

revised 2/3/23

VIEWPOINT VP SCREENING



University of Wisconsin
Stevens Point

STEP BY STEP Instructions for



STUDENTS

How to Order
Your Background Check

1

STEP 1: GO TO the School's Landing Page on Viewpoint Screening's Website:

<https://www.viewpointscreening.com/uwsp>

2

Click on
Start Your
Order



University of Wisconsin
Stevens Point

University of Wisconsin-Stevens Point has partnered with Viewpoint Screening to provide your background check, drug test and immunization management. Failure to submit an order will delay the entrance into an experiential rotation and/or school setting.

Click on "Start Your Order" below and you will be directed through the application process. Once your order is submitted, you will receive a confirmation email containing a password to log into [viewpointscreening.com](https://www.viewpointscreening.com). When your background check is completed, you can view/print a copy at [viewpointscreening.com](https://www.viewpointscreening.com) by entering your email address and password. Results are typically completed within 3-5 business days and will also be available to your school.

Start Your Order

View Your Results

School Admin Login →

Student FAQs →

Disclaimer →

Contact →

VIEWPOINT VP SCREENING

3

Choose your
program.

It will expand to show
you available packages.
Click on the package
that you need.

Start Your Order

Athletic Training

Child Life Specialist

Clinical Lab Science

Health Care Administration

Health Scholars

Health Science

Nursing

Physical Therapy

School of Education

Pre-Clinical Background Check

Pre-Clinical Recheck: Contact a school administrator

Cancel

4

Once you click on
the link, you will be
taken to a package
summary screen.

Once you review your
package and the
terms of use policy,
click the button to
acknowledge and hit
NEXT.

Required Package

The School of Education at University of Wisconsin-Stevens Point requires the following services to be performed by Viewpoint Screening:

Background Check:	Wisconsin Circuit Court Statewide Criminal Records County Criminal Records (7 year history, all jurisdictions outside of Wisconsin) Nationwide Crime Database Nationwide Sexual Offender Registry Address History / SSN Validation
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Price: \$25.00

Terms of Use and Refund Policy

Please review the Terms and Conditions of Use carefully below.

Last Updated: 9/17/2019

These Terms and Conditions of Use (Terms of Use) establish the relationship between you and Viewpoint Screening's legal rights, obligations, and remedies and your access to the products, services, software, platform and Website. The Terms of Use also contain authorizations and consent to the collection, use, storage and disclosure by Viewpoint Screening of your information including, but not limited to, personally identifiable information (PII), background check reports and results, drug test results, immunization records, and professional licenses or certifications.

☐ I have read, understand and agree to the [Viewpoint Screening Terms of Use and Refund Policy](#).

Next

5 Complete the APPLICANT INFORMATION and address sections as prompted.

Applicant Information

Do not place an order on someone's behalf. This form must be filled out by the individual who requires Viewpoint Screening services.

First Name*:

Last Name*:

Middle Name*:

Alias/Maiden Name 1:

Please Note: If you **DO NOT** have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.

Alias/Maiden Name 2:

Please Note: If you **DO NOT** have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.

Alias/Maiden Name 3:

Please Note: If you **DO NOT** have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.

Social Security Number*: - -

Please Note: If you have not been issued a valid U.S. SSN then enter all zeros (000-00-0000) instead.

Date of Birth*:

Gender*:

Phone Number*:

E-Mail Address*:

Current Residential Address:

Address*:

City*:

State or U.S. Territory*:

For an international address, select "International" and select the foreign Country name below.

Country*:

Zip Code*: [ZIP Code Look Up Tool](#)

Please Note: If you have an international address that does not require a Zip Code, please fill in "00000".

Changes cannot be made once you have placed your order. Please make sure you have provided correct information.

Back

Next

When the address is not valid, the message "address is not valid" will appear.

6 Complete payment section.

Payment Information

First Name*:

Last Name*:

Credit Card Number*:

Exp. Date*: (MM/20YY)

CVV* 2:

Credit Card Type*:

Contact Name (if business):

Email*:

Phone Number*:

Address*:

City*:

State*:

Postal Code*:

• **IMPORTANT:** Please note that if you enter an address other than the one on file with the credit card's issuing bank, or an incorrect CVV code, Viewpoint Screening will deny your transaction for security purposes. Additionally, denied transactions may cause the funds to be held by your bank for up to 5 business days before being released back to the card.

• *Viewpoint LLC* will appear on your credit card statement.

• A Parent or Guardian's credit card will be accepted.



• **WARNING:** Your credit card will be charged when you click "Next." This fee is non-refundable.

• Do not click more than once or you may be charged multiple times.

Back

Next

7 Log In to Your Account

Once your order is complete, you should be taken to a screen to like this to the right.

Your username will be the email you used to set up your account.

Change password here, and it will log you in to the Viewpoint System.

Thank you, your order has been submitted. Please be aware that this order does not contain a background check or a drug test.

You can now access your Health Portal to upload required documents.

You will be automatically logged into your account once you create/change your password.

Please RESET THE PASSWORD to your account associated with greys@anatomy.com

Passwords must contain one or more numbers, one or more special characters, and must be at least 12 characters long.

Enter your NEW password

Confirm your NEW password

☐ I have provided a strong password that will be remembered

Reset Password

Results

Once your background check has been completed in a few days, you will be able to view your results here, and your school will receive a copy.