VIEWPOINT **P**SCREENING





How to Order Your:

Background Check

VIEWPOINT **P**SCREENING

- Health Portal
- Drug Test



Go to your School's Landing Page on Viewpoint Screening's Website: https://www.viewpointscreening.com/wctc



Click on Start Your Order



Under YOUR program, click the link that says "Background Check + Drug Test + Health Portal"

Start Your Order

Central Service Technician

Dental Assistant

Dental Hygiene

Health Information Technology

Language Interpreter

Medical Assistant

Nursing

Nursing Assistant

Nursing Assistant

Ending Assistant

Philebotomy

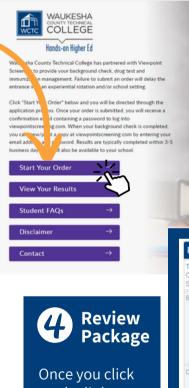
Advanced Technology

Remergency Medical Technician (EMT)

Advanced Emergency Medical Technician (AEMT)

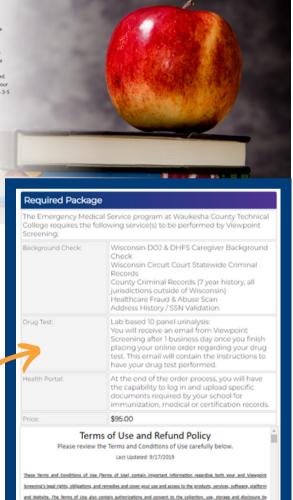
Paramedic

Re-Entry Paramedic



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.

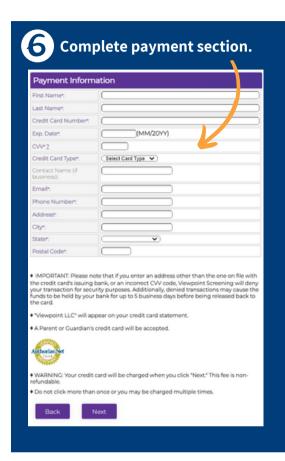


Viewpoint Screening of your information including without limitation personally identifiable information (PE), background

I have read, understand and agree to the <u>Viewpoint Screening Terms of</u>

check reports and results, drug test results, immunization records, and professional licenses or certifications.





| Applic | ant Inform | ation | | |
|-------------------------|---------------------------|---|---|--|
| | | | behalf. This form must be filled out by the treening services. | |
| First N. m | net: | | | |
| Last Name*: | | | | |
| Middle Na | ame: | | | |
| Alias/Maiden Name 1: | | Please Note: If you DO NO have an alias name, leave this field blank. Only provide if you have used an alias within the last Dyears. | | |
| Alias/Maiden Name 2: | | Please Note: If you DO NOT have an alias name, leave this fells back. 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, leaver 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*: | | ▼/ ▼/ (mm/dd/yyyy) | | |
| Gendert: | | O Male O Female | | |
| Phone Number*: | | (111-111-1111) | | |
| E-Mail Address*: | | log in. <u>If yo</u> to <u>use the</u> : Separate lo | Your email address will be your user name to u have placed a previous order, it is recommended same email address to prevent separate logins, gins will contain separate results / medical s, and cannot be combined. | |
| | Current | Resident | tial Address: | |
| | Address*: | | | |
| | City+: | | | |
| | State or U.S. Territory*: | | For an international address, select "Internation and select the foreign Country name below. | |
| | Country*: | | (United States | |
| 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 | |

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

Back

Next

1 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.

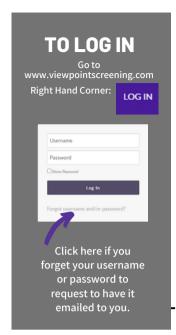
Change password here, and it will log you in to the Viewpoint System.





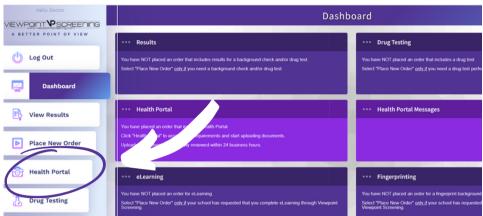
NEXT STEPS:

- 1. <u>HEALTH PORTAL</u>: Follow instructions on following pages to view your Health Portal requirements (to upload documents).
- 2. <u>DRUG TEST</u>: You will receive an email from Viewpoint Screening within 1-2 days with your Drug Test registration information and where to go for your test.

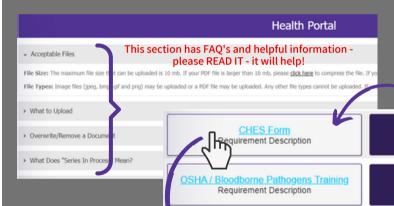


View your HEALTH PORTAL REQUIREMENTS

Now you are logged into your Viewpoint Screening Account. This is your **Dashboard**. Click "**Health Portal**" to VIEW requirements.

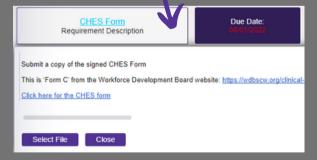


HOW TO SEE REQUIREMENTS & UPLOAD DOCUMENTS



To VIEW YOUR GUIDELINES (what to do) for a particular requirement, click on that item's "Requirement Description."





Guideline Description Box

- From here, you can:

 View the guidelines for what to upload

 See important instructions

 View & download school forms

 - Upload a file to correspond with this requirement

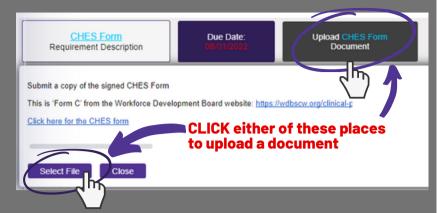
TIPS



- READ the full quideline to make sure you provide the right documentation.
- Viewpoint Screening does not create your requirements. The school communicates requirements to us. Our role is to verify documentation.
- Make sure your name is visible on the document (before and AFTER upload).

HOW TO UPLOAD A DOCUMENT

When you have the correct document available, you are ready to upload it to your Health Portal.



Once the document has been successfully uploaded, a new button will appear in the Row of the item with the DATE UPLOADED.

date upload column document status column action date column

Hepatitis B Requirement Description

Requirement Description

Click to view the document(s) you have uploaded

Upload New Hepatitis B Document

Upload New MMR Document

Document Uploaded On 04/07/22 Document Not-Approved 04/08/22

Next Action C

Uploa

Document Approved

Next Action Date 01/01/2030

Is my document approved or not approved?

Documents are reviewed in 24 hours, or in 1 business day if submitted on weekends. Once reviewed, every document is either APPROVED (and marked green), or NOT APPROVED (and marked red), with a date stamp of review.



How can I see what I uploaded?

Click to view the document(s) you have uploaded

Always CHECK what you uploaded.

✓ Is it the right doc?

✓ Is my name visible?

If a document is NOT APPROVED, you will receive an email notifying you with the reason for the rejection. This information can also be located at the bottom of your Health Portal listings under "HEALTH PORTAL MESSAGES."

Hepatitis B Titer Requirement Description

Click to view the document(s) you have uploaded Upload New Hepatitis B Titer Document Docume Uplo d 04)

You will receive a general reminder email once weekly until you have reached full compliance for all of your documents.

Support



Email us at: studentsupport@viewpointscreening.com



Instant Chat - bottom right hand corner at ViewpointScreening.com Monday - Friday 9 am - 5pm EST.

Health Portal Messages

04/20/2022

blah blkjzhdfk

04/08/2022

Hepatitis B - Please make sure to include your name on your document.

07/22/2021

You did not provide the correct document.

12/01/2020

CPR Certification - You have provided a non-BLS (Basic Life Support) certificate. Please submit a BLS certificate in order to gain approval.