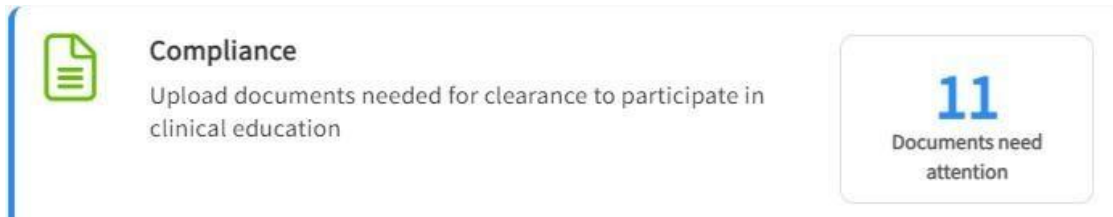# Request Universal Background Check for Students

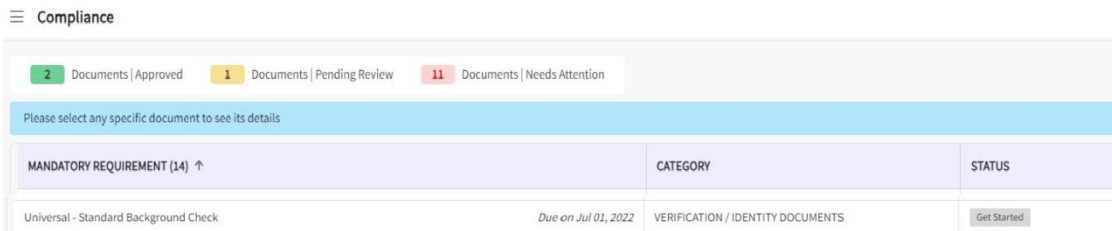## PRISM

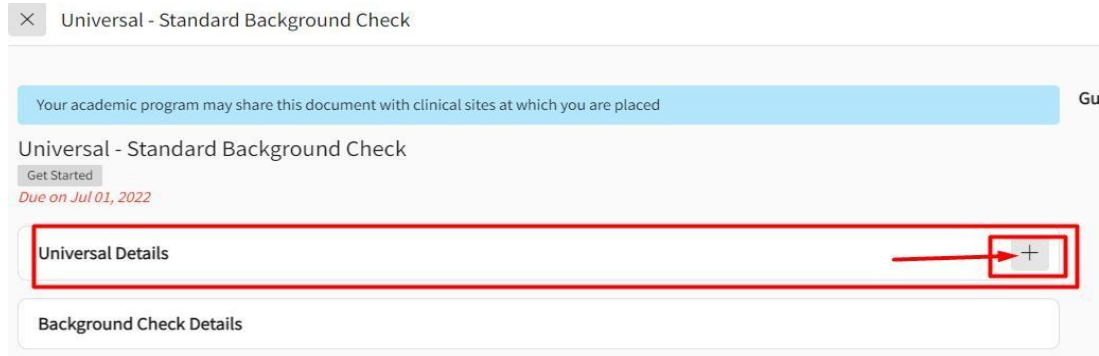**This document will guide you on how you can request your Background Check via Exxat through universal.**

1. Click the "Compliance" button on the Dashboard page:

2. Select the Universal-Background Standard document from the list of document to Get Started.

3. Click the **+** icon next to the "Universal Details" in the centre screen to begin the process

4. On the right, a sidebar will open allowing you to select a package(s). Select the correct "Radio button' and this will enable the "Request Screening" button for you to continue.
NOTE: PLEASE USE YOUR LEGAL NAME

Request screening

Universal Details

First Name
John

Last Name
Worker

◉ Background Standard

- Social Security Address/Alias Trace
- County Criminal Search-7 Years (All counties developed by the Social Security Trace within the past 7 years.
- USA CriminalSearch and USA Offender.
- FACIS Level III

The Background Standard package includes all third-party fees other than the New York Statewide (NYOCA) which would be billed to the client when applicable.

5. After you submit the request, the **document status** will show **"In Progress"** and the Universal Status will be "Invitation Sent".

In Progress ← Exxat's document status

Universal Details

First Name
June

Last Name
Bee

BGCheck Package
Rescreen Background

Universal Status
Invitation Sent ← Universal screening status

Request Date
June 01 2022

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6. You will receive an email from Universal. Upon clicking on the link in the email, it will now direct you to Universal's website where you will complete and submit the application.
NOTE: PLEASE USE YOUR LEGAL NAME

7. Once you submit the application, you will see this confirmation on the screen. **Please print this page for your records since you will not receive any other confirmation email from Universal.**

8. Once you submit the application, the **document status** will continue to show '**In progress'** but the Universal status will now show as "In process".

9. When the Universal status is "Invitation Sent or Pending Student information", for Universal drug screening, your Universal background requirement will show the yellow banner as below. You will be able to see the ✚ icon next to the "Universal Details" to request screening for the 'Universal background' only once the Universal Status for your drug screening is "In process".

10. Once the results have been received and automatically uploaded in Exxat, the **document status** will show '**Pending Review'** and Universal status will be seen as "Complete".

11. Once your document has been reviewed, the **document status** will change to 'Approved' and Universal status will remain as ' Complete'. To request an additional screening, click "Add New Record" button and follow the same steps that you did to request your first screening.

Notes:
Once you submit your application, if it has been over 2 weeks and your results are still not available please email ExxatCS@universalbackground.com