VIEWPOINT VP SCREENING

ORDER INSTRUCTIONS FOR STUDENTS

About Viewpoint Screening

ViewpointScreening.com is a secure platform that allows you to order your background check, drug test & medical document tracker online. Information collected through ViewpointScreening.com is secure, tamper-proof and kept confidential. The background check, drug test and/or medical documents are based on guidelines provided by your school. Your results will be posted on the ViewpointScreening.com website where the student, as well as the school, will be able to view them.

Step 1 Place Your Order

Go to: www.viewpointscreening.com
Click on "Students" at the top right of the screen
Click on "Find Your School"
Select on the state of your school location
Select your school
Click on "Start Your Order" and follow the online prompts

Required Personal Information
In addition to entering your full name and date of birth, you will be asked for your social security number, current address, phone number and email address.

Payment Information
Unless your school will be paying for your order, you will be prompted to enter your Visa, Mastercard, AmEx, or Discover information at the end of the online order process.

Drug Screening
If your order contains a drug test, you will receive an email with the subject line: "Viewpoint Screening Drug-screen registration" within 24-48 hours. This email will explain where you need to go to complete your drug test and contain the electronic form required for the drug test.

Step 2 View Your Results

Once your order is submitted, you will receive a confirmation email containing a password to log into viewpointscreening.com. When your background check is completed, you can view/print a copy at viewpointscreening.com by entering your email address and password. Results are typically completed within 3-5 business days.

Step 3 Medical Document Storage

If applicable, you will have the capability to upload specific documents required by your school for immunization, medical or certification records. When logged in, click on Document Manager to view the specific requirements. Deadlines and additional details will be provided per requirement. Click on the "Upload" button next to each requirement and select the correct file to upload. This can be done on a desktop computer, tablet or smart phone. All uploaded documents will be reviewed within 24 hours. You will receive weekly email reminders to upload required documents, and you will be notified when a document is about to expire.

If you have any additional questions, please contact Viewpoint Screening at studentsupport@viewpointscreening.com