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APPLICATIONSTATION 2.0: STUDENT EDITON

The student screening process is driven by ApplicationStation 2.0: Student Edition, a secure online system that allows students to provide Certiphi Screening with the information needed to perform the check requested (ex: background check, drug screen, etc.): permission to perform the check; and, if applicable, payment for the check.

CREATING A STUDENT ACCOUNT

Each student is provided with a school-specific code via email. The email is sent to the student by Certiphi Screening or the university, depending on the school’s preference. The email will include a link to https://applicationstation.certiphi.com/ where the student will go sign up or log back in if they are a returning user.

First time users will need to complete the account set up process by selecting the “Sign up” option. There users will be prompted to enter a valid email address and create a unique username. It is important that users enter a valid email address that they have access to as a Verification Code will be delivered to the provided email address at the end of the account setup process.
The student then will create their unique username and password. The site will enforce password requirements such as character limits and special characters. The student will also enter their first and last name which will then populate on the application when submitted.

The student will need to set up security questions which are used for username and password recovery.
The student will then receive an email at their previously supplied email address with a Verification Code that will allow them to access ApplicationStation 2.0. A sample of this email format is provided below. Students will want to add the auth@verticalscreen.com email addresses to their email white list to ensure they receive this email.
Verify Account

An email has been sent to your provided email address. The subject of the email will be "ApplicationStation Account Verification" and will arrive from email sender auth@verticalscren.com.

Please follow the directions in the email to continue creating your account. You may need to check your Junk or Spam folder.

Please do not close your browser.

If your browsing session closes, please log back in using your username and password and enter the 8-digit Verification Code emailed to you at the email address provided during account creation. This Verification Code will expire after 20 minutes.

Verification Code* [Your 8-digit code]

Didn't receive an email? Click here to resend email.

REGISTRATION EMAIL

You created an account with ApplicationStation.

Username: Username

Please enter the Verification Code below into the Verification Code field on the ApplicationStation website to continue:

02834232

Please Note: If your browsing session closes, please log back in using your username and password and enter the 8-digit Verification Code emailed to you at the email address provided during account creation. This Verification Code will expire after 20 minutes.

If you did not request to create an account, please contact us.

Thank you,
ApplicationStation Team

After the Verification Code is entered, the student will then receive an email from the same auth@verticalscren.com email confirming the username that was set up.
VERIFICATION EMAIL

Your email address has been verified with ApplicationStation.

Username: Username

If this was not you, please contact us.

Thank you,
ApplicationStation Team

The student will then be prompted to login to ApplicationStation 2.0: Student Edition. Upon log in, they will be asked to answer one of their previously created security questions. After answering correctly, they can select to remember this device to remove this step for future visits.

The student will next be prompted to enter an ApplicationStation Code that will be provided to them by Certiphi Screening or by their university.
Once the ApplicationStation Code is entered the student will arrive at the application.
APPLICATION SECTIONS
PERSONAL INFORMATION SECTION

NOTE: In all application sections, missing or incorrectly formatted entries will be designated by a red box outlining the field and a corresponding message alerting the student to the error.
OTHER NAMES

By selecting the "+ Add Other Name" button, students can add aka’s.

If the student selects “Yes” and does not enter any names the site will prompt them to add an aka before they can move forward with the application.
OTHER ADDRESSES SECTION

In this section students will enter their previous address history. If their initial address does not cover their past seven years of address history the student will need to provide all previous addresses for the past seven years.
ADDITIONAL SECTIONS

- Some programs may also require students to complete additional sections requesting information on education, employment, professional licensing, driver’s license information, or more, depending on the needs of the program
- **Disclosure and Authorization** – Student electronically provides permission for Certiphi Screening to conduct the check and to allow the school to review the results.
- **Payment** – Student makes payment (if applicable)
- **Complete** - Student reviews all provided information, including payment information
- **Final Submit** – Student submits application to Certiphi Screening

SIGNATURE CAPTURE

The signature page provides text to guide the student to enter their name into the text box. The student then enters their signature using a mouse or a touch screen and then selects “Apply Signature” from the lower right hand corner of the signature box.

When the signature is captured the box will allow the student to remove and reapply the signature, if necessary.
APPLICATION SUMMARY

The application summary allows the student to review and update any previously entered information by selecting the “Edit” option on the right side of the page. This will direct the student back to the desired section of the application.
APPLICATION SUBMISSION
When the student is satisfied with their application they will use “Submit Application” button to finalize and submit their application for employer review. Once submitted, student will not be able to make further modifications to their application; however, they will be able to review their application by logging back in to ApplicationStation 2.0: Student Edition or by using the new "Back to My Applications" button.
SUBMISSION CONFIRMATION
Once a student has completed, reviewed and submitted their application, they can download copies of all their application, including any disclosure and authorization forms and/or applicable state notices.
VIEW PREVIOUSLY COMPLETED APPLICATIONS
After completing an application, students can log back into ApplicationStation 2.0: Student Edition using their previously created username and password to submit a new application or to view any previously completed applications.

If you have any questions, please contact your Certiphi Screening Account Manager or the Certiphi Screening Customer Service Department at (800) 803-7860.