CRIMINAL BACKGROUND CHECK INSTRUCTIONS

In order for you to be placed in a clinical site you must complete a background check with Validity Screening Solutions.

Here is what you need to do:
1. Go to the secure link below:
   https://www.validityacademics.com
2. Enter the Username and Password below:
   Username: kued8512
   Password: background
3. Create a personal profile by completing the required fields
   1. If your email has been used in a previously created profile you will need to log in via the "Returning Student Log-In" section, select the "New Screening Profile" link on the next page.
   2. If you have forgotten your password you can click on the "password (forget?)" link and answer the security question you chose when you first creating your personal profile.
4. Complete each section of the screening profile
   1. Review the screening profile to ensure all sections are complete and click Next
   2. Read the "Notice and Disclosure" and check the confirmation box
   3. Read the "Summary of Rights under the Fair Credit Reporting Act" and check the confirmation box.
   4. Fill out all form fields in the Certification and Release and enter your signature in the electronic signature box.
   5. Choose a payment option:
      i. **Credit Card (Visa or MasterCard): $34.00 plus $2.00 administrative fee**
      ii. **Money Order or Cashier's Check: $34.00**
   6. Select Submit

* Your results will not be released to your institution until you successfully submit your request to Validity. This can be verified if you have received the confirmation email titled 'Academic Screening Profile Received.'

Results will be forwarded to University of Kansas. Instructions on how to access your completed report through your profile page will be sent to you via email once your profile has been submitted.

If you have any questions, please contact Melissa Robinson at (785) 864-9601 or mherm@ku.edu. You may contact Validity Screening Solutions with technical questions at 913-322-5995, toll-free at 866-920-5995 or via email at students@validityscreening.com.