

VIEWPOINT VP SCREENING



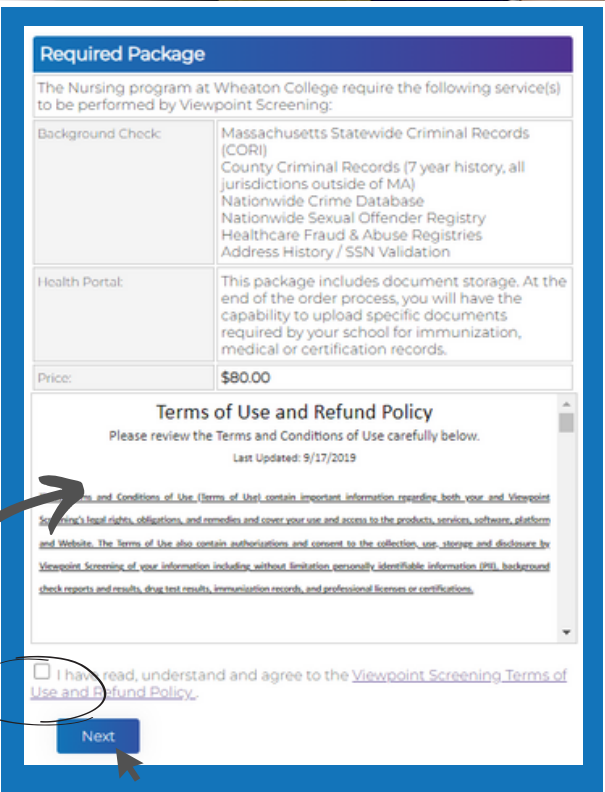
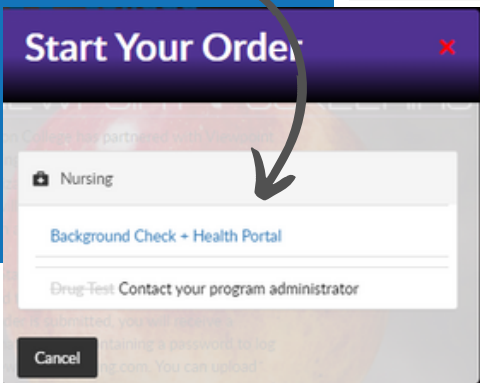
- Background Check
- Health Portal

1 STEP 1: GO TO the School's Landing Page on Viewpoint Screening's Website:
<https://www.viewpointscreening.com/wheatoncollege>

2 Click on Start Your Order



3 Choose your program.
Under your program, click the link that says "Background Check + Health Portal."



4 Once you click on the link, you will be taken to a package summary screen.
Once you review your package and the terms of use policy, click the button to acknowledge and hit NEXT.

5

Complete the APPLICANT INFORMATION and address sections as prompted.

It is recommended to use your school email address.

Applicant Information

Do not place an order on someone's behalf. This form must be filled out by the individual who requires Viewpoint Screening services.


First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Middle Name:	<input type="text"/>
Alias/Maiden Name 1:	<input type="text"/> <small>Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.</small>
Alias/Maiden Name 2:	<input type="text"/> <small>Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.</small>
Alias/Maiden Name 3:	<input type="text"/> <small>Please Note: If you DO NOT have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.</small>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/> <small>Please Note: If you have not been issued a valid U.S. SSN then enter all zeros (000-00-0000) instead.</small>
Date of Birth*:	<input type="text"/> / <input type="text"/> / <input type="text"/> (mm/dd/yyyy)
Gender*:	<input type="radio"/> Male <input type="radio"/> Female
Phone Number*:	<input type="text"/> (111-111-1111)
E-Mail Address*:	<input type="text"/> <small>IMPORTANT! Your email address will be your user name to log in. If you have placed a previous order, it is recommended to use the same email address to prevent separate logins.</small>

6

Complete payment section.

Payment Information	
First Name*:	<input type="text"/>
Last Name*:	<input type="text"/>
Credit Card Number:	<input type="text"/>
Exp. Date*:	<input type="text"/> (MM/20YY)
CVV* 2:	<input type="text"/>
Credit Card Type*:	<input type="text"/> Select Card Type
Contact Name (if business):	<input type="text"/>
Email*:	<input type="text"/>
Phone Number*:	<input type="text"/>
Address*:	<input type="text"/>
City*:	<input type="text"/>
State*:	<input type="text"/>
Postal Code*:	<input type="text"/>

* IMPORTANT: Please note that if you enter an address other than the one on file with the credit card's issuing bank, or an incorrect CVV code, Viewpoint Screening will deny your transaction for security purposes. Additionally, denied transactions may cause the funds to be held by your bank for up to 5 business days before being released back to the card.
 * "Viewpoint LLC" will appear on your credit card statement.
 * A Parent or Guardian's credit card will be accepted.



* **WARNING:** Your credit card will be charged when you click "Next." This fee is non-refundable.
 * Do not click more than once or you may be charged multiple times.

Current Residential Address:

Address*:	<input type="text"/>
City*:	<input type="text"/>
State or U.S. Territory*:	<input type="text"/> <small>For an international address, select "International" and select the foreign Country name below.</small>
Country*:	<input type="text"/> United States
Zip Code*:	<input type="text"/> ZIP Code Look Up Tool <small>Please Note: If you have an international address that does not require a Zip Code, please fill in "00000".</small>

Please make sure you have provided correct information. Changes cannot be made once you have placed your order.

7

Log In to Your Account

Once your order is complete, you should be taken to a screen to like this to the right.

Your username will be the email you used to set up your account.

Change password here, and it will log you in to the Viewpoint System.

Thank you, your order has been submitted. Please be aware that this order does not contain a background check or a drug test.

You can now access your Health Portal to upload required documents.

You will be automatically logged into your account once you create/change your password.

Please RESET THE PASSWORD to your account associated with greys@anatomy.com

Passwords must contain one or more numbers, one or more special characters, and must be at least 12 characters long.

Enter your NEW password Toggle Password

Confirm your NEW password

I have provided a strong password that will be remembered

NEXT →

HEALTH PORTAL: Follow instructions on the following pages to view your Health Portal requirements (to upload documents).

TO LOG IN

Go to www.viewpointscreening.com

Right Hand Corner: **LOG IN**

Click here if you forget your username or password to request to have it emailed to you.

View your HEALTH PORTAL REQUIREMENTS

Now you are logged into your Viewpoint Screening Account. This is your Dashboard. Click "Health Portal" to VIEW requirements.

HOW TO SEE REQUIREMENTS & UPLOAD DOCUMENTS

To VIEW YOUR GUIDELINES (what to do) for a particular requirement, click on that item's "Requirement Description."

Guideline Description Box

From here, you can:

- View the guidelines for what to upload
- See important instructions
- View & download school forms
- Upload a file to correspond with this requirement

TIPS

- READ the full guideline to make sure you provide the right documentation.
- Viewpoint Screening does not create your requirements. The school communicates requirements to us. Our role is to verify documentation.
- Make sure your name is visible on the document (before and AFTER upload).

HOW TO UPLOAD A DOCUMENT

When you have the correct document available, you are ready to upload it to your Health Portal.

CHES Form
Requirement Description

Due Date: 08/01/2022

Upload CHES Form Document

Submit a copy of the signed CHES Form

This is 'Form C' from the Workforce Development Board website: <https://wdbscw.org/clinical-g>

[Click here for the CHES form](#)

Select File Close

CLICK either of these places to upload a document

Once the document has been successfully uploaded, a new button will appear in the Row of the item with the DATE UPLOADED.

			date upload column	document status column	action date column
Hepatitis B Requirement Description	Click to view the document(s) you have uploaded	Upload New Hepatitis B Document	Document Uploaded On 04/07/22	Document Not-Approved 04/08/22	Next Action Date
MMR Requirement Description	Click to view the document(s) you have uploaded	Upload New MMR Document	Document Uploaded On 02/17/22	Document Approved 02/17/22	Next Action Date 01/01/2030

Is my document approved or not approved?

Documents are reviewed in 24 hours, or in 1 business day if submitted on weekends. Once reviewed, every document is either APPROVED (and marked green), or NOT APPROVED (and marked red), with a date stamp of review.

Upload New Hepatitis B Document	Document Uploaded On 04/07/22	Document Not-Approved 04/08/22	Next Action Date
Upload New MMR Document	Document Uploaded On 02/17/22	Document Approved 02/17/22	Next Action Date 01/01/2030

How can I see what I uploaded?

Click to view the document(s) you have uploaded

Always CHECK what you uploaded.

- ✓ Is it the right doc?
- ✓ Is my name visible?

If a document is NOT APPROVED, you will receive an email notifying you with the reason for the rejection. This information can also be located at the bottom of your Health Portal listings under "HEALTH PORTAL MESSAGES."

Health Portal Messages

04/20/2022	blah blkgzhdfk
04/08/2022	Hepatitis B - Please make sure to include your name on your document.
07/22/2021	You did not provide the correct document.
12/01/2020	CPR Certification - You have provided a non-BLS (Basic Life Support) certificate. Please submit a BLS certificate in order to gain approval.

You will receive a general reminder email once weekly until you have reached full compliance for all of your documents.

Support

Email us at:
studentsupport@viewpointscreening.com

Instant Chat - bottom right hand corner at
ViewpointScreening.com
Monday - Friday 9 am - 5pm EST.