

This document provides a step-by-step guide on how to request a drug screening for students using Exxat and Universal.

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.

The screenshot shows the 'New Student Dashboard' for Donte(Grad)* Barrett, Exxat Sales (Nursing). The dashboard includes a profile card, 'My Placements' section with a calendar and details for 'NUR Demo 119 - Pre-DNP Clinical hours', 'My Coursework' section, and a 'Compliance' section. The 'Compliance' section is highlighted with a pink box and shows a progress indicator at 33%, with '3/9 Requirements Completed' and '3 document(s) need attention'. A 'View All' link is visible in the top right of the compliance section. Other sections include 'My Experiential Progress' (157h 22m total approved hours, 20 total approved logs), 'Announcements', and 'Pre-placement Tasks'.

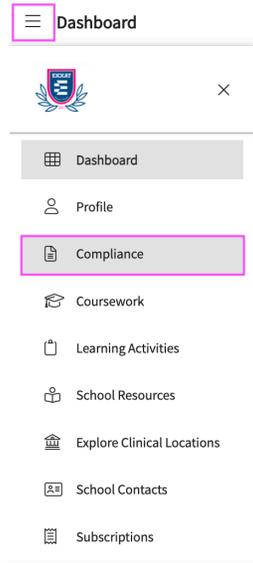
OR

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

The screenshot shows the 'Old Student Dashboard' for Donte(Grad)* Barrett, Exxat Sales (Nursing). The dashboard features a 'Profile' section, 'Coursework', 'School Resources' (20 Resources shared), 'School Contacts' (3 Contacts shared), 'Learning Activities', 'Explore Clinical Locations', and 'Exxat Prism Learning Hub'. The 'Compliance' section is highlighted with a pink box and shows '3 Documents need attention'. A 'Switch to New' toggle is visible at the top right of the dashboard area. The left sidebar contains 'Message(s) from your school (5)' and several announcements, including 'Dont forget your compliance', 'Job Fair', 'Food drive', and another 'Job Fair'.

OR

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



2. Select the **Universal Drug Screening** 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). Click on the "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 the

approval of your results

Drug Screening Universal

Request Screening

Universal Details

First Name
John

Last Name
Worker

10 Panel + OPI-BUP-6AM-29986N (12 Panel)

5. 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

Request Date
July 01 2022

Universal Status
Invitation Sent ← Universal screening status

Drug Screening Details

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.

 **eform@universalbackground.com**
to universaltest321-021

Thu, Jun 6, 5:43 PM (1 day ago) ☆ ☹ ↶ ⋮

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.

Before you initiate your screening, please be sure to have your social security number, birth date and current address including the city, state, and zip code.

PLEASE ONLY use your legal name as it is listed on your social security card.

To initiate the process, please click the link below to complete the required forms.

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

For your reference, here is your E-Forms invitation code: CF845CEF-0520-4063-B251-8CF33A72D3B3

For any questions about screenings that need to be ordered, please contact your program director or clinical coordinator.

Thank you,

The Exxat Team

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.

I Accept - Continue

Universal
BACKGROUND SCREENING

Subject Information ● Your E-Forms Application was located

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

Payment Amount: \$29.00

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

Middle Name* No Middle Name

Last Name* Worker

Generational Suffix

Social Security #*

Confirm SSN*

Date of Birth*

Choose Clinic

Based on information you already provided, we've located a few clinics near your home zip code. Select one of the options shown below, or you may enter a preferred zip code to search for additional locations.

Find clinics within* 10 miles of zip code* 12345

Number of Clinics Found: 1

Quest Diagnostics Ecatepec Coacalco 0 miles

Quest Diagnostics Ecatepec Coacalco
Av. Jose Lopez Bonaga Sin Esq.
Mexico, 12345
555-55-5-1212
QuestPSC

Hours of Operation:
M-F 7:00 am-4:00 pm(Sa 7:30 am-1:30 pm)

An email consisting of a digital Drug Test Collection Order for your selected clinic will be emailed to you.

Universal
BACKGROUND SCREENING

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

Clinical Information ●

Payment Amount: \$29.00

Application Payment

Card Type*

Card Number*

Expiration Date*

Security Number Please enter the three or four digit security code located on the front or back of your card

Name on Card*

Address*

Phone Number

Payment Amount \$ 29.00

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**

Thank you. Your forms have been received.

Thank you for initiating the screening process. Your order has been received and will be processed.

If you completed the drug test registration you will receive an email which will include a bar code and the information of the facility you selected to complete the drug test. **Please print this page with the confirmation number for your records.**

Once you have gone to the lab and submitted your sample, you should receive your results within 2 weeks. Your results will automatically be uploaded into Exxat.

For any questions about screenings that need to be ordered, please contact:

Sherrie Luetgers at luetgers@augsborg.edu

Thank you

The Exxat Team

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

 Print a copy

8. Once the student selects a clinic and clicks next, the student receives an email from Universal

John Worker,

Thank you for completing your drug test registration for Demo, LLC. Please print this email or present it to the clinic on your mobile device when you arrive at the clinic.

If you have any questions or concerns about this process please contact the representative with whom you have been in contact with during the recruiting process.

Thank you in advance for your participation.

ARCpoint Labs of Scottsdale-ARCpoint L
15455 N Greenway Hayden Loop Ste C16, Scottsdale, AZ 85260
480-939-4656

Clinic Hours/Details: M-F 8:30 am-5:00 pm|Sa 9:00 am-12:00 pm; Drug Screen: M-F 8:30 am-5:00 pm|Sa 9:00 am-12:00 pm



Attention Clinic Staff: Please call Universal Background Screening at 1-877-561-5151 with any questions about this collection order!

9. This email will contain the clinic address, hours and a Bar code. The student needs to present this Bar Code at the clinic. (paper or mobile)

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

Universal- Drug Screening

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

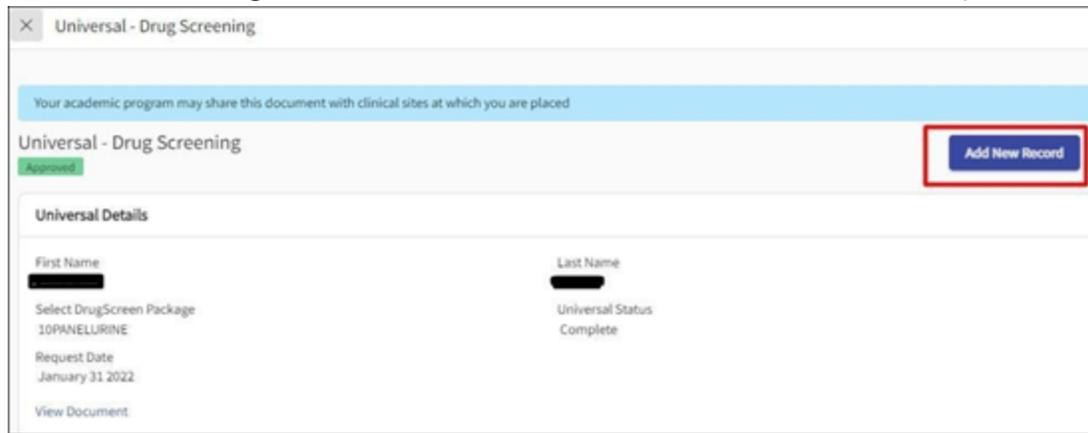
Universal- Drug Screening

In Progress ← Exxat's Document status

Universal Details

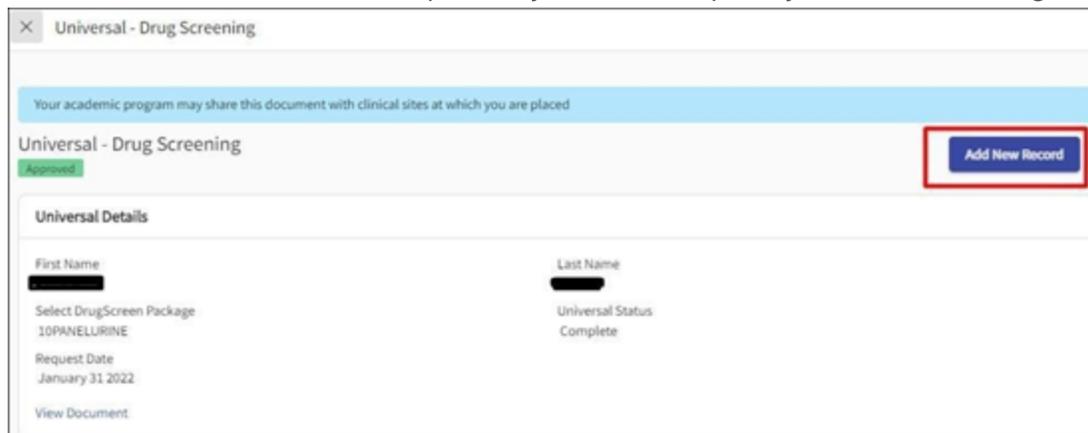
| | | | |
|---------------------------|-----------------|------------------|-----------------------------------------|
| First Name | ██████████ | Last Name | ██████████ |
| Select DrugScreen Package | 10PANELURINE | Universal Status | In Process ← Universal screening status |
| Request Date | January 26 2022 | | |

11. 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 web interface for 'Universal - Drug Screening'. At the top, there is a blue banner with the text 'Your academic program may share this document with clinical sites at which you are placed'. Below this, the title 'Universal - Drug Screening' is displayed with a green 'Approved' tag. A blue 'Add New Record' button is highlighted with a red box. Under the 'Universal Details' section, the following information is visible: First Name (redacted), Last Name (redacted), Select DrugScreen Package (10PANELURINE), Universal Status (Complete), Request Date (January 31 2022), and a 'View Document' link.

12. Once your document 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.



This screenshot is identical to the one above, showing the 'Universal - Drug Screening' interface with the 'Approved' status and 'Complete' universal status. The 'Add New Record' button is again highlighted with a red box.

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 ExxatCS@universalbackground.com

13. 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.

The screenshot shows a web interface for 'Universal - Standard Drug Screening'. At the top, there is a tab with a close button and the text 'Universal - Standard Drug Screening'. Below the tab are two informational banners: a blue one stating 'Your academic program may share this document with clinical sites at which you are placed' and a yellow one stating 'You will be able to request screening from Universal after your Background Check displays "In process" under universal status.' The main heading is 'Universal - Standard Drug Screening', followed by a 'Get Started' button and a due date 'Due on Jul 01, 2022'. A red text annotation reads '+ icon will be visible once the Universal-background check screening status becomes "In process"', with a red arrow pointing to a red-bordered square containing a plus sign. Below this are two expandable sections: 'Universal Details' and 'Drug Screening Details'.