRA Authorization

Acknowledgement and Authorization For Background Investigation

Supplemental Authorization For Release of Records

Sign Document

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

Sign your name (John Worker) in the signature box and click eSign and Continue.

If you are using a mouse: Click in the box, hold down the left click button, and sign your name by drawing it with the mouse.

If you are using a tablet or a mobile device: Draw your name with your finger inside the signature box.

John Doe


✓ Sign & Continue X Clear and Re-Sign ? Help

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

Subject Information	✓
FCRA Summary of Rights	✓
FCRA Disclosure	✓
FCRA Authorization	✓
Acknowledgement and Authorization For Background Investigation	✓
Supplemental Authorization For Release of Records	✓
Payment Amount: \$65.00	☒

Required fields are indicated with a red asterisk or red border. All required fields must have an input in order to submit the form.


Application Payment

Card Type*	 - Choose One -	
Card Number*	<input type="text"/>	
Expiration Date*	- Exp Month -	- Exp Year -
Security Number	<input type="text"/> CVV <small>Please enter the three or four digit security code located on the front or back of your card</small>	
Name on Card*	<input type="text"/> First Name	<input type="text"/> Last Name
Address*	<input type="text"/> Address	
	<input type="text"/> City	<input type="text"/> State <input type="text"/> Zip Code
Phone Number	<input type="text"/> (000)000-0000	
Payment Amount	\$ 65.00	

✓ Make Payment & Submit

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

10. 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.**

 Exxat Demo Account

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.

Thank you,

The Exxat Team

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

[Log Out](#) [Print a copy](#)

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

Universal - Background check

Exxat's document status

In Progress

Universal Details

First Name

Last Name

BGCheck Package

Background Standard

Request Date

June 10 2022

Order URL

https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27511151

Universal Status

In Process

12. 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".

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

Universal Details

13. 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".

Universal - Background check

Pending Review

Universal Details

First Name

John

Last Name

Worker

BGCheck Package

Background Standard

Request Date

May 18 2022

Order URL

https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27154631

Universal Status

Complete

View Document

14. Once your documentation 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.

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

×

Universal - Background check

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

Universal - Background check

Approved

Add New Record

Universal Details

First Name

Last Name

BGCheck Package

Background State of Illinois

Universal Status

Complete

Request Date

January 27 2022

View Document

Background Check Details