

QualifiedFirst® User Manual

Your student guide to completing academic program requirements.

UPDATED ON: June 14, 2024



Let's get started!

Welcome to QualifiedFirst® by Verified Credentials. This instruction guide will walk you through completing your program requirements. Your school may have asked you to fulfill a few qualifications for clinical placement, including background checks, drug tests, and documents for review (e.g., immunizations, insurance, acknowledgements, and more).

Create your account

Your program contact will provide documentation on how to create an account. This includes all the information you need to create your account.

- 1 Go to the link provided on your documentation.

NOTE: You will need your program code(s) to apply the correct requirements to your account.

Use this link to access your page.



Northern University

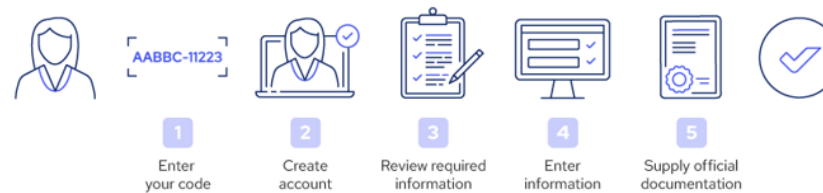
RN Program
Required Qualifications for Your Program

TIME SENSITIVE
DO NOT DELAY

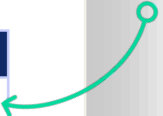
ATTENTION Students:

We've partnered with Verified Credentials, LLC to help you supply the required qualifications for your program. To get started, carefully follow the instruction below:

How it Works:



Your program code.



IMPORTANT – Use the CODE below to get started:

Program:	Code:
LPN Program Requirements – Spring - 2024	AAAAA-12345

Click to Get Started:

<https://scholar.verifiedcredentials.com/northern>

For Best Results - Use a **laptop** or **desktop computer** to complete this process.

Create your account

2

Enter the program code from the program-provided documentation to get started.

NOTE: Returning users can reenter their QualifiedFirst account by entering their username and password in the 'Returning Users' box. Alternatively, you can log into QualifiedFirst directly once your account has been created. Additional codes can be entered on the Home tab of your QualifiedFirst account as needed.

The screenshot displays the 'Background Information Center' interface. At the top left is the 'verified CREDENTIALS' logo. Below it, a 'Welcome' message states: 'Welcome to QualifiedFirst® by Verified Credentials, LLC. Your school has partnered with Verified Credentials to help you complete your program requirements.' A central navigation bar contains five steps: 1. Enter your code (with 'AABBC-11223' as an example), 2. Create account, 3. Review required information, 4. Enter information, and 5. Supply official documentation. Below this are two informational boxes: 'About Verified Credentials, LLC' and 'What is QualifiedFirst@?'. On the right side, there are three main sections: an 'IMPORTANT' notice with a table of program and code information, a 'First Time Users' registration box with a 'Code' input field and a 'Get Started!' button, and a 'Returning Users' login box with 'Username' and 'Password' input fields and a 'Log In' button. A green arrow points from the 'Code' input field in the 'First Time Users' section to the 'Code' column in the 'IMPORTANT' table.

Program:	Code:
LPN Program Requirements - Spring - 2024	AAAAA-12345

First Time Users:
Enter your code and register...
Code:
Get Started!
[Can't Remember Your Code?](#)

Returning Users:
Finish your requirements, check status, etc...
Username:
Password:
Log In
[Forgot Username?](#) [Forgot Password?](#)

Create your account

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- Enter your personal information
- Create a username and password
- Double-check all information entered. This information will be used to complete program requirements (document review, background check completion, and drug screens). Incorrect information may result in delays or additional fees.
- Read and sign the QualifiedFirst Terms of Use Agreement.

The screenshot displays the account creation interface for QualifiedFirst by Verified Credentials. It is divided into three main sections:

- Step 1: Personal Information**

Please start by entering in your name and contact information below.

Fields include: First Name, Middle Name, Last Name, Country (pre-filled with United States), Address Line 1, City, State (Please Select), Zip Code, Primary Phone, and E-mail.

A checkbox asks "Is This Your Mailing Address?" with Yes and No options.

At the bottom, "Notice Settings" are set to Email (selected), with options for Text Message (Recommended) and Both.
- Step 2: Create Username / Password**

Choose a Username and a Password and answers to two security questions which will be used for password recovery.

Fields include: Username, Password, Confirm Password, 1st Secret Question (Please Select), Answer, 2nd Secret Question (Please Select), and Answer.
- Step 3: QualifiedFirst® by VERIFIED CREDENTIALS Terms of Use Agreement**

Please agree to the following QualifiedFirst by VERIFIED CREDENTIALS Terms of Use Agreement between you and Verified Credentials, LLC, which governs your use of the QualifiedFirst system. NOTICE: This is a legally binding agreement that has legal consequences.

Buttons for "Print and/or Download the QualifiedFirst by VERIFIED CREDENTIALS Terms of Use Agreement Version" are visible.

The agreement text includes:

 - QUALIFIEDFIRST® By Verified Credentials TERMS OF USE AGREEMENT**
 - NOTICE: THERE IS A BINDING ARBITRATION CLAUSE AND CLASS ACTION WAIVER IN PARAGRAPH TWELVE (12) UNDER THE "REPRESENTATIONS AND WARRANTIES" SECTION OF THIS QUALIFIEDFIRST BY VERIFIED CREDENTIALS TERMS OF USE AGREEMENT. THEY AFFECT HOW DISPUTES ARE RESOLVED.**
 - The QualifiedFirst® by Verified Credentials system ("QualifiedFirst") of Verified Credentials, LLC. ("Verified") allows a user ("You" or "Your"), in an online format, to build a QualifiedFirst portfolio ("Portfolio") which may include Your background information, a QualifiedFirst background report(s) about You ("Report") and other personal or professional information about You. **In order to access QualifiedFirst, You must agree to this QUALIFIEDFIRST By Verified Credentials Terms of Use Agreement ("TOU"). Agreeing to it creates a legally binding agreement between Verified and You that has legal consequences.** Clicking an "I have read, understand and agree to the QualifiedFirst by Verified Credentials Terms of Use Agreement" checkbox and/or Your continued use of QualifiedFirst or Your Portfolio shall constitute Your agreement to the TOU.
 - Please Note:** Some information included in Your Portfolio may be considered a "consumer report" under the U.S. Fair Credit Reporting Act ("FCRA"), entitling You to certain protections under it.
 - BUILDING A PORTFOLIO**
You build a Portfolio by:
 - a. Establishing a QualifiedFirst account.

Navigating your dashboard

- **Home** – Displays requirements and overview of your progress.
- **My Profile** – Your personal information, documents, licenses, and portal to updating expiring requirements
- **Background Center** - View background check status and final report.
- **Customer Support**– Support contact information and chat link.
- **My Account** – Update username, email, password and, more.
- **Sign Out** – Exits the QualifiedFirst system.

The screenshot displays the QualifiedFirst dashboard. At the top, the logo 'QualifiedFirst by verified credentials' is on the left, and navigation links 'Customer Support | My Account | Sign Out' are on the right. Below this is a dark blue navigation bar with 'Home', 'My Profile', and 'Background Center' highlighted in a red box, and a welcome message 'Welcome, Grant Brown!' on the right. The main content area is divided into two columns. The left column has an 'Account Overview' section with 'Your Background Report' (containing a 'Get Started' button) and 'Your Profile Information' (listing 'Identity Information (1)', 'Address History (1)', 'Employment History', and 'Education History'). The right column features a 'Have a Code?' section with input fields and a 'GO' button, followed by 'Messages and Alerts (0)' (with a 'View All' link) and 'Your Requirements (0)' (with a message 'You have no incomplete requirements.').

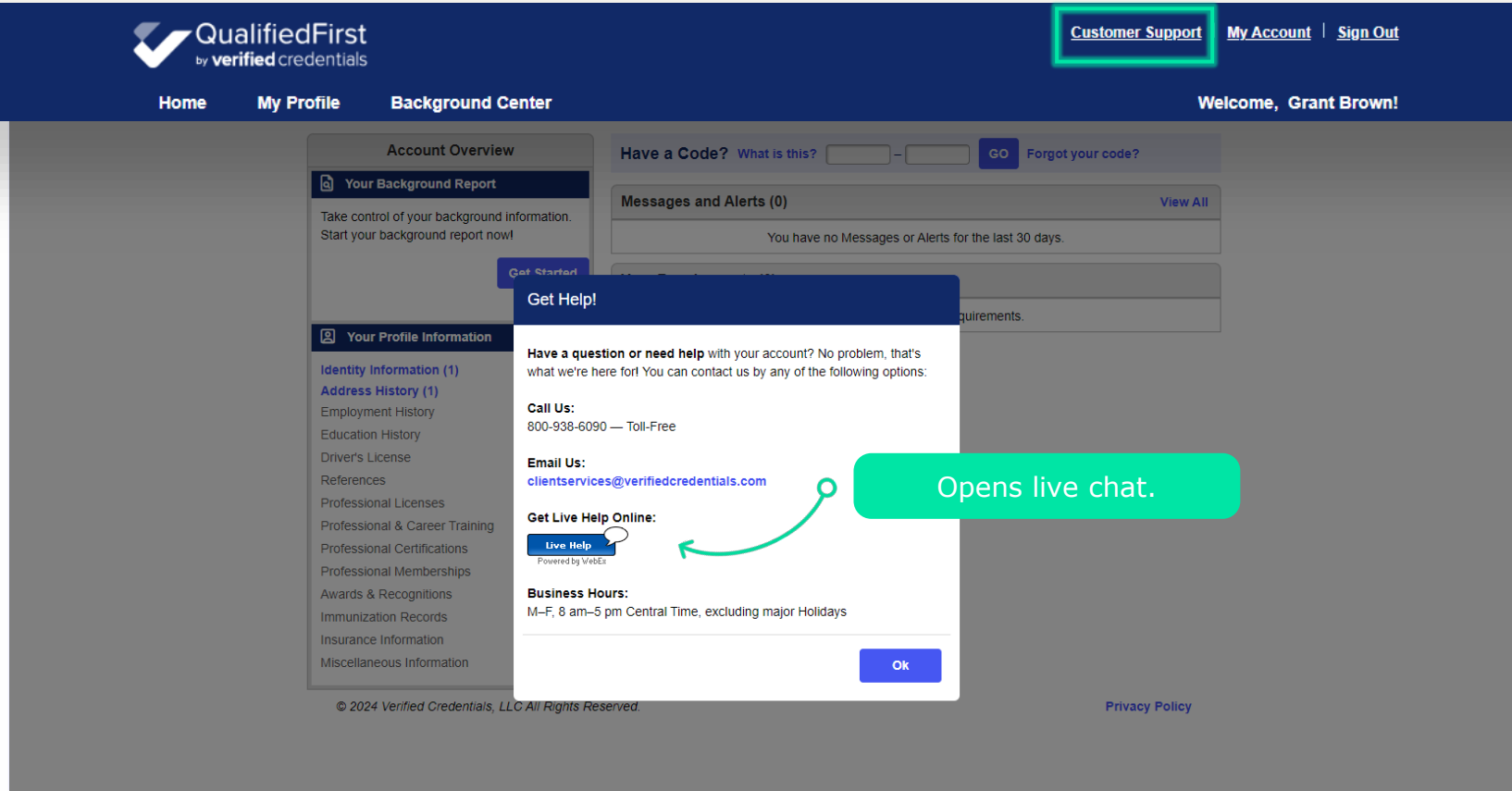
Your program requirements

Every program has a unique set of program requirements. You may need to enter more than one program code to start all your requirements. You may enter additional program codes on the Home tab next to 'Have a Code?'

The screenshot shows the user interface of the Verified Credentials website. At the top, there is a navigation bar with the logo 'QualifiedFirst by verified credentials' on the left and links for 'Customer Support', 'My Account', and 'Sign Out' on the right. Below this is a secondary navigation bar with 'Home', 'My Profile', and 'Background Center' on the left, and a welcome message 'Welcome, Grant Brown!' on the right. The main content area is divided into several sections. On the left, there is a sidebar with 'Account Overview' containing 'Your Background Report' and 'Your Profile Information'. The 'Your Background Report' section has a 'Get Started' button. The 'Your Profile Information' section lists 'Identity Information (1)', 'Address History (1)', 'Employment History', and 'Education History'. The main content area has a 'Have a Code?' section with input fields and a 'GO' button. Below this is a 'Messages and Alerts (0)' section with a 'View All' link. The 'Your Requirements (1)' section is highlighted with a green box and contains a table with one row: 'Verified University - RN Program' with '5 Incomplete Requirements' and a 'Due Date: 2/22/2025'. A green callout box with an arrow points to the 'Have a Code?' section, containing the text 'Add program codes here.'

Customer support

Live support is available Monday-Friday, 8am-5pm CT (excluding holidays). Phone number, email address, and live chat link are all available on your dashboard.



1 Start your background check

Not all codes will include a background check. If your code includes a background check, you may begin by entering your code after signing in. If you sign out before completing your background check process, you can access your background check from your dashboard by selecting:

- “Get Started” under Your Background Report, OR
- “Work on this now” under Your Requirements

NOTE: Not all codes will include a background check. A screen similar to the example on the right including ‘Your Requirements’ will ONLY appear for users who log out before completing all steps using a code. If you will be completing all steps before logging out, please disregard this step.

The screenshot displays the user interface for the 'Background Center'. At the top, there is a navigation bar with the logo 'QualifiedFirst by verified credentials' and links for 'Customer Support', 'My Account', and 'Sign Out'. The user is identified as 'Grant Brown'. The main content area is divided into two columns. The left column, titled 'Account Overview', contains sections for 'Your Background Report' (with a 'Get Started' button) and 'Your Profile Information'. The right column contains 'Messages and Alerts (0)' (with a 'View All' link) and 'Your Requirements (1)'. The requirements section lists 'Verified University - RN Program' with '5 Incomplete Requirements' and a 'Due Date: 2/22/2025'. A 'Work on this now' button is highlighted in the requirements section. A green callout box at the top right of the dashboard contains the text 'Enter code here to get started' with an arrow pointing to a code entry field in the 'Have a Code?' section.

QualifiedFirst
by verified credentials

Customer Support | My Account | Sign Out

Home My Profile Background Center Welcome, Ashley Rogers!

My Background Report Create New Report Order History

Verified University - RN Program Due Date: 2/22/2025
RN Program Requirements

1 2 3 4 5 6 7 8

Introduction DONE Forms & Notices DONE Student Information DONE Personal Info DONE Review R 1 of 2 Tasks

Welcome to QualifiedFirst!

Welcome! Your organization has partnered with QualifiedFirst® by Verified Credentials, LLC to help you complete the requirements outlined below. **Don't worry; we'll walk you through the process step-by-step**, with guidance designed especially for people new to the process. QualifiedFirst® works a lot like a navigation system, showing you what to do every step of the way and providing you clear, easy-to-follow instructions.

Take a moment to review the requirements below. When you're finished, click "Let's Get Started" below.

Background Report

Your background report will contain the following background checks and verifications:

- Academic Verification [What is this?](#)
- Criminal Search - County [What is this?](#)
- Drug Screen - 10 Panel Urine (Q10) [What is this?](#)
- ID Trace Pro
- National Sex Offender Public Registry [What is this?](#)
- OIG Sanction Report [What is this?](#)
- Professional License Verification [What is this?](#)

2 Review requirements

Review the list of requirements. Get details on each by selecting "What is this?".

When you are done reviewing, scroll to the bottom of the page and select "Let's Get Started".



Immunizations

You will need to provide details and possibly supporting documentation that you received the following immunizations:

- COVID-19 [What is this?](#)
- Hepatitis B [What is this?](#)
- Influenza [What is this?](#)
- MMR (Measles-Mumps-Rubella) [What is this?](#)
- Tuberculosis [What is this?](#)



Insurance

You will need to provide details and possibly supporting documentation that you possess the following insurance coverage:

- Professional Liability Insurance [What is this?](#)



Professional Certifications

You will need to provide details and possibly supporting documentation of the following professional certifications:

- CPR [What is this?](#)

3 Complete forms & notices

Review and sign the required documents using your mouse or finger. Documents may include:

- Disclosure and authorization forms
- Your rights under the FCRA
- Other documents as required

NOTE: These are documents required by the affiliated program, not by Verified Credentials.

AN Program Requirements

1 2 3 4 5 6 7 8

Introduction **Forms & Notices** Student Information Personal Info Review R
DONE DONE DONE DONE 1 of 2 Tasks

Current Price: \$1.00 ?

Steps:


- Background Check Dis... **Background Check Disclosure**
- Rights under the FCRA **DISCLOSURE REGARDING INVESTIGATIVE BACKGROUND REPORTS**
- Background Check A...

This is to let you know that an investigative background report(s) may be included in the background report(s) you are requesting regarding yourself. Investigative background reports are reports that include information about your character, general reputation, personal characteristics and/or mode of living, whichever may be applicable, obtained from personal interviews of, for example, your former employers, neighbors, friends and/or associates. You have the right to request complete and accurate disclosures of the nature and scope of investigations associated with investigative background report(s) contained in your background report(s) by contacting Verified Credentials, LLC. ("Verified"), in writing, at 20890 Kenbridge Court, Lakeville, MN 55044 or Compliance@verifiedcredentials.com. You also have the right to request that Verified provide you with the Consumer Financial Protection Bureau's written A Summary of Your Rights Under the Fair Credit Reporting Act.

How do I sign — it's easy!

- Use your mouse like a pen. Click and hold the left mouse button down and draw your signature.
- Use your laptop track pad. Hold down the left button on the laptop track pad and use another finger to draw your signature on the track pad.

Try it as many times as you like! Click **Next** when you are satisfied!



Erase Signature & Sign Again

<Back Save & Finish Later

4 Enter personal information

Enter and/or confirm your personal information for your background check order. This may include:

- Social Security Number
- Date of birth
- Driver's license information
- Name & aliases

Click "Next Step" or "Done" when each section is complete.

NOTE: This information is only applicable if your code requires a background check. Please double-check all information once completed. Incorrect information may result in delays or additional fees.

Verified University - RN Program Due Date: 2/22/2025

RN Program Requirements

1 2 3 4 5 6 7 8

Introduction DONE ✓ Forms & Notices DONE ✓ Student Information DONE ✓ **Personal Info** DONE ↓ Review R 1 of 2 Tasks

Steps:

Introduction
Introduction

Identity Information DONE ✓

Let's Get Started With Your Background Report

In this section, you will be asked for information that is required by Verified Credentials in order to successfully process your background report. We will walk you through this process step by step. You will be asked to provide at least the following information:

Verify Your Social Security Number, Date of Birth, and Driver's License

Is the following information correct? If yes, select **Done** to proceed. If not, click **Edit** to proceed.

Social Security No:	999-99-3790
Date of Birth:	February 01, 1999
Driver's License:	2344332234
Driver's License State:	MN
Gender:	Female

[<Back](#) [Save & Finish Later](#)

Let's Review Your Names

Do you have any additional names that are not already included in the list below? If so, click **Add Another Name** to add them to the list. If not, select **Done** to proceed.

My Names	
Name:	Source:
Ashley Emily Rogers (Current Name)	Self Provided

Add any additional names that are not already included in the list above. When you're finished, click **Done** to proceed.

Examples:

- A maiden name
- A different last name from a new or previous marriage
- A hyphenated last name (e.g. Anderson-Miller)

Adding additional information could increase the overall price of your order. The final price will be calculated on the **Review Order** step and will be based upon the number of background checks you select.

[Add Another Name](#) [Why do you need this information?](#)

[<Back](#) [Save & Finish Later](#) **Done**

5 Additional information that may be required

- Address history – Include residences for the specified number of years.
- Education history – Include details on the level of education completed.
- Professional licenses – Provide details on professional licenses and/or certifications that must be verified.

Steps:

- Introduction DONE ✓
- Identity Information DONE ✓
- Address History** Your Addresses
- Education History DONE ✓
- Professional Licenses DONE ✓
- Review Order DONE ✓

Let's Review Your Addresses

In the last 10 years, have you ever lived at any other address that is not in already included in the list below? If so, click **Add Another Address** to add it to the list. If not, select **Done** to proceed.

My Addresses	
Address:	Source
20890 Kenbridge Ct Ste 100, Lakeville, MN 55044 <small>(Current Address)</small>	Self Provided

Add any previous addresses that you have lived at in the last 10 years that are not already included in the list above. When you're finished, click **Done** to proceed.

Examples:

- Residences (houses, apartments, condos, etc.)
- College Housing (dorms, apartments, houses)

[Add New Address](#)

Steps:

- Introduction DONE ✓
- Identity Information DONE ✓
- Address History DONE ✓
- Education History** Your Diplomas & Degrees
- Professional Licenses DONE ✓
- Review Order DONE ✓

Enter Your Formal Education History

If you are currently pursuing or have received a diploma / equivalency or degree from a High School, Technical/Vocational College, Community College or University that is not listed below, click **Add Education Record** below. If not, select **Done** to proceed.

My Education History	
School Name:	Dates:
Lakeville South	08/2016 - 06/2020

Add your formal education history.

- GED/HSED
- High School
- Vocational, Technical, Community Colleges
- Universities

Adding additional information could increase the overall price of your order. The final price will be calculated on the **Review Order** step and will be based upon the number of background checks you select.

When you're finished, select **Done** to proceed.

[Add Education Record](#)

6 Review your background check order

Once everything is reviewed, select "Next Step" to complete the background check payment.

NOTE: Accepted payment options are debit card, credit card, and PayPal. Some programs may cover the cost of the background check order if required.

QualifiedFirst
by **verified** credentials

Customer Support | My Account | Sign Out

Welcome, Ashley Rogers!

Home | My Profile | **Background Center** | Order History

My Background Report | **Create New Report** | Order History

Verified University - RN Program

RN Program Requirements

Due Date: 2/22/2025

1 2 3 4 5 6 7 8

Introduction **DONE** | Forms & Notices **DONE** | Student Information **DONE** | **Personal Info** **DONE** | Review R 1 of 2 Task

Current Price: \$1.00

Review Your Background Check Order

The background checks listed below have been added to your order based on the information you provided and the requirements defined by Verified University. All of the background checks contained in this order are required by Verified University and cannot be edited or removed.

Steps:

- Introduction **DONE**
- Identity Information **DONE**
- Address History **DONE**
- Education History **DONE**
- Professional Licenses **DONE**
- Review Order** Review Before Payment

Background Check Options For: Ashley Rogers (Current Name)

<input checked="" type="checkbox"/>	Academic Verification - (Lakeville South)	Included In Order
<input checked="" type="checkbox"/>	Criminal Search - County - (MN - DAKOTA)	Included In Order
<input checked="" type="checkbox"/>	Drug Screen - (Drug Screen - 10 Panel Urine (Q10))	Included In Order
<input checked="" type="checkbox"/>	ID Trace Pro - (XXX-XX-3790)	Included In Order
<input checked="" type="checkbox"/>	National Sex Offender Public Registry	Included In Order
<input checked="" type="checkbox"/>	OIG Sanction Report	Included In Order
<input checked="" type="checkbox"/>	Professional License Verification - (CPR)	Included In Order

After reviewing this information, click **Next Step** to proceed.

<Back Save & Finish Later **Next Step**

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7 Share your background check

Reviewing final background check results:

Once your background check completes processing, you will be asked to review the results and whether you would like to **share the results** with your program.

Select “Yes” and click the next button to release your background check results to your school.

Viewers will not be able to access results without you completing these steps. Once a background check is ordered, the submitted information cannot be updated.

If drug screening is required, you will then be prompted to follow through with next steps.

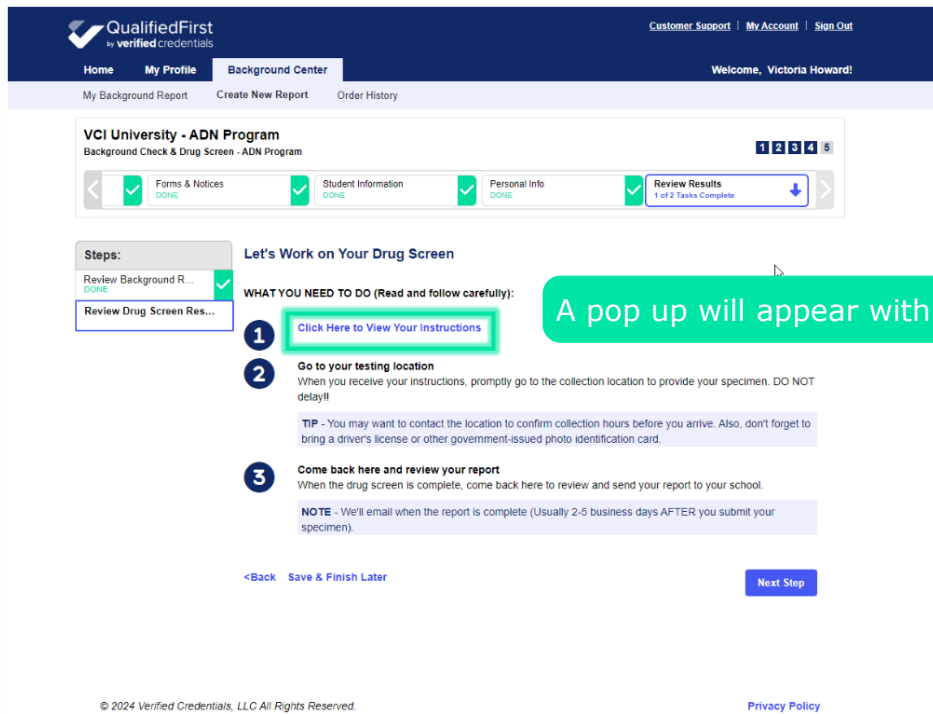
The screenshot shows the 'Background Center' for 'VCI University - ADN Program'. The progress bar indicates that 'Forms & Notices', 'Student Information', and 'Personal Info' are complete, while 'Review Results' is currently active with '0 of 2 Tasks Complete'. The main heading is 'Your Background Report is Done and Ready for Your Review'. Below this, there are two main steps:

- 1 Review and Confirm**
 - View My Background Report
 - Victoria, does everything in your report look okay?
 - YES, I have reviewed my background report and everything in it is accurate.
 - NO
- 2 A Message From VCI University**
 - VCI University would like you to send them a copy of your report. Please reply with your decision. Select from the following choices:
 - YES, I want to send this report to VCI University now.
 - NO, and I authorize QualifiedFirst to let VCI University know that I won't be sending a copy of my report.
 - I will come back and take care of this later.
 - Add an optional message to your school here...

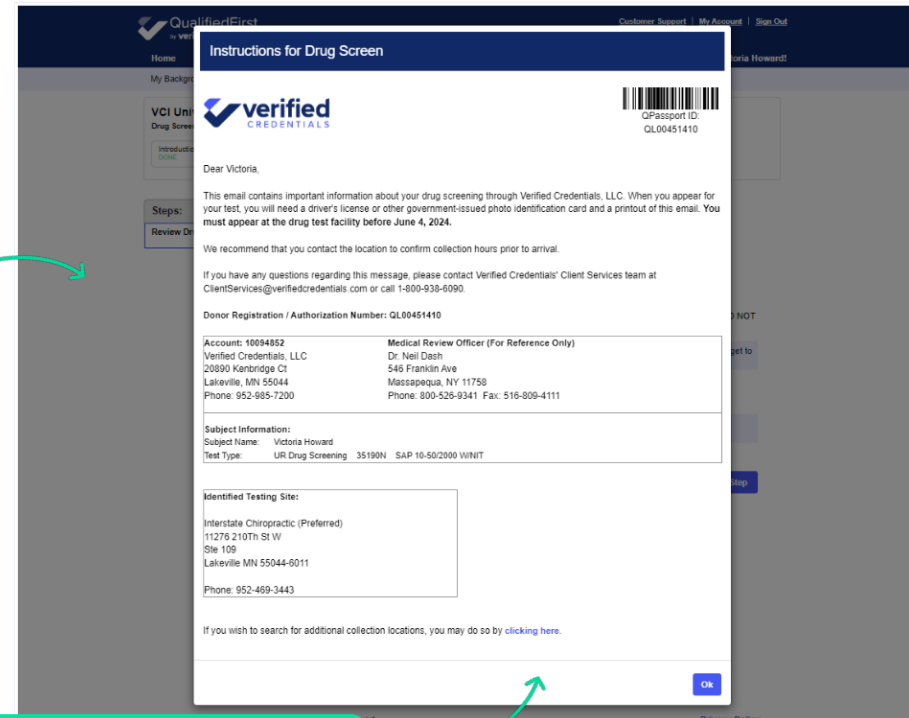
At the bottom, there are navigation buttons: '<Back Save & Finish Later' and 'Next Step'. The footer includes '© 2024 Verified Credentials, LLC All Rights Reserved.' and a 'Privacy Policy' link. The date 'Today's Date: (05/15/2024)' is also visible.

1 Starting your drug testing process

If your school requires a background check and drug screening, you will see a screen similar to the one below on the left. Select "Click here to View Your Instructions" to see instructions.



A pop up will appear with instructions



Click here for more collection sites!

1 Starting your drug testing process

If your school requires drug screening **only**: After following the steps in the account overview and entering your code(s) provided for drug screening, you will see this screen with an overview of your requirements. After reviewing your screening requirements, select "Lets Get Started".

The screenshot shows the 'QualifiedFirst by verified credentials' interface. The user is logged in as Victoria Howard. The main navigation includes Home, My Profile, and Background Center. The current page is titled 'Verified Credentials University - Kelly - Testing' and shows a progress bar with four steps: Introduction (DONE), Forms & Notices (DONE), Personal Info (DONE), and Review Results (0 of 1 Tasks Complete). Below the progress bar, there is a 'Welcome to QualifiedFirst!' message and a 'Background Report' section. The 'Background Report' section is highlighted with a green box and contains the text: 'Your background report will contain the following background checks and verifications: • Drug Screen - 10 Panel Urine (Q10) What is this?'. At the bottom of the page, there are links for '<Back Save & Finish Later' and 'Lets Get Started'. A green callout bubble with the text 'Click here to review requirements' points to the 'Background Report' section.

Click here to review requirements

2 Email instructions for drug test

A similar email with your instructions to complete testing will also be emailed to you towards the beginning of the process. Students should receive instructions within one day of receiving their order.

3 Go to collection site

Follow instructions to go to the nearest collection site. Check hours of collection site before you visit. A scheduled appointment is not required.

From: Verified Credentials Client Services
Sent: Monday, July 26, 2024 10:18 AM
To: Naomi Doe
Subject: Collection Locations for Drug Screening



Dear Naomi,

This email contains important information about your drug screening through Verified Credentials. When you appear for your test, you will need a driver's license or other government-issued photo identification card and a printout of this email. You must appear at the drug test facility before August 6, 2024.

We recommend that you contact the location to confirm collection hours prior to arrival.

If you have any questions regarding this message, please contact Verified Credentials' Client Services team at ClientServices@verifiedcredentials.com or call [1-800-938-6090](tel:1-800-938-6090).

Donor Registration / Authorization Number: Q123123123

Account: 199958
Verified Credentials, LLC
20890 Kenbridge Ct Lakeville,
MN 55044
Phone: 952-985-7200

Medical Review Officer (For Reference Only)
Dr. Michael Smith
500 Dollar Ave
Ramsey, MN 00500
Phone: 800-555-5555 Fax: 555-555-5555

Subject Information:
Subject Name: John Smith
Subject SSN: XXX-XX-6789
Test Type: Drug Screen - 10 Panel Urine (L10)

Identified Testing Site:

QUEST DIAGNOSTICS (Distance: 1 mi)
1234 UNION ST
ANOKA MN 12345

4 Review your test results

After following the requirements and completing the drug testing process, you will review your results for accuracy by viewing the PDF in the next step.

Be sure to review your results before clicking 'Next Step'. You will be prompted to confirm or dispute test results after viewing the document.

The screenshot displays the 'QualifiedFirst by verified credentials' interface. The user is logged in as Victoria Howard. The navigation menu includes 'Home', 'My Profile', and 'Background Center'. The 'Background Center' section contains 'My Background Report', 'Create New Report', and 'Order History'. The main content area is titled 'VCI University - Kelly - Testing Drug Screen'. It shows a progress bar with four steps: 'Introduction DONE', 'Forms & Notices DONE', 'Personal Info DONE', and 'Review Results 0 of 1 Tasks Complete'. Below this, a 'Steps:' section highlights 'Review Drug Screen Res...'. A message states: 'Your Drug Screen Report is Done and Ready for Your Review. Open your drug screen report below and let us know if everything looks accurate.' Under 'IMPORTANT NEXT STEPS:', step 1 is 'Review and Confirm', with a button 'View My Drug Screen Report' highlighted in green. At the bottom, there are links for '<Back', 'Save & Finish Later', and a blue 'Next Step' button.

5 Review and share your results

If your drug screen report looks accurate, you will be asked if you would like to **share the results** with your program.

Select "Yes" and click the next button to release your drug screening results to your school.

The screenshot displays the 'QualifiedFirst by verified credentials' web interface. The user is logged in as Victoria Howard. The main navigation bar includes 'Home', 'My Profile', and 'Background Center'. The 'Background Center' is active, showing 'My Background Report', 'Create New Report', and 'Order History'. The current report is for 'VCI University - Kelly - Testing' and is a 'Drug Screen'. A progress bar shows four steps: 'Introduction' (DONE), 'Forms & Notices' (DONE), 'Personal Info' (DONE), and 'Review Results' (8 of 1 Tasks Complete). The 'Review Results' step is highlighted with a blue border and a dropdown arrow. Below the progress bar, the 'Steps' section shows 'Review Drug Screen Res...' as the current step. The main content area is titled 'Your Drug Screen Report is Done and Ready for Your Review' and asks the user to 'Open your drug screen report below and let us know if everything looks accurate.' Under 'IMPORTANT NEXT STEPS', step 1 is 'Review and Confirm', which includes a link to 'View My Drug Screen Report' and a question: 'Victoria, does everything in your report look okay?'. The user has selected 'YES, I have reviewed my drug screen report and everything in it is accurate.' Step 2 is 'A Message From VCI University', which asks the user to 'send them a copy of your report' and provides three options: 'YES, I want to send this report to VCI University now.' (selected), 'NO, and I authorize QualifiedFirst to let VCI University know that I won't be sending a copy of my report.', and 'I will come back and take care of this later.' Below this is a text box for an optional message to the school. At the bottom, there are links for '<Back', 'Save & Finish Later', and a 'Next Step' button highlighted with a red border. The footer includes '© 2024 Verified Credentials, LLC All Rights Reserved.' and a 'Privacy Policy' link.

7 Share your test results

After sharing your results and clicking next, you will receive a delivery confirmation message to confirm your school has received the results.

The screenshot displays the 'QualifiedFirst by verified credentials' web interface. The user is logged in as Victoria Howard. The main navigation bar includes 'Home', 'My Profile', and 'Background Center'. The 'Background Center' is active, showing options for 'My Background Report', 'Create New Report', and 'Order History'. The current report is for 'VCI University - Kelly - Testing' (Drug Screen). A progress bar shows four steps: 'Introduction' (DONE), 'Forms & Notices' (DONE), 'Personal Info' (DONE), and 'Review Results' (0 of 1 Tasks Complete). Below the progress bar, a 'Steps' section highlights 'Review Drug Screen Res...'. The main content area states 'Your Drug Screen Report is Done and Ready for Your Review' and provides instructions to open the report. Under 'IMPORTANT NEXT STEPS', step 1 is 'Review and Confirm', with a link to 'View My Drug Screen Report'. A green-bordered box contains a 'Delivery confirmation - you sent your report to VCI University on 06/03/2024.' At the bottom, there are navigation links for '<Back', 'Save & Finish Later', and 'Next Step'.

Additional Requirements

If your code includes collection of items such as immunizations, the system will guide you through submission. You will only be presented with options that are required as part of the code you entered.

Example immunization criteria

Steps:	Status
Introduction	DONE
COVID-19	Incomplete!
Hepatitis B	Incomplete!
Influenza	Incomplete!
MMR (Measles-Mump...)	DONE
Tuberculosis	Incomplete!

Let's Start by Providing Information About Your Immunity to COVID-19

Which of the following applies to you (pick one):

I have received the vaccination(s)

I will provide a waiver or declination form

Skip this for now - I will provide this later

STEP 1 - PROVIDE INFORMATION

Enter your COVID-19 vaccination information.

IMPORTANT- READ CAREFULLY AND ANSWER ACCURATELY

Select the vaccination that you received:

Single Dose Vaccination

Two Dose Vaccination

Dose 1 - Date Received: Dose Manufacturer:

Dose 2 - Date Received: Dose Manufacturer:

Booster - Date Received: Dose Manufacturer:

STEP 2 - PROVIDE DOCUMENTATION

Provide a document that CLEARLY and ACCURATELY meets the following requirements:

Your School's Required Document Criteria:

- Document MUST Be Legible
- Document MUST Relate to Requirement
- Document MUST match the data entered for this requirement.
- Document MUST include student's name.
- Document MUST include medical source name.
- Document MUST match the dates entered for this requirement.

WAIT - Before you add a document, MAKE SURE it meets ALL the required criteria listed above. Failure to do so may cause delays and require you to come back again to make corrections.

STEP 3 - CONSENT TO SHARE

I have carefully reviewed the information and documentation I have entered and/or uploaded and I certify that it is accurate and meets the requirements listed above. Furthermore, I understand and agree that I am providing this information at my own discretion and agree to send it to Verified University for its review and approval.

Steps:	Status
Introduction	Introduction
COVID-19	Incomplete!
Hepatitis B	Incomplete!
Influenza	Incomplete!
MMR (Measles-Mump...)	DONE
Tuberculosis	Incomplete!

Now Let's Work On Your Immunization Records

In this section, you will need to provide your immunization records. You will need to supply the dates and possibly official supporting documentation for each immunization record. If you're not sure how to find your immunization records, **don't worry**, we'll give you a few pointers below to help get you started.

Take a moment to review the following information. When you're ready to enter your information, click **Next Step** below.

Where can I find my immunization records?

- Review your medical and personal records at home. Check your baby books and scrapbooks.
- Ask your parents if they have a copy of your immunization records from childhood.
- Contact your current doctor's office and ask if they have your immunization records. They may have some or all of your records on file.
- Contact the family doctor you had as a child.
- Check with the school you last attended - they may have your records, which were required at registration.
- Call the state health department and ask if they have a copy of your records. You can also check military records. For your reference, here is a list of [State and Local Immunization Systems](#).
- If you are unable to get your complete immunization records after checking all these sources, you can get re-vaccinated or take blood tests to prove your immunity to certain diseases. Check with the organization requesting this information to make sure this is an acceptable option. If so, contact your doctor for details

Additional Requirements

Before submitting your requirements, be sure:

- All dates and results are entered exactly as they appear on your supporting document for submission (ex. 4-10-24/ 04.24.2024).
- All documents uploaded are clear and legible for verification. Illegible uploads will result in delays and resubmission.

Select "Finished" when you have completed all requirements.

Reuse existing documents

Documentation that was previously uploaded can be submitted for additional requirements. Click on “Add Document” to view and reuse a document. A window will appear allowing you to select a previously submitted document for another relevant requirement.

STEP 2 - PROVIDE DOCUMENTATION

Provide a document that CLEARLY and ACCURATELY meets the following requirements:

Your School's Required Document Criteria:

Document MUST Be Legible
Document MUST Relate to Requirement
Document MUST match the data entered for this requirement.
Document MUST include student's name.
Document MUST include medical source name.

WAIT - Before you add a document, MAKE SURE it meets ALL the required criteria listed above. Failure to do so may cause delays and require you to come back again to make corrections.

[Add Document](#)

[View My Existing Documents](#)
(Uploaded 02-02-2024)

Incomplete requirements

Our system will allow you to complete certain requirements later. However, document review is not immediate and may take 1-3 business days for an update. We suggest submitting documentation early to ensure you meet program deadlines.”

Steps:

Introduction <small>DONE</small>	✓
COVID-19	
Hepatitis B <small>Incomplete!</small>	
Influenza <small>Incomplete!</small>	
MMR (Measles-Mump... <small>DONE</small>	✓
Tuberculosis <small>Incomplete!</small>	

Let's Start by Providing Information About Your Immunity to COVID-19

Which of the following applies to you (pick one):

I have received the vaccination(s)

I will provide a waiver or declination form

Skip this for now - I will provide this later

Not a problem! Just remember, until you provide this information, this requirement is incomplete.

[<Back](#) [Save & Finish Later](#) [Next Step](#)

When signing back into your account, you will be prompted if any required documents are still incomplete or missing.

REMINDER - You have incomplete requirements

Hi Ashley,

You have incomplete requirements that need your attention. Click the link below to work on them now.

RN Program – RN Program Requirements

Due Date: 2/22/2025

5 incomplete requirement(s) [Work on this now](#)

[No Thanks, I'll Work On Them Later](#)

Requirement corrections

Your school may have specific criteria for the documents you submit.

Documentation **must meet all criteria** or it will be flagged as not meeting criteria during the review process.

STEP 2 - PROVIDE DOCUMENTATION

Provide a document that CLEARLY and ACCURATELY meets the following requirements:

Your School's Required Document Criteria:

Document MUST Be Legible
Document MUST Relate to Requirement
Document MUST match the data entered for this requirement.
Document MUST include student's name.
Document MUST include medical source name.
Document MUST match the dates entered for this requirement.

WAIT - Before you add a document, MAKE SURE it meets ALL the required criteria listed above. Failure to do so may cause delays and require you to come back again to make corrections.

[Add Document](#)

STEP 3 - CONSENT TO SHARE

I have carefully reviewed the information and documentation I have entered and/or uploaded and I certify that it is accurate and meets the requirements listed above. Furthermore, I understand and agree that I am providing this information at my own discretion and agree to send it to Verified University for its review and approval.

[<Back](#) [Save & Finish Later](#)

[Next Step](#)

This criteria list will only appear if your school has shared that criteria with Verified Credentials. If not, you may see a general message that the document must meet the school's requirements.

Important!

Looks like the information below is missing or incomplete. If you continue, this information will not be submitted for review. Select "Go Back" to correct this or "Continue" to confirm you will provide this information later.

The following sections of the form are incomplete:

- STEP 1 - PROVIDE INFORMATION (At least one dose is required before submission.)
- STEP 2 - PROVIDE DOCUMENTATION
- STEP 3 - CONSENT TO SHARE

[Continue](#)

My Profile

Maintain all your information in one place for future professional or personal opportunities. You have access to your profile for life. View and update your information directly in "My Profile". Note that items uploaded in 'My profile' *may* not be related to your code. To update an item related to your code, click Edit next to the item. Select your program, and you will be directed to the correct place to make the update.

QualifiedFirst by verified credentials

Customer Support | My Account | Sign Out

Home **My Profile** Background Center

Welcome, Ashley Rogers!

My Profile

Use your profile as a place to keep your personal information and records updated and organized.

- Identity Information**
Your Name, Birthdate, Social Security Number, Contact Info, etc.
- Address History**
Where have you lived and/or received mail? — e.g. Home address, college apartment / dorm address, etc. 1 record
- Employment History**
Where have you worked?
- Education History**
Provide your formal education history — e.g. High School Diploma / GED and College Degrees. 1 record
- Driver's License**
Provide your driver's license information. 1 record
- References**
Provide any personal or professional reference contacts — e.g. family friend, previous boss, public official, etc.
- Professional Licenses**
Provide all board-regulated professional licenses held — e.g. medical, insurance, financial, real estate, etc. 1 record
- Professional & Career Training**
Provide any additional professional or career training have you received — e.g. computer training, customer service course, sales seminar, etc.
- Professional Certifications**

Manage information and documentation by selecting "+" next to the category you want to update.

Immunization Records

Keep your immunization records up-to-date — e.g. Measles, Mumps, Rubella, Hepatitis, Influenza, etc. 5 records

Immunization Name	Date Received	Immunization Documentation
COVID-19		View Document
Hepatitis B		View Document
Influenza	Aug 2023	View Document
MMR (Measles-Mumps-Rubella)	Mar 2015	View Document
Tuberculosis		View Document

[Add New Immunization](#)

Add new documentation or edit/delete previously submitted data.

Frequently Asked Questions

Why am I receiving an error message when trying to upload my document?

This could be due to your document being in the incorrect format, having a lock or password protection implemented, or a technical issue.

- Make sure that your document is in JPEG, PNG or PDF Format.
- Remove any lock or password protection from the document.
- Use another browser.
- Clear cookies and cache.

Why am I seeing a 'signature too small' error message when signing a document?

The system may not be recognizing that a signature was provided if it is not large enough or does not have enough "loops" in it.

- Try signing your name larger.
- Add more "loops" to your signature to make it recognizable.

Frequently Asked Questions – *Continued*

How do I delete my account?

Contact Verified Credentials Client Services to make this request.

Why is my institution unable to view my submitted documents?

A requirement code is required to link the information in your account to your institution.

- If you did not use a requirement code, please contact your institution to obtain the code(s) needed for your program.
- If you have entered a code and submitted your documents, please reach out to Verified Credentials Client Services for further assistance.

Where can I find my receipt for past orders?

Click on your Background Center tab > Order History.

Have Other Questions or Need Assistance?

Contact Client Services at:

800.938.6090

clientservices@verifiedcredentials.com