ORDER INSTRUCTIONS
FOR STUDENTS AT
COLLEGE UNIVERSITY
Start Your Order

To get started, visit viewpointscreening.com/schoolname and click on “Start Your Order”

A popup box will provide you with ordering options

Select your program and package option

Enter your information (name, dob, etc.)

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

Drug Test - You will receive an email with the subject line: “Viewpoint Screening Drug-screen registration” within 24-48 hours. This email will contain instructions and explain where you need to go to complete your drug test.
Health Portal

- **CPR Certification** - Each student must submit evidence of current American Heart Association (AHA) BLS Provider CPR certification.

- **Hepatitis B** - Each student must receive 3 Hepatitis B immunizations or supply an immune titer.

- **Influenza** - Annual Flu shot due by October 31st each year.

- **MMR** - Each student must receive 2 MMR immunizations or supply an immune titer.

- **TDAP** - Each student must receive TDAP within the last ten years.

- **Tuberculosis** - Within 12 months of the start of class, each student must receive a 2-step skin test OR a TB blood test OR a clear chest x-ray.

- **Varicella** - Each student must receive 2 Varicella immunizations or supply an immune titer.

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.

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 smartphone. 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 or use the instant chat feature at viewpointscreening.com