VIEWPOINT VP SCREENING

INDIAN HILLS COMMUNITY COLLEGE

Ordering Your Background Check + Drug Test + Health Portal

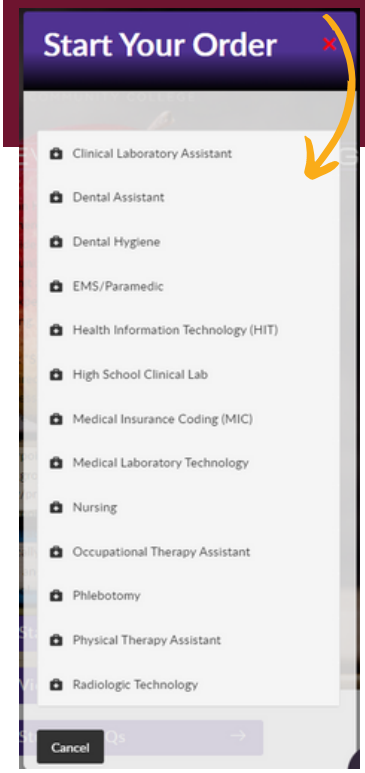
1 Go to School Page

GO TO the School's Landing Page on Viewpoint Screening's Website: https://www.viewpointscreening.com/indianhills

2 Click on 'Start Your Order'

3 Choose your Department .

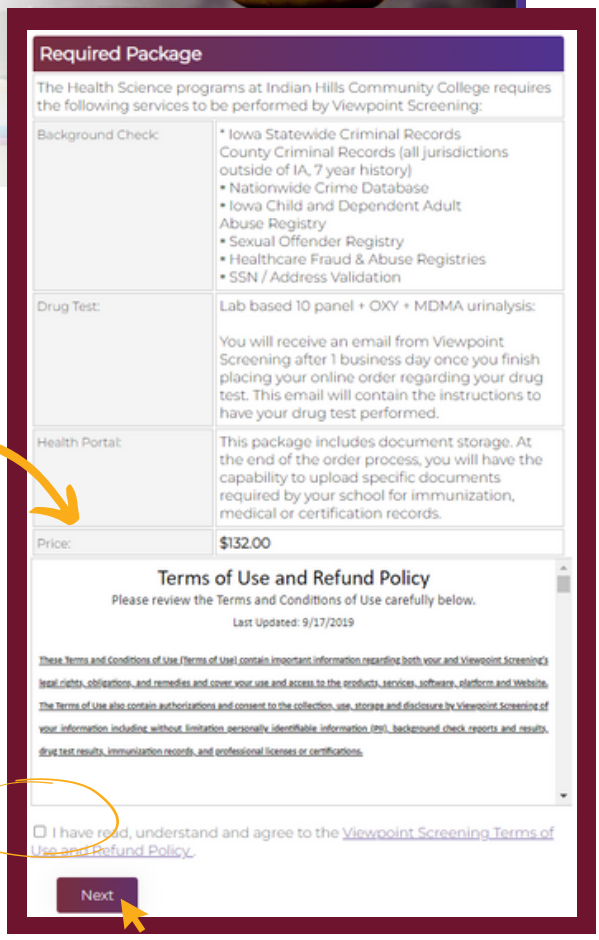
Then click on the "Background Check + Drug Test + Health Portal" package link UNDER YOUR PROGRAM.



4 Package Summary

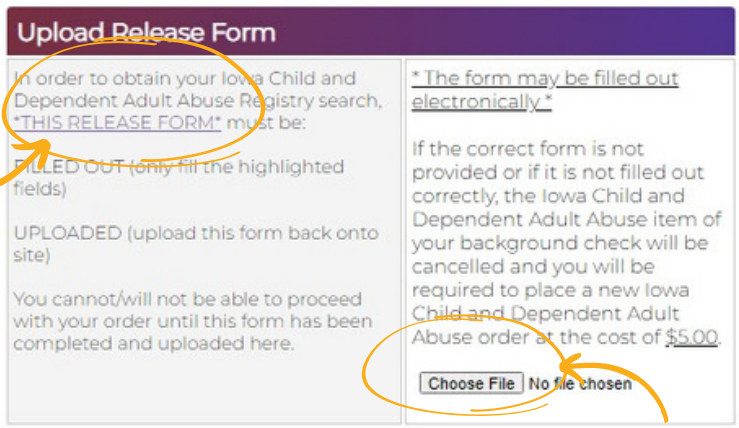
Once you click on the link, you will be taken to a package summary screen.

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



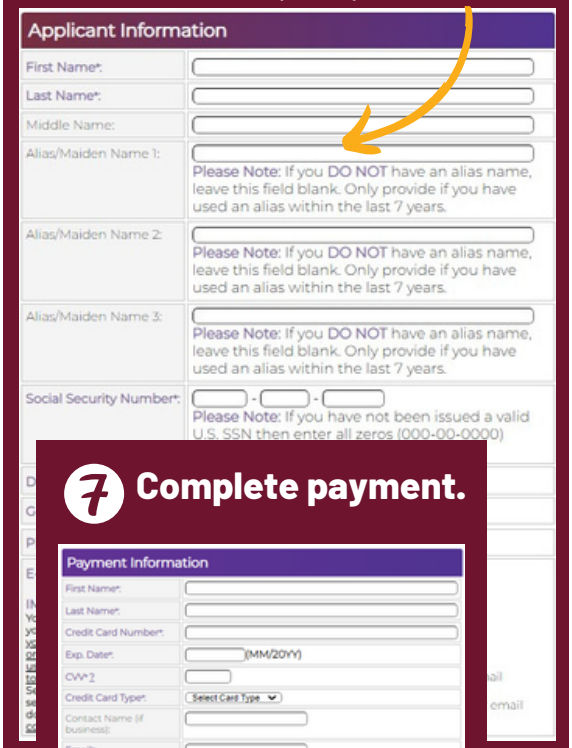
5 FILL OUT AND UPLOAD YOUR RELEASE FORM

5a. DOWNLOAD form at this link. Fill out electronically or print out and fill out manually. COMPLETE all highlighted fields.

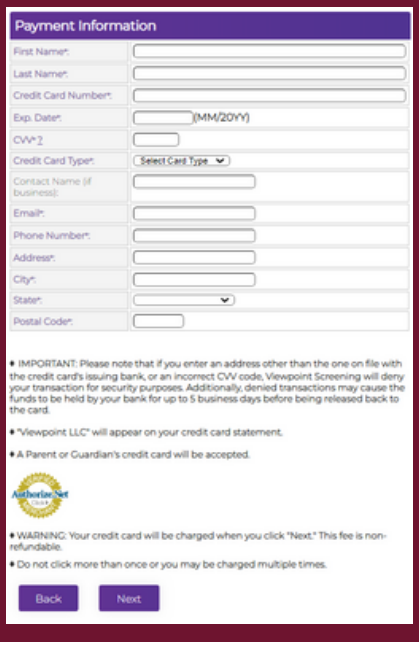


5b. UPLOAD COMPLETED form here. Make sure you completed all highlighted fields and signed and dated the form.

6 Complete the APPLICANT INFORMATION and address sections as prompted.

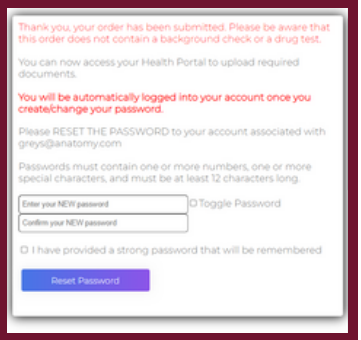


7 Complete payment.



8 Log In to Your Account

Once your order is complete, you should be taken to a screen to CHANGE PASSWORD and LOG IN. Your username is the email you used to place your account, and the password will be whatever you enter here. When you click "Reset Password," **it will automatically log you in to the Viewpoint System.**



NEXT ➡

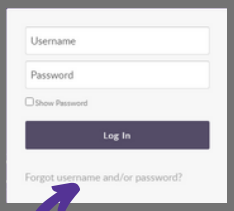
1. HEALTH PORTAL: Follow instructions on the following pages to view your Health Portal requirements (to upload documents).

2. DRUG TEST: After you place your order, you will receive an email from Viewpoint Screeening within 1-2 days with your registration information and location of your drug test.

TO LOG IN

Go to
www.viewpointscreening.com

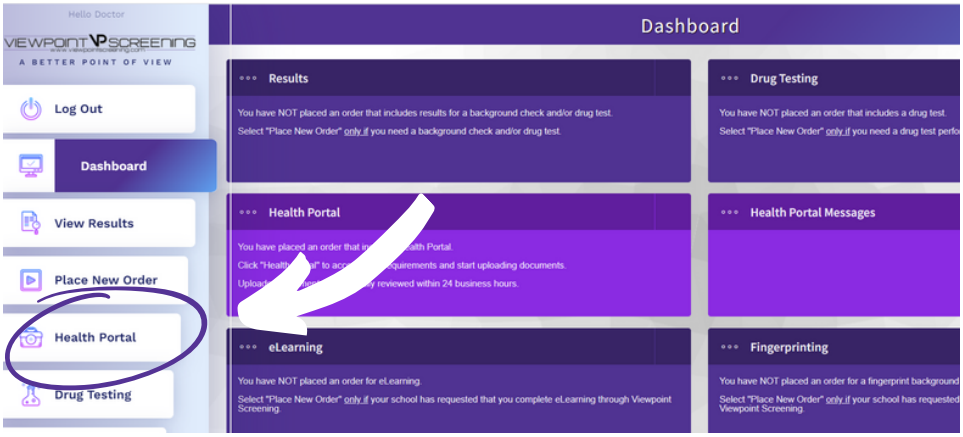
LOG IN



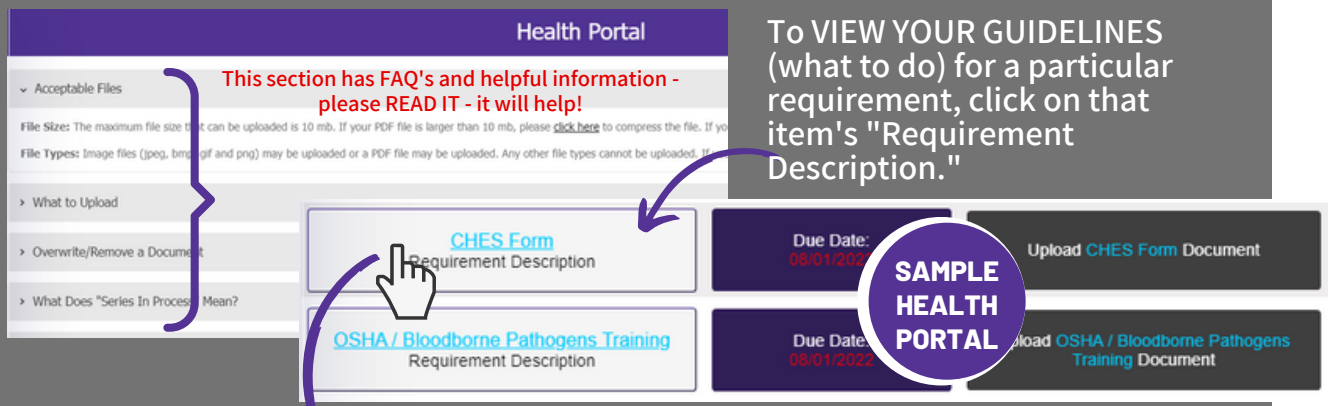
Click here if you forget your username or password to request to have it emailed to you.

View your HEALTH PORTAL REQUIREMENTS

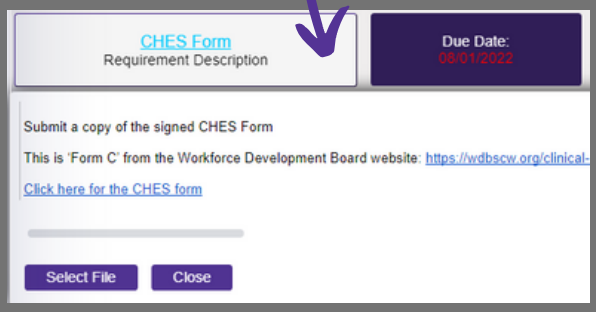
Now you are logged into your Viewpoint Screening Account.
This is your **Dashboard**. Click "**Health Portal**" to VIEW requirements.



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:

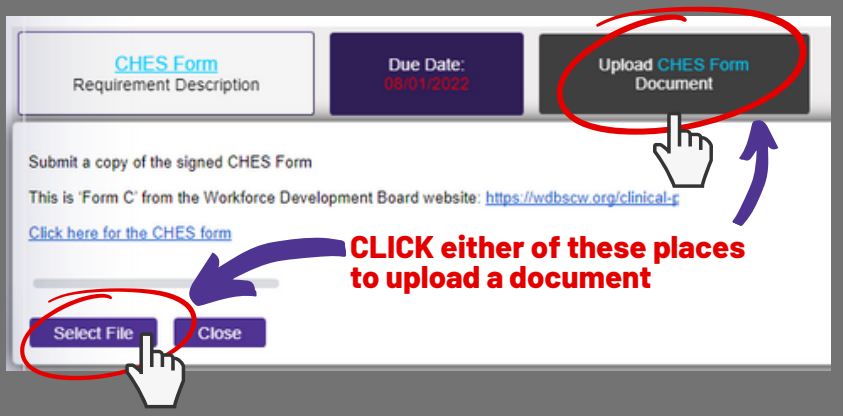
- View the guidelines for what to upload
- See important instructions
- View & download school forms
- Upload a file to correspond with this requirement

TIPS

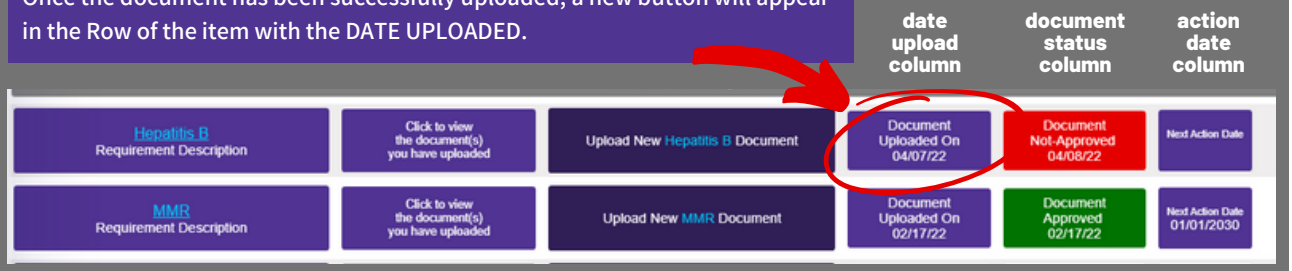
- READ the full guideline to make sure you provide the right documentation.
- Viewpoint Screening does not create your requirements. The school communicates requirements to us. Our role is to verify documentation.
- Make sure your name is visible on the document (before and AFTER upload).

HOW TO UPLOAD A DOCUMENT

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

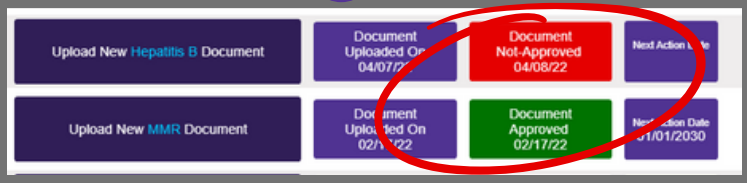


Once the document has been successfully uploaded, a new button will appear in the Row of the item with the DATE UPLOADED.



Is my document approved or not approved?

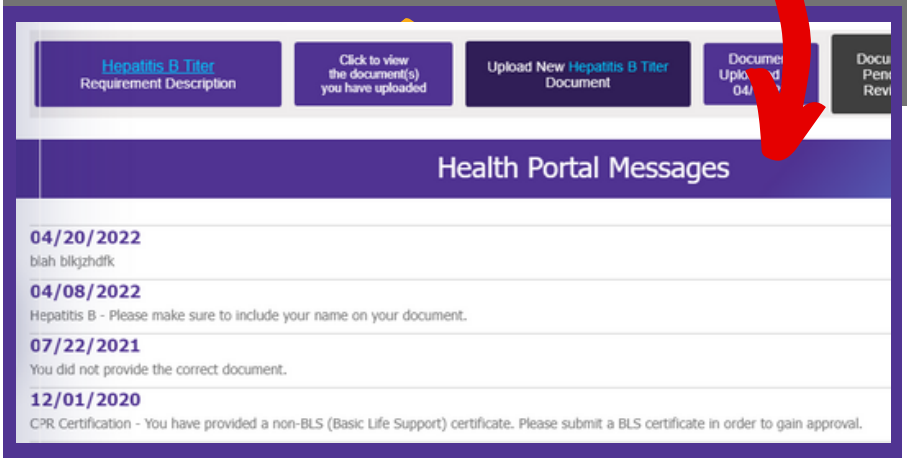
Documents are reviewed in 24 hours, or in 1 business day if submitted on weekends. Once reviewed, every document is either APPROVED (and marked green), or NOT APPROVED (and marked red), with a date stamp of review.



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.