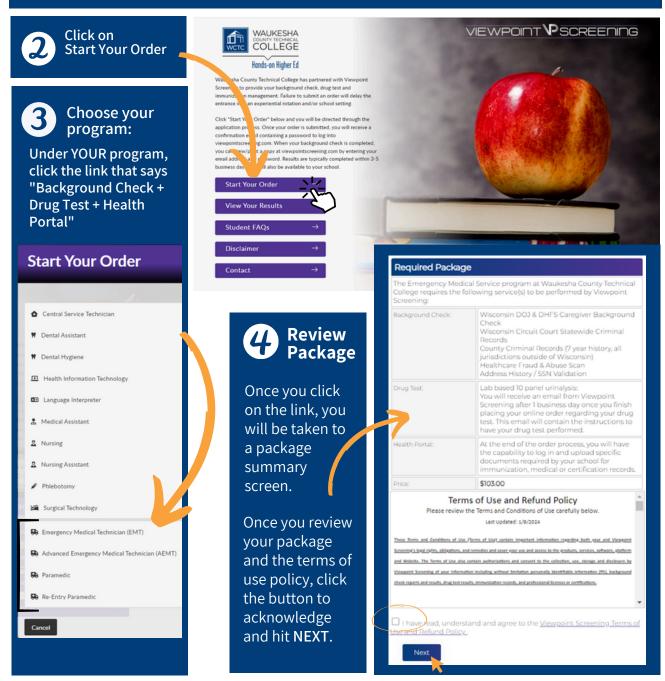
VIEWPOINT **P**SCREENING





1

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



Click on this button to start the BID form filler The state of Wisconsin representations of the state of the

Upload Release Form

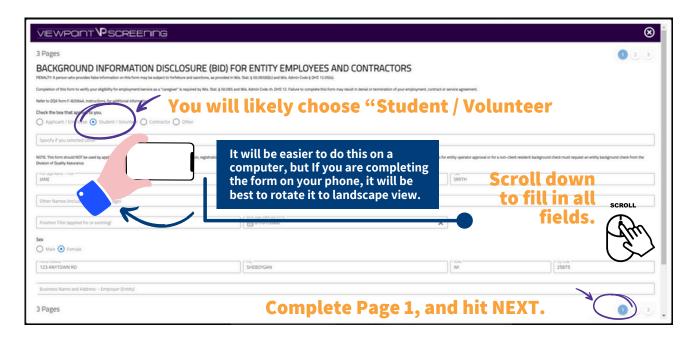
In order to obtain Wisconsin background check information, it is required that you complete a BID Form.

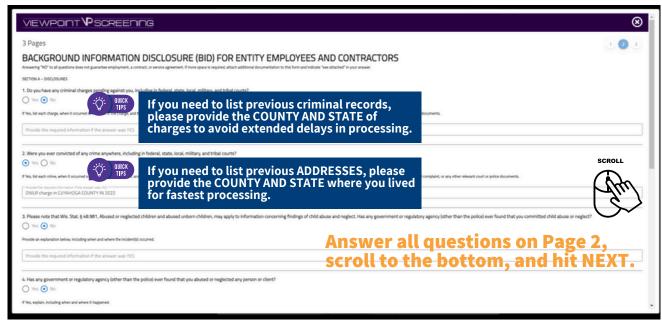
This is a new automated process. Viewpoint Saccasing has created an electronic system that will allow you to daily complete the BID form. You will provide your personal data and answer all questions within a separate interface. You will not be able to make forward if any fields are left blank. The data provided will automatically to sansferred to fill in the required BID form.

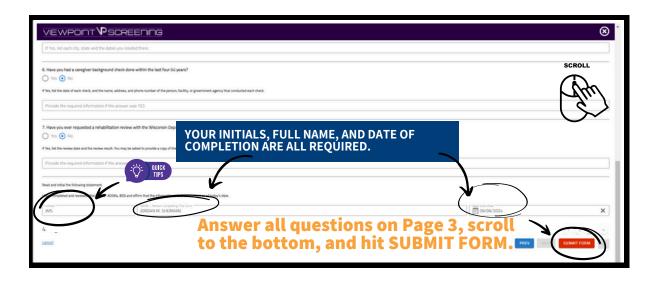
Click to Complete Required Forms

The state of Wisconsin requires a completed BACKGROUND INFORMATION DISCLOSURE (BID) form for an individual that wishes to obtain a Caregiver Background Check. The form must be filled out correctly or it will be rejected.

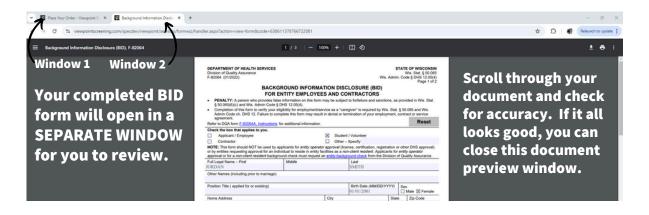
Viewpoint Screening has created a form wizard to assist you in completing the BID properly without omitting required information. Please follow the steps outlined here to complete your form.

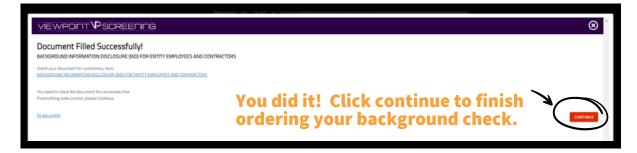


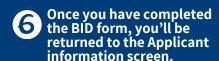












Complete the APPLICANT INFORMATION and address sections as prompted.



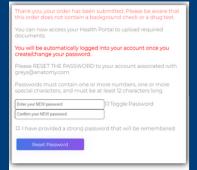


Log In to Your Account

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

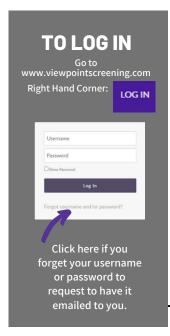
Your username will be the email you used to set up your account.

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



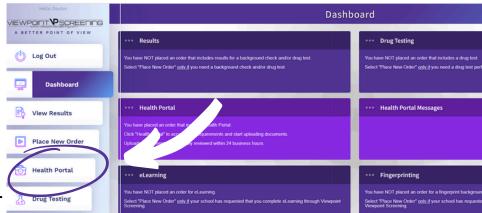
Next Steps

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

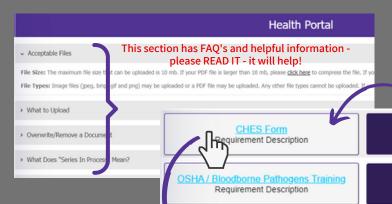


View your HEALTH PORTAL REQUIREMENTS

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

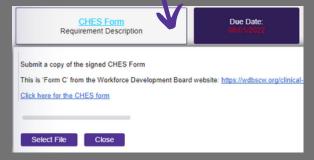


HOW TO SEE REQUIREMENTS & UPLOAD DOCUMENTS



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

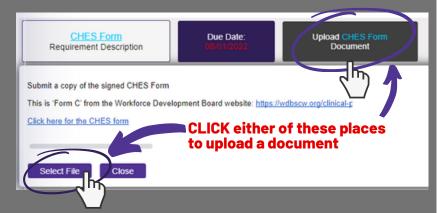
TIPS



- 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

Uploaded On 04/07/22 Document Not-Approved 04/08/22 Next Action Da

Upload New MMR Document

Document Approved Next Action Date

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?

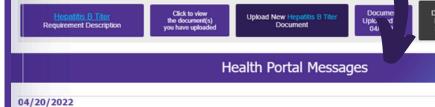
Click to view the document(s) you have uploaded

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."



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.



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.