

VIEWPOINT **VP** SCREENING



UNIVERSITY OF WISCONSIN
WHITEWATER

BACKGROUND CHECK
INSTRUCTIONS FOR
STUDENTS AT UNIVERSITY
OF WISCONSIN-
WHITEWATER

Start Your Order

To get started: visit viewpointscreening.com/uww

1. Select "Start Your Order"
2. Select your Program: Speical Assignments
3. Select Background Check or Recheck Background(If you have already submitted a background through ViewPoint you will select "recheck".
4. Download Release form([Background Information Disclosure-BID](#))
5. You are considered an "Applicant for Licensure, Certification or Renewal"
6. Make sure to complete all required information and SIGN the form. The BID form will need to be uploaded to ViewPoint Screening website.

*****Important***** Please make sure you are entering your correct email address. You will be unable to log in or receive communications from Viewpoint Screening if your email address is not valid.

Once your order is submitted, you will receive a confirmation email containing a password. Use this info to log into your account to review other instructions you may have. You will also need this password to view your background check report.

The screenshot displays the Viewpoint Screening website interface for the University of Wisconsin. At the top left is the university's logo, featuring a shield with the letter 'A' and the text 'UNIVERSITY' and 'COLLEGE'. To the right, the 'VIEWPOINT SCREENING' logo is visible. Below the university logo, a paragraph explains the partnership: "Your school has partnered with Viewpoint Screening to provide your background check, drug test and immunization management. Failure to submit an order will delay the entrance into an experiential rotation and/or school setting." Below this is a "Start Your Order" button. A navigation menu on the right includes buttons for "View Your Results", "Student FAQs", "Disclaimer", and "Contact".

The main content area shows a "Start Your Order" form. It includes a "Required Package" section with a text box explaining the drug test requirement: "Your school requires a drug test to be performed along with your background check. You will receive an email from Viewpoint Screening within 24 hours (1 business day) after you finish placing your online order regarding your drug test. This email will contain a code needed to have your drug test performed. You will be instructed to visit a nearby drug test collection site, where you will need to present this code along with a valid ID." Below this are two columns of checkboxes for background check components: "Background Check" (with sub-items: County Criminal Records (7 year history, all jurisdictions), Federal Criminal Records, Nationwide Sexual Offender Registry, Healthcare Fraud & Abuse Scan, Address History / SSN Validation) and "Drug Test" (with sub-item: 10 Panel Urinalysis). A checkbox at the bottom states "I have read, understand and agree to the Viewpoint Screening Disclaimer." A "Next" button is located at the bottom right, and a "Go Back to Main Page" link is at the bottom left.

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

Or use the instant chat feature at viewpointscreening.com, look for the icon on the home page.



Chat with us ▼

Hii! Enter in your info anytime right here.

Full Name*

Email*

Company/School*

Send Chat Request

Powered by [Pure Chat](#)

The UW-Whitewater College of Education and Professional Studies will receive your results from Viewpoint Screening and will distribute them to your field-based site. If there is history present on your background check, you will be notified by the Kinesiology Office via email with further information in regards to composing a letter to accompany your background check. If you are not contacted, no further action on your part is needed.

Any other questions or concerns should be directed to Bridgette Hermanson at HermansoBA22@uww.edu.

