

# Certified Profile/Background Instruction Guide

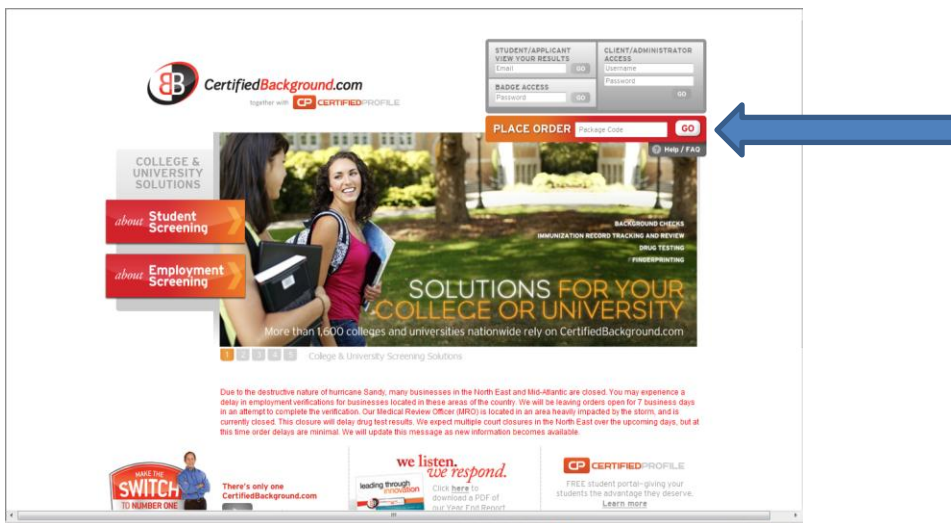
## Initial account set up instructions

What you will need to get started:

- Credit/Debit card (for \$118.00 fee)
- Package Code (found on your Instructions Form, in red)

Go to [www.certifiedbackground.com](http://www.certifiedbackground.com) – choose the Student link for your first time.

You should enter the package code on your Instructions Form (in red).



The review page will provide you information about the package and cost.

You should click the two boxes at the bottom of the page and then click 'Continue Order'



Fill in all fields under personal Information, Personal Identifiers (used for identification), and Student Information. **Make certain to use your Kent email address.**

The screenshot shows a multi-step registration process. Step 1 is highlighted. The form is divided into three main sections:

- PERSONAL INFORMATION:** Includes fields for First Name, Middle Name, Last Name, Suffix, FPO#, Address, City, State, and ZIP Code. A note states: "Although the email address you provide will be used for important email communications, please enter your Kent email address and use it for all future correspondence with the University. Please do not use your current email address unless you are a current student." A blue arrow points to this section.
- PERSONAL IDENTIFIERS:** Includes Social Security Number, Date of Birth, and Sex (Female/Male).
- STUDENT INFORMATION:** Includes Student ID Number, Designation (Living/Student/Graduate), Degree Certification, Expected Date of Graduation, and Classification. A blue arrow points to the Student ID Number field.

A "NEXT" button is located at the bottom right of the form.

Student Number should be your Banner ID number

Your Classification will be the semester you were admitted to the program.

The next step you will need to create an Account Password and Security Image. You will use this password to access your account later to upload your immunization documentation.

This screenshot shows step 2 of the registration process. The form includes the following sections:

- Email Address:** A note states "Your email address, which will also be your username." The email address field contains "tadanao27@kent.edu".
- Account Password:** Includes Password and Confirm fields. A note says "Passwords are case sensitive and must be at least 8 characters long."
- Security Image:** Includes a note "Image you will see when logging in to confirm you are on CertifiedProfile." and a "Select Security Image" section with four image options.

Indicate if you have had any prior criminal records.

## PREVIOUS RECORDS

Check here if you have had any prior CRIMINAL records.

\* Indicates required information

NEXT →

You will continue with placing your order and submitting payment:

### Place Order:

✓ ✓ ✓ ✓ ✓ 6 7 8

#### PAYMENT INFORMATION

Payment Type: \*

Name as it appears on card: \*

Card Number: \*

Expiration Date: \*  /  mm / yyyy

#### BILLING ADDRESS

Country: \*

Address: \*

City: \*

State: \*

Zip Code: \*

\* Indicates required information

[Click, Submit, cancel, payment method/option error, help, cancel of submission.](#)

SUBMIT

Payments can be made electronically by credit card, money order or electronic check. **Note: If paying by money order or electronic check your order will be delayed until payment has been received/processed by Certified Profile.**

Once your payment has been submitted, you should see the Order Confirmation page.

### Place Order:

✓ ✓ ✓ ✓ ✓ ✓ 7 8

#### ORDER CONFIRMATION

**Thank you.**

Your payment of \$59.00 was accepted and your order has been submitted.

[Print Confirmation Page](#)

#### Next Steps:

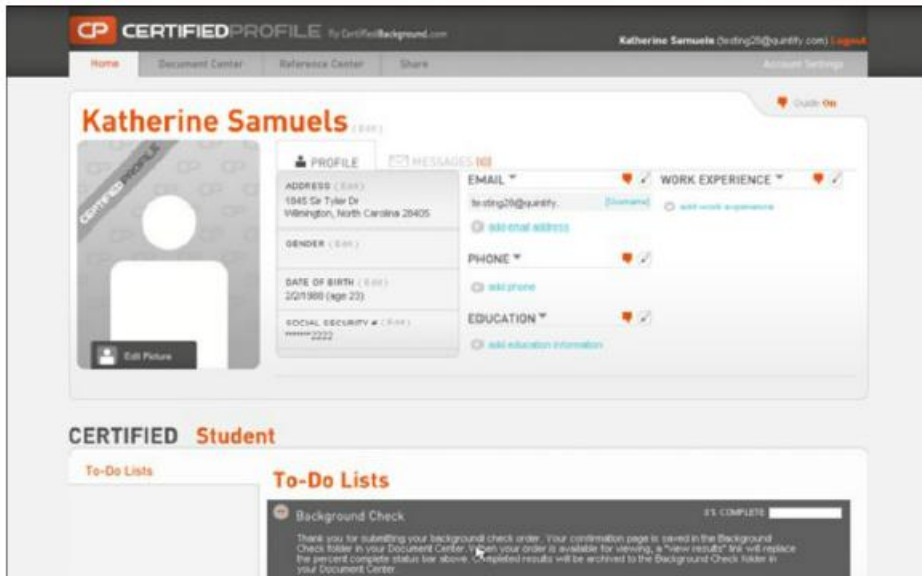
1. Click "Next" below to access your CertifiedProfile account to determine if you have additional items to complete.
2. You will receive an email with your order confirmation attached.
3. Your order confirmation can also be accessed through your CertifiedProfile Document Center.
4. You will receive a message notification when your completed results are available to view within CertifiedProfile. For daily updates, please log in to CertifiedProfile and click on the "View Results" link within your To-Do List. If your order has not been completed within 7 days, please email [studentenquiries@certifiedprofile.com](mailto:studentenquiries@certifiedprofile.com).
5. Explore CertifiedProfile for the other value-add features and benefits provided to you by CertifiedBackground.com.

NEXT →

Carefully review the Next Steps indicated on this page. Click Next to continue.

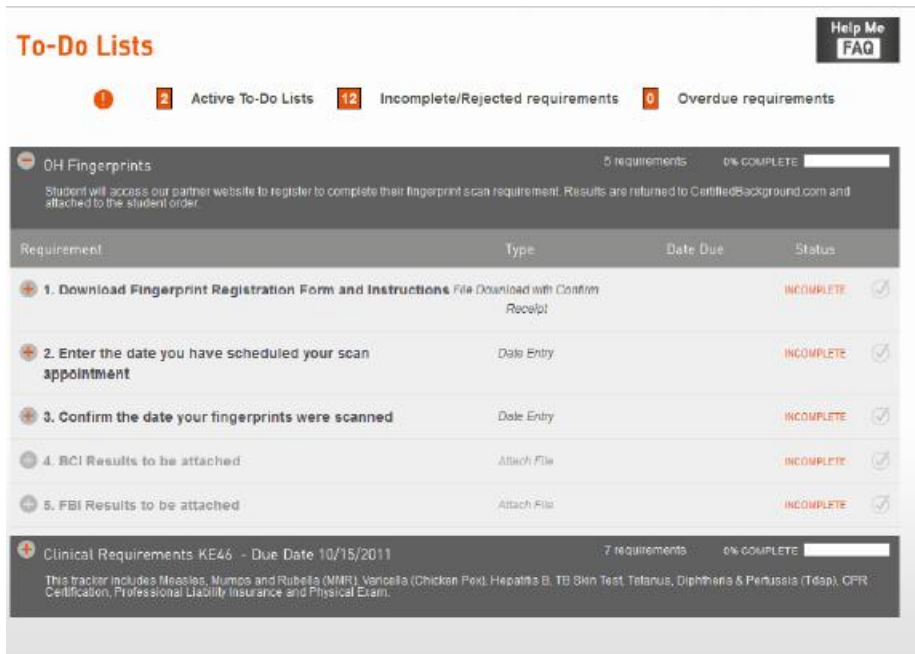
**Do Not Logout**, you have not finished the account set up process.

Your Certified Profile account should look similar to this:




You can store your individual information in this profile. All information at the top is editable.

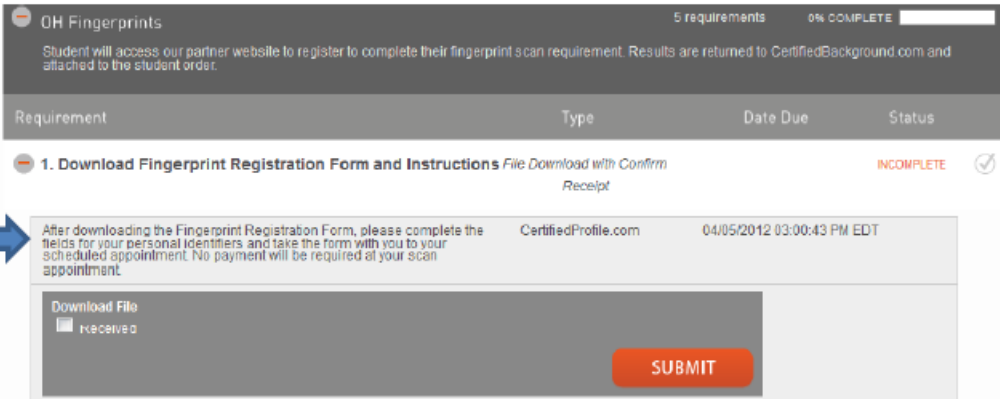
Your To-Do Lists will look similar to this, and will include all KSU College of Nursing requirements for your package code:



The To-Do Lists will indicate the completion % of each task. You will be able to return to this page to check the status of your background checks and immunization reviews from this location.

## Fingerprinting & Background Checks

From your To-Do Lists page, Click on the  icon next to the Download Fingerprint Registration Form and Instructions. Follow these instructions carefully.



OH Fingerprints 5 requirements 0% COMPLETE

Student will access our partner website to register to complete their fingerprint scan requirement. Results are returned to CertifiedBackground.com and attached to the student order.

Requirement	Type	Date Due	Status
1. Download Fingerprint Registration Form and Instructions	File Download with Confirm Receipt		INCOMPLETE
<p>After downloading the Fingerprint Registration Form, please complete the fields for your personal Identifiers and take the form with you to your scheduled appointment. No payment will be required at your scan appointment.</p> <p>CertifiedProfile.com 04/05/2012 03:00:43 PM EDT</p> <p>Download File <input type="checkbox"/> received</p> <p><b>SUBMIT</b></p>			

It is **imperative** that you print the **Direct Bill Form** and bring it with you when for your fingerprinting appointment. This form verifies that you have paid for your fingerprints. You will not be fingerprinted without it.



### DIRECT BILL REGISTRATION FORM

**REQUESTED BACKGROUND CHECK**  
\*REQUIRED\*

*Please INITIAL which type of background check you are being fingerprinted for:*

\_\_\_\_\_ BCI Only        X   BCI & FBI

**PAYMENT METHOD**  
DIRECT BILL: CERTIFIED BACKGROUND

**Applicant Information:**

Name: \_\_\_\_\_ SS Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

- HAVE YOU LIVED IN OHIO FOR THE PAST FIVE (5) CONSECUTIVE YEARS? YES:  NO:   
Note: If you have not, and will be working with children &/or elderly, it is required by Ohio law to obtain both BCI and FBI. However, the company/agency requesting the background check may request to do a FBI background check, if they so choose, even if you have lived in Ohio for the past five (5) years.
- SEND RESULTS TO THE OHIO BOARD OF NURSING? YES:  NO:
- WHAT SCHOOL/DEPARTMENT ARE YOU DOING THIS FOR? \_\_\_\_\_
- INDUSTRY THAT BEST DESCRIBES YOUR ORGANIZATION reason for fingerprinting: HEALTHCARE/EDUCATION

**BCI &/or FBI**

Results will be POSTED to the below account on the **WEB RESULTS SYSTEM**:

Account Name: Certified Background

(Results are posted to the NBCI web site and email notification is sent to the authorized recipient)

**Contact Info:**

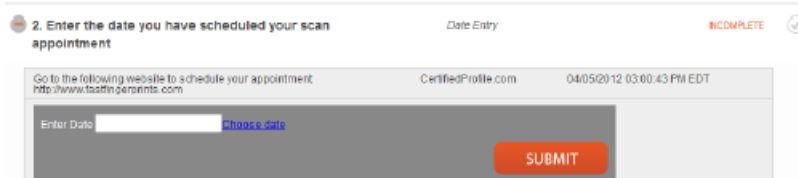
Company Name: Certified Background

Contact: Customer Service

Email: [CustomerService@CertifiedBackground.com](mailto:CustomerService@CertifiedBackground.com)

The next step is to schedule your fingerprint appointment, and indicate your scheduled date in step #2.


\*If you are scheduled for fingerprinting for the mobile unit at the College of Nursing, you can indicate the date of the mobile unit in the date field; you DO NOT have to go to fastfingerprints.com to schedule an appointment for fingerprinting if you are being scanned at the mobile unit.



The screenshot shows a web form titled "2. Enter the date you have scheduled your scan appointment". It includes a "Date Entry" field and a "SUBMIT" button. The form is part of a "CertifiedProfile.com" session on "04/05/2012 03:00:43 PM EDT". A link to "http://www.fastfingerprints.com" is provided for scheduling an appointment.


After you have been fingerprinted you will need to log back into your Certified Profile and complete step #3 confirming your fingerprint scan. This will prompt Certified Background to obtain and post your results from Fast Fingerprints.

## Immunization Upload

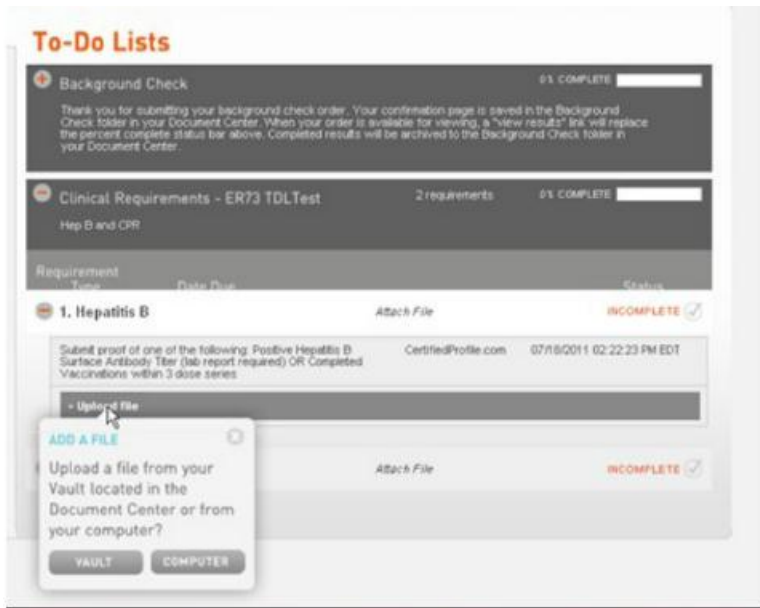
Open your To-Do Lists. Click on the  icon next to Clinical Requirements. This will show you all immunization requirements for your package code. This is where you will attach your scanned immunization document(s).



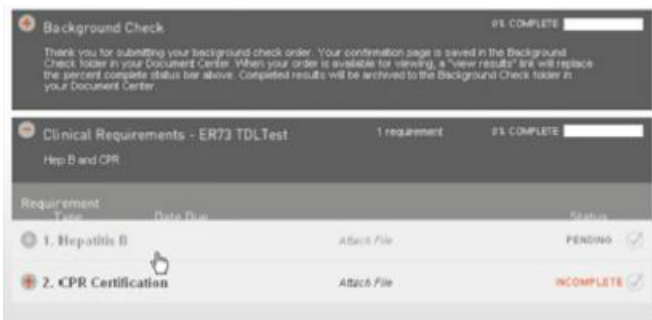
Requirement	Type	Date Due	Status
1. Measles, Mumps and Rubella (MMR)	Yes/no, file upload if "no"	10/15/2011	INCOMPLETE
2. Varicella (Chicken Pox)	Attach File	10/15/2011	INCOMPLETE
3. Hepatitis B	Attach File	10/15/2011	INCOMPLETE
4. TB Test or Chest X-Ray	Attach File	10/15/2011	INCOMPLETE
5. Tetanus, Diphtheria and Pertussis (Tdap)	Attach File	10/15/2011	INCOMPLETE
6. CPR Certification	Attach File	10/15/2011	INCOMPLETE
7. Physical Examination	Attach File	10/15/2011	INCOMPLETE

To upload previously scanned documents for each requirement, click on the  icon next to each requirement.

Choose “Upload file” to begin the uploading of previously scanned documents saved on your computer. You will choose “Computer” to obtain documents previously scanned and saved on your desktop.



Once you upload a document, your status will appear **PENDING** until your upload has been reviewed by Certified Profile. On the same screen you can also view your status as rejected (with a reason), approved, or incomplete. You will receive weekly email notifications if your requirements have been rejected or are incomplete.



## **Returning to your Certified Profile**

You will need to return to your Certified Profile account to indicate your fingerprint scan date, upload your immunization documentation and check the status of your requirements.

When you are ready to return to your account, go to [www.certifiedbackground.com](http://www.certifiedbackground.com). Click on “View” (see arrow below) using your login email and password.

You can also access your account by going to [www.certifiedprofile.com](http://www.certifiedprofile.com). You can login using your email address and password.

Once you're logged in, choose To-Do-Lists. This will indicate requirement status and % complete.



If you have any questions about setting up your Certified Profile, you can contact Customer Service at 888.666.7788

If you need assistance with uploading documents or access to a scanner, you can visit our Learning Resource Center, in room 215 Henderson Hall, where assistance is available Monday-Friday. Call 330.672.8757 for hours.

If you do not understand your requirement status, please contact the Office of Student Services at 330.6372.7911 or visit us in room 216 Henderson Hall.