VIEWPOINT SCREENING

wheaton college massachusetts

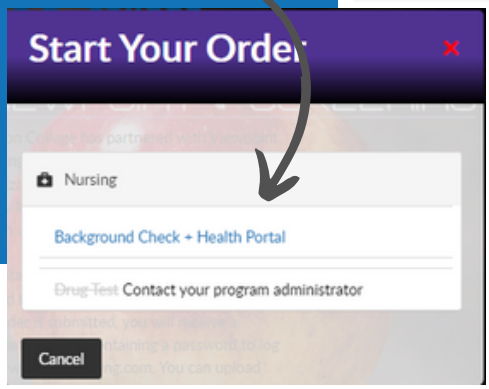
- Background Check
- Health Portal

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

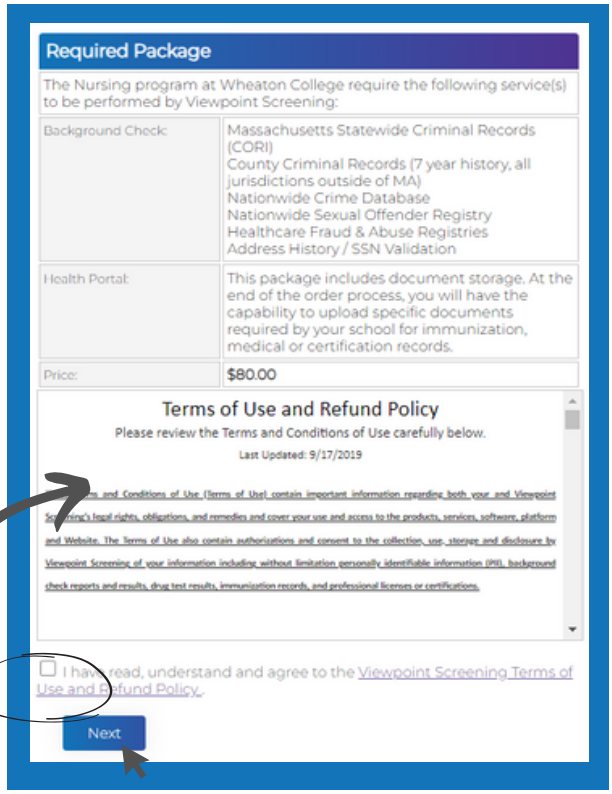
3 Choose your program.

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



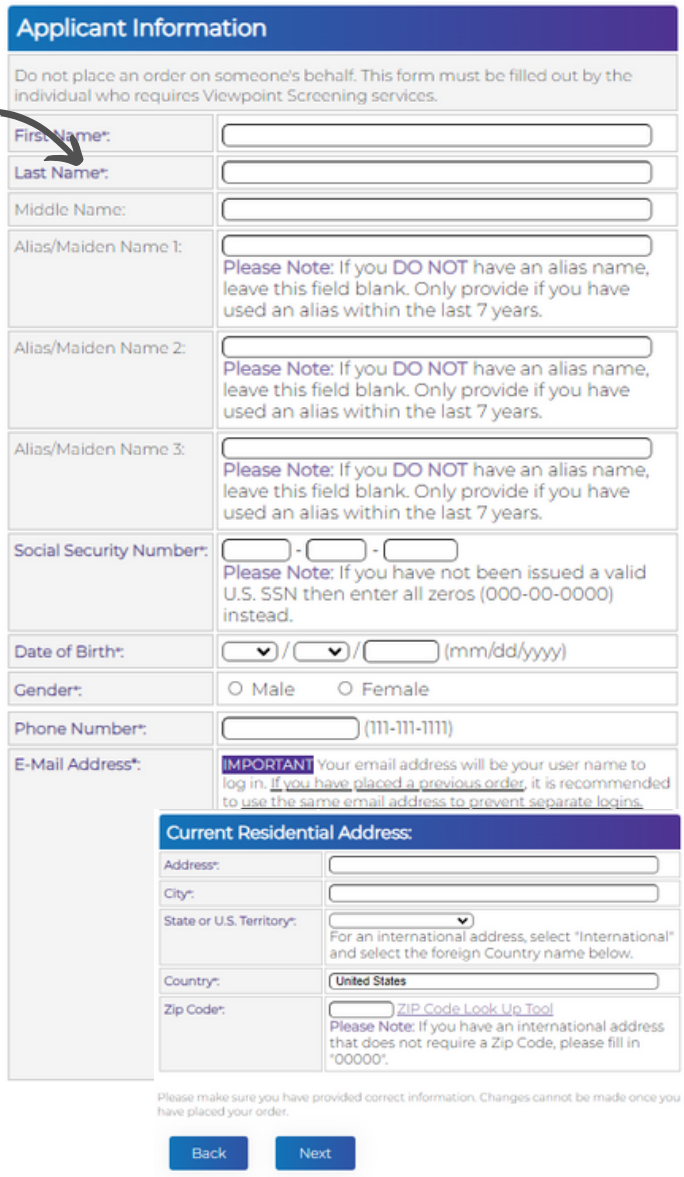
4 Once you click on the link, you will be taken to a package summary screen.

Once you review your package and the terms of use policy, click the button to acknowledge and hit **NEXT**.

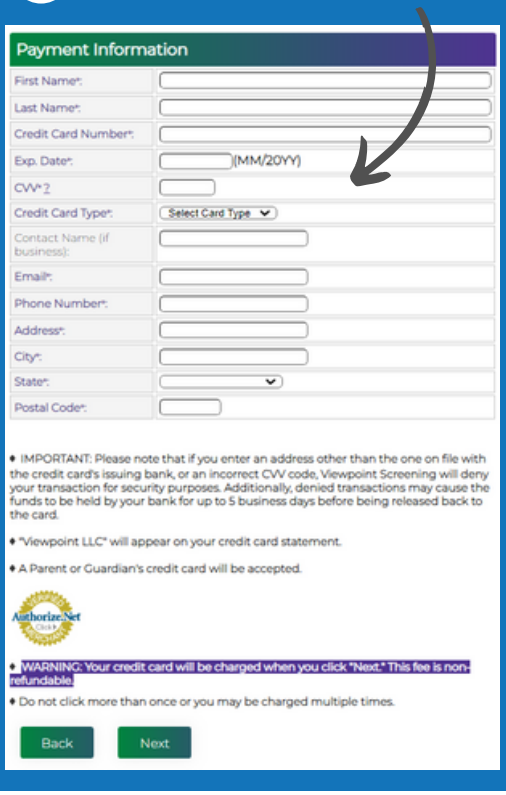


5 Complete the APPLICANT INFORMATION and address sections as prompted.

It is recommended to use your school email address.



6 Complete payment section.

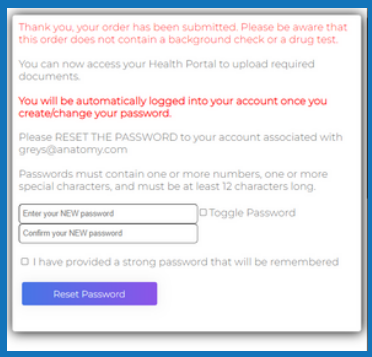


7 Log In to Your Account

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.**



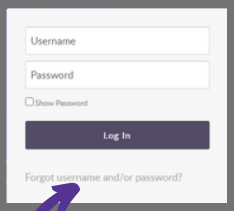
NEXT ➡

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

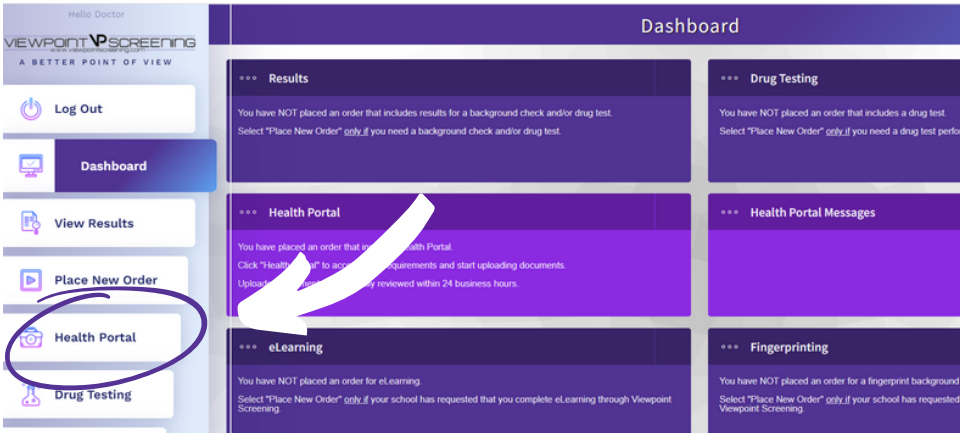
Right Hand Corner: LOG IN



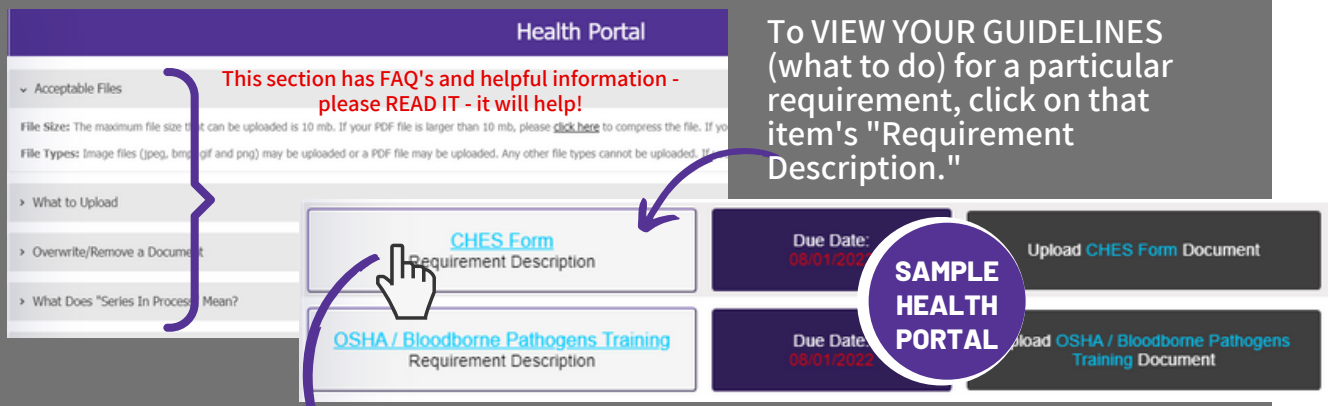
Click here if you forget your username or password to request to have it emailed to you.

View your HEALTH PORTAL REQUIREMENTS

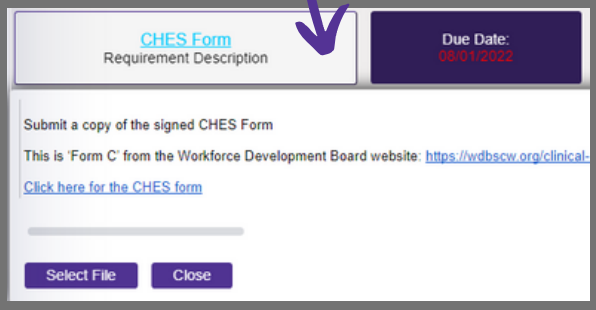
Now you are logged into your Viewpoint Screening Account.
This is your **Dashboard**. Click "**Health Portal**" to VIEW requirements.



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:

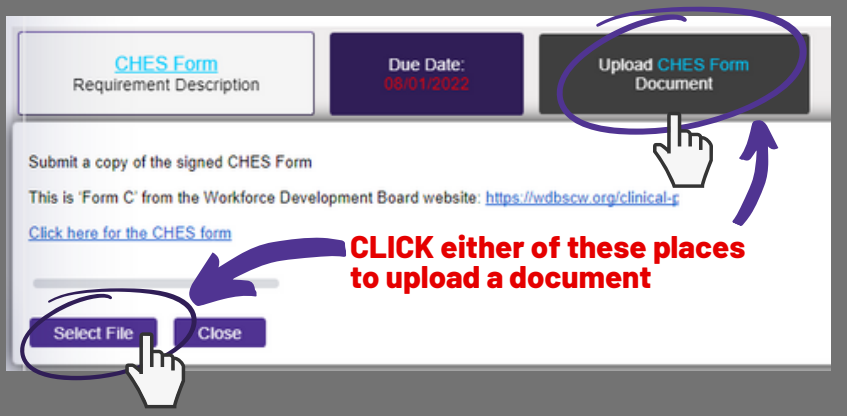
- View the guidelines for what to upload
- See important instructions
- View & download school forms
- Upload a file to correspond with this requirement

TIPS

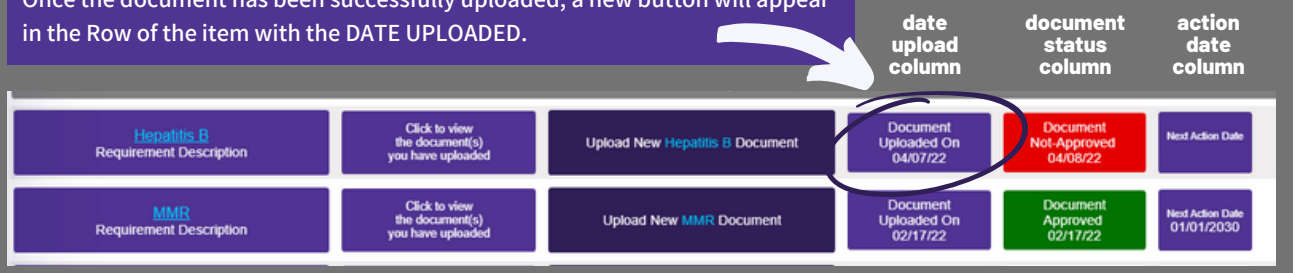
- READ the full guideline to make sure you provide the right documentation.
- Viewpoint Screening does not create your requirements. The school communicates requirements to us. Our role is to verify documentation.
- Make sure your name is visible on the document (before and AFTER upload).

HOW TO UPLOAD A DOCUMENT

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

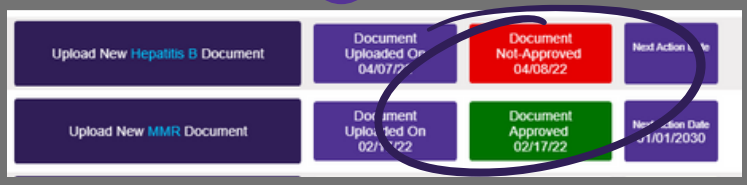


Once the document has been successfully uploaded, a new button will appear in the Row of the item with the DATE UPLOADED.



Is my document approved or not approved?

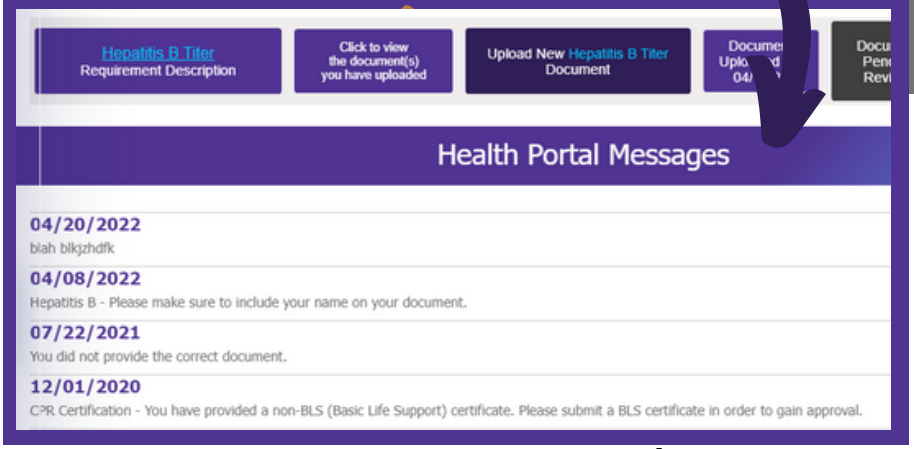
Documents are reviewed in 24 hours, or in 1 business day if submitted on weekends. Once reviewed, every document is either APPROVED (and marked green), or NOT APPROVED (and marked red), with a date stamp of review.



How can I see what I 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."



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.