



ORDER INSTRUCTIONS  
FOR WESTERN TECHNICAL  
COLLEGE - **HEALTH &  
PUBLIC SAFETY**  
**STUDENTS**

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# Start Your Order

To get started:

Visit <https://www.viewpointscreening.com/westerntc> and click on “Start Your Order”

- Select your program and package option
- Enter your information (name, dob, etc.)

**\*\*\*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.

**VIEWPOINT VP SCREENING**

**WESTERN TECH UNIVERSITY**

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.

Click "Start Your Order" below and you will be directed through the application process. Once your order is submitted, you will receive a confirmation email containing a password to log into [viewpointscreening.com](https://www.viewpointscreening.com). When your background check is completed, you can view/print a copy at [viewpointscreening.com](https://www.viewpointscreening.com) by entering your email address and password. Results are typically completed within 3-5 business days and will also be available to your school.

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[View Your Results](#) →

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**Start Your Order**

- Dental Assisting
- Diagnostic Medical Sonography
- Patient Care Technician

**Required Package**

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.

Background Check:	County Criminal Records (7 year history, all jurisdictions) Federal Criminal Records Nationwide Sexual Offender Registry Healthcare Fraud & Abuse Scan Address History / SSN Validation
Drug Test:	10 Panel Urinalysis

I have read, understand and agree to the [Viewpoint Screening Disclaimer](#).

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# Health Portal

**You will have the capability to upload specific documents required by your school for immunization, medical or certification records.**

After you have placed your initial order, you will begin to get emails that notify you of additional items you need to take care of that are required by your school for clinical placement. To see the list of required immunizations and documents, go to: [viewpointsscreening.com](http://viewpointsscreening.com) and click on LOG IN in the right corner; use your email and password to log in.

- When logged in, click on **Health Portal** to view your specific requirements. Be sure to read these thoroughly, so you know what kind of documents you will need.
- As you complete your requirements, you can begin to upload them into your account at any time.
- To associate a document with a requirement: Click on the "Upload Document" 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 are typically reviewed within 24 hours. If your document is not compliant, you will receive an email notifying you why it was not compliant, and how to fix it. This information can also be found in the "Student Messages" section of your account.

You will receive weekly email reminders to upload required documents, and you will be notified 30 days in advanced when a document is about to expire.

## SAMPLE

	Requirement	Upload	Uploaded Date	Review Date	Renewal
?	<b>TDAP</b> Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19	
?	<b>MMR</b> Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19	
?	<b>Tuberculosis</b> Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19	
?	<b>Hepatitis B</b> Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19	
?	<b>Varicella</b> Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19	
?	<b>Influenza</b> Current Document	Upload New Document	Uploaded 01/17/19	Approved 01/17/19	

### FOR BEST RESULTS:

DO: Be sure your name is visible on the document you upload. If your name is not on the document, it will be denied, and you'll have to upload it again.

DO: Make sure you uploaded the correct document for a particular requirement.

DO: Make sure document is legible.

DO: Make sure document isn't expired, and won't expire during your clinical rotation.

If you have any additional questions, please contact **Viewpoint Screening** via email at: [studentsupport@viewpointscreening.com](mailto:studentsupport@viewpointscreening.com).

Or use the instant chat feature at [viewpointscreening.com](http://viewpointscreening.com). We are pleased to help you with this process!

Chat with us 

Hi! Enter in your info anytime right here.

**Send Chat Request**

 Powered by [Pure Chat](#)

