CertifiedBackground.com
together with CP CERTIFIEDPROFILE

STUDENT INSTRUCTIONS FOR DREXEL UNIVERSITY - ACE

(Recheck)

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your Background Checks, drug test online. Once you have placed your order, you may use your login to access additional features of **CertifiedProfile,** including document storage, portfolio builders and reference tools. **CertifiedProfile** also allows you to upload any additional documents required by your school.

Order Summary

- **Required Personal Information -** In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- **Fingerprint & Abuse** – The online order process will guide you through the steps to complete a Department of Public Welfare Fingerprint or a Nationwide Rolled Fingerprint if required. You may also be required to do a Child Abuse Clearance . If you are submitting a Nationwide Rolled Fingerprint, you will receive a packet from CertifiedBackground containing instructions and all necessary documents within 7-10 Days of placing your order.
- **Drug Test -** After placing your order, you will receive an email directly from the lab within 24-48 hours containing your electronic chain of custody form (e-chain); the subject line will read: "Drug-screen Registration" . This email will explain where you need to go to complete your drug test.
- **Payment Information -** Payment will not be required, Drexel University will be invoiced for this order.

Place Your Order

Go to: www.CertifiedBackground.com and enter package code:

If you are an On Campus student choose the package below:

DR22re

If you are an Online student located in the following states NY, FL, MI, MN, NH, NC, TX, WA & WI.

Please enter the correct 6 character package codes as outlined below:

DR22 + State of Residence Abbreviation + re (Examples: DR22NYre, DR22FLre, etc.)

If you are an Online student and located in any other state than those referenced above choose package below:

DR22ONLINEre

You will then be directed to set up your **CertifiedProfile** account.

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as **"In Process"** until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

If you need assistance please contact CertifiedProfile at 888-914-7279 or cpservicedesk@certifiedprofile.com and a Certified Profile Representative will be available Monday-Friday 8am-8pm & Sunday 10am- 6:30pm EST.