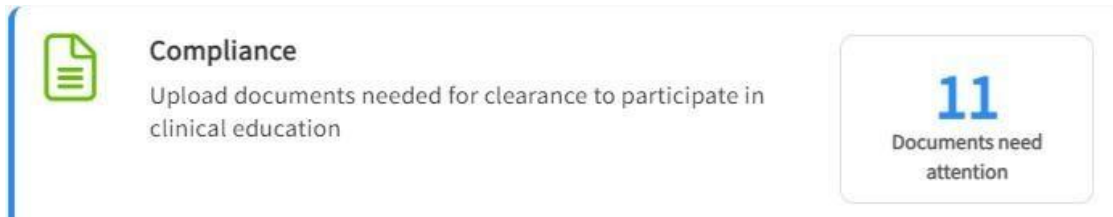


# Request **Universal Background Check** for Students

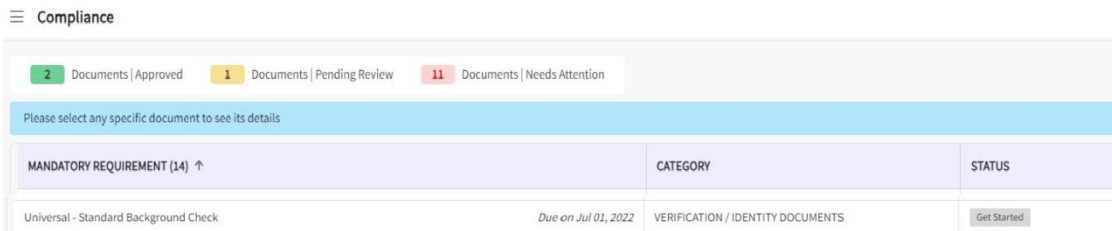
## PRISM

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

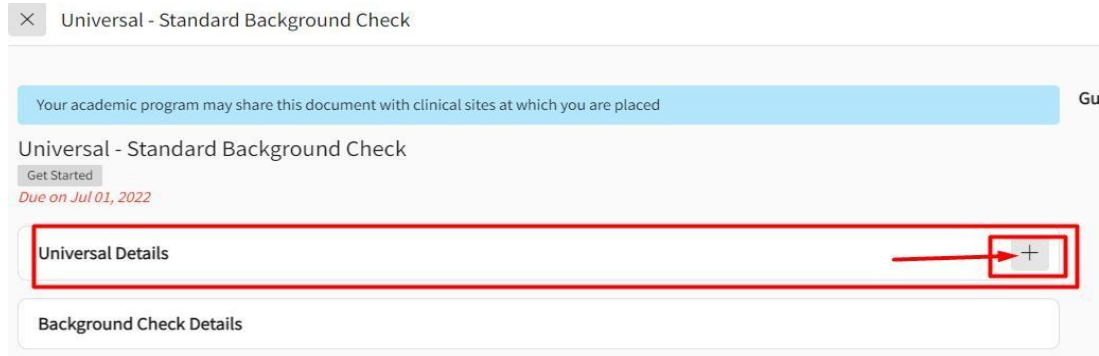
1. Click the “Compliance” button on the Dashboard page:



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



- 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**

The image shows a user interface for a background check request. At the top right, there is a blue button labeled "Request screening". Below it is a form titled "Universal Details" with a close icon. The form contains the following fields:

- First Name:** John
- Last Name:** Worker
- Package Selection:** A radio button is selected for "Background Standard". Below this, a list of included services is shown:
  - 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

Below the package selection, a note states: "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."

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

The image shows the status of a submitted request. At the top, a box labeled "In Progress" is highlighted with a red box and an arrow pointing to it, with the text "Exxat's document status" below. Below this is another "Universal Details" form with the following information:

First Name June	Last Name Bee
BGCheck Package Rescreen Background	Universal Status Invitation Sent
Request Date June 01 2022	

The "Universal Status" field, showing "Invitation Sent", is highlighted with a red box and an arrow pointing to it, with the text "Universal screening status" below.

- 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**

The screenshots show the following steps:

- Welcome Email:** A message from EXXAT welcoming students and explaining the background check process.
- Subject Information:** A form to enter personal details like First Name, Middle Name, Last Name, Social Security #, Date of Birth, Current Address, and Phone.
- Payment Information:** A form to enter credit card details including Card Type, Card Number, Expiration Date, CVV Code, Name on Card, Address, and Phone Number.
- Disclosure Regarding Background Investigation:** A page providing information about the background check process and the user's rights under the Fair Credit Reporting Act.
- Acknowledgement and Authorization for Background Check:** A page where the user provides an electronic signature and continues the process.

Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

### Supplemental Authorization for Release of Records

This authorization is provided in connection with a consumer report or investigative consumer report ("background check") that may be conducted by Universal Background Screening, Inc. at the request of Exxat Demo Account. This authorization is a supplement to any previous disclosures, notices and authorizations obtained by Exxat Demo Account in compliance with the Fair Credit Reporting Act (FCRA) and applicable state laws.

I, **Daniel Abner**, hereby authorize, any court, law enforcement agency, school, college, university (public or private), employer, or other record-holding agency to furnish any and all background information requested by Universal Background Screening, or another organization acting on behalf of Universal Background Screening, to the extent permitted by law. These records may include, but are not limited to, employment, education, professional licensure or certification, criminal history, civil court records, driving records, and/or any other public records.

I agree that a facsimile ("fax"), photographic or electronic copy of this Authorization shall be as valid as the original.

Daniel Abner  
Exxat Demo Account  
7/30/2018 9:27:23 PM

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Click the eSign and Continue button to acknowledge that you have received, reviewed and electronically signed this document.

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I agree that a facsimile ("fax"), photographic or electronic copy of this Authorization shall be as valid as the original.



Daniel Abner  
Exxat Demo Account  
7/30/2018 9:28:21 PM

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- 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.**

**Thank you. Your forms have been received.**  
Your confirmation number is 13555131.

Dear Student,

Thank you for initiating the screening process. Your order has been received and will be processed. Please print this page with the confirmation number for your records.

Once your order is complete, your results will be provided to your school. For any concerns about your order, please contact Universal Background Screening's Client Services Department at 1-877-561-5150 or via email at [cs@universalbackground.com](mailto:cs@universalbackground.com).

Thank you,

The Exxat Team

The process is complete, you may close this web browser at any time.

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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".

The screenshot shows a document titled "Universal - Background check" with a redacted name. The document status is "In Progress", indicated by a red box and an arrow pointing to the text "Exxat's document status". Below this, the "Universal Details" section is visible, showing the following information:

First Name	[Redacted]	Last Name	[Redacted]
BGCheck Package	Background Standard	Universal Status	In Process
Request Date	June 10 2022		
Order URL	<a href="https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27511151">https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27511151</a>		

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".

A yellow banner with a red border contains the text: "You will be able to request screening from Universal after your Universal- Drug Screening displays "In process" under universal status." Below the banner is the "Universal Details" section, which includes a red-bordered box with a plus sign (+) next to the title.

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".

The screenshot shows a document titled "Universal - Background check" with a redacted name. The document status is "Pending Review", indicated by a red box. Below this, the "Universal Details" section is visible, showing the following information:

First Name	John	Last Name	Worker
BGCheck Package	Background Standard	Universal Status	Complete
Request Date	May 18 2022		
Order URL	<a href="https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27154631">https://portal7.universalbackground.com/Reports/Orders/ViewOrder/27154631</a>		
View Document			

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](mailto:ExxatCS@universalbackground.com)**

× Universal - Background check

Your academic program may share this document with clinical sites at which you are placed

Universal - Background check Add New Record

Approved

**Universal Details**

First Name [REDACTED]	Last Name [REDACTED]
BGCheck Package Background State of Illinois	Universal Status Complete
Request Date January 27 2022	
<a href="#">View Document</a>	

**Background Check Details**