CertifiedBackground.com

---------Student Instructions---------

## Background Check

### Rush University Prelicensure MSN (GEM)

The above organization has chosen CertifiedBackground.com as an approved provider of background checks, drug tests, and/or immunization tracking services for students.

## About CertifiedBackground.com

CertifedBackground.com is a service that allows students to order their own background check, drug test and upload immunization records and other documents online. Information collected through CertifiedBackground.com is secure, tamper-proof, and kept confidential. The services performed by Certified Background are based on guidelines provided by your organization, so you know you'll get the information you need, all from one source. The results are posted the the CertifiedBackground.com website where the student, as well as the school, can view them.

## Ordering Instructions

1. Go to www.CertifiedBackground.com and click on "Students."
2. In the Package Code box, enter the package code: **RU64**
3. Enter your payment information – Visa, Mastercard, or Money Order. Follow the onlilne instructions to complete your order.
4. Your package requires you to submit immunization, medical, or certification records. At the end of the order process you will be prompted to visit a secure web page where you will view additional instructions for uploading your records.

## Retrieval Instructions

Once your order is submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results, visit www.CertifiedBackground.com, enter your password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. Results are typically available in approximately three days, though some searches take longer so please allow adequate time when ordering. Your Department Administrator will automatically have access to your results. For A Summary of Your Rights Under the Fair Credit Reporting Act visit www.ftc.gov.