

# VIEWPOINT VP SCREENING



University of Wisconsin  
**Stevens Point**

STEP BY STEP Instructions for



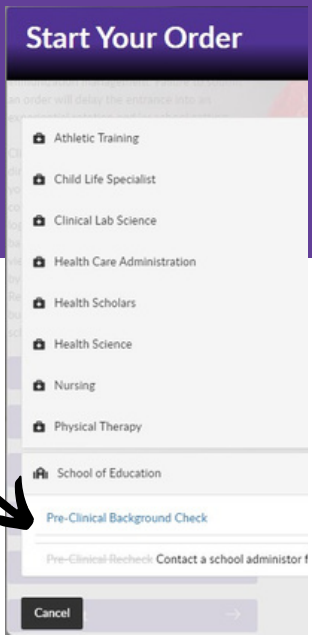
**STUDENTS**  
How to Order  
Your Background Check

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

**2** Click on Start Your Order



**3** Choose your program.  
It will expand to show you available packages. Click on the package that you need.



**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.

### 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\*:

Last Name\*:

Middle Name:

Alias/Maiden Name 1:   
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.

Alias/Maiden Name 2:   
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.

Alias/Maiden Name 3:   
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.

Social Security Number:  -  -   
Please Note: If you have not been issued a valid U.S. SSN then enter all zeros (000-00-0000) instead.

Date of Birth\*:

Gender\*:

Phone Number:

E-Mail Address\*:

### Current Residential Address:

Address\*:

City\*:

State or U.S. Territory:

Country\*:  United States

Zip Code\*:  [/ZIP Code Look Up Tool](#)  
Please Note: If you have an international address that does not require a Zip Code, please fill in "00000".

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

When the address is correct, it will appear as such in your account. address is not valid.

**6** Complete payment section.

### Payment Information

First Name\*:

Last Name\*:

Credit Card Number\*:

Exp. Date\*:  (MM/20YY)

CVV\*2:

Credit Card Type\*:  Select Card Type

Contact Name (if business):

Email\*:

Phone Number\*:

Address\*:

City\*:

State\*:

Postal Code\*:

• 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.

## 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

## Results

Once your background check has been completed in a few days, you will be able to view your results here, and your school will receive a copy.

Hello Doctor

VIEWPOINT SCREENING  
A BETTER POINT OF VIEW

**Dashboard**

**NOTE:** You WILL NOT be notified when your background check clears, so you will need to log back into viewpoint to check your status.