



APPLICATIONSTATION 2.0: STUDENT EDITION

USER GUIDE

EMPOWERED BY  VERTICAL SCREEN

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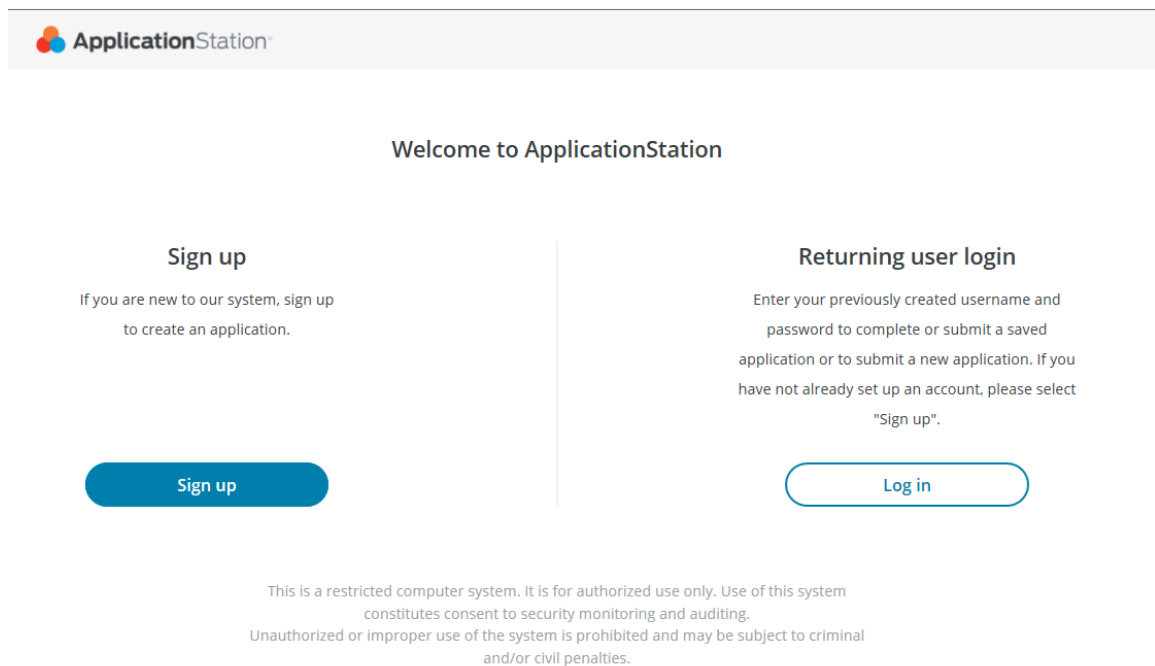
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APPLICATIONSTATION 2.0: STUDENT EDITON

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.



The screenshot shows the ApplicationStation login interface. At the top left is the ApplicationStation logo. The main heading is "Welcome to ApplicationStation". Below this, there are two columns of options. The left column is titled "Sign up" and includes the text "If you are new to our system, sign up to create an application." with a blue "Sign up" button. The right column is titled "Returning user login" and includes the text "Enter your previously created username and password to complete or submit a saved application or to submit a new application. If you have not already set up an account, please select 'Sign up'." with a blue "Log in" button. At the bottom center, there is a disclaimer: "This is a restricted computer system. It is for authorized use only. Use of this system constitutes consent to security monitoring and auditing. Unauthorized or improper use of the system is prohibited and may be subject to criminal and/or civil penalties."

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.



Create Account

Please fill in the following fields to create an account.

Email *	<input type="text" value="a"/>
	<small>⚠ Email is not a valid format. Please enter a valid email (e.g. example@domain.com).</small>
Username *	<input type="text"/>
Password *	<input type="password"/> show
Confirm Password *	<input type="password"/> show
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Mobile Phone Number	<input type="text"/>

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.



Create Account

Please fill in the following fields to create an account.

*Please note that your email has already been verified.

Email *	<input type="text" value="jpublic@email.com"/>
Username *	<input type="text" value="jpublic"/>
Password *	<input type="password" value="••••••••"/> show
Confirm Password *	<input type="password" value="••••••••"/> show
First Name *	<input type="text" value="John"/>
Last Name *	<input type="text" value="Public"/>
Mobile Phone Number	<input type="text" value="215-123-1234"/>

The student will need to set up security questions which are used for username and password recovery.

Security Questions

Please select three security questions and provide answers in the boxes below. Your answer(s) cannot contain your username, password, email address or security question.

Security Question 1 *	<input type="text" value="Select One"/>
Answer 1 *	<input type="text" value=""/> show
Security Question 2 *	<input type="text" value="Select One"/>
Answer 2 *	<input type="text" value=""/> show
Security Question 3 *	<input type="text" value="Select One"/>
Answer 3 *	<input type="text" value=""/> show

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@verticalscreen.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 *

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@verticalscreen.com email confirming the username that was set up.

VERIFICATION EMAIL

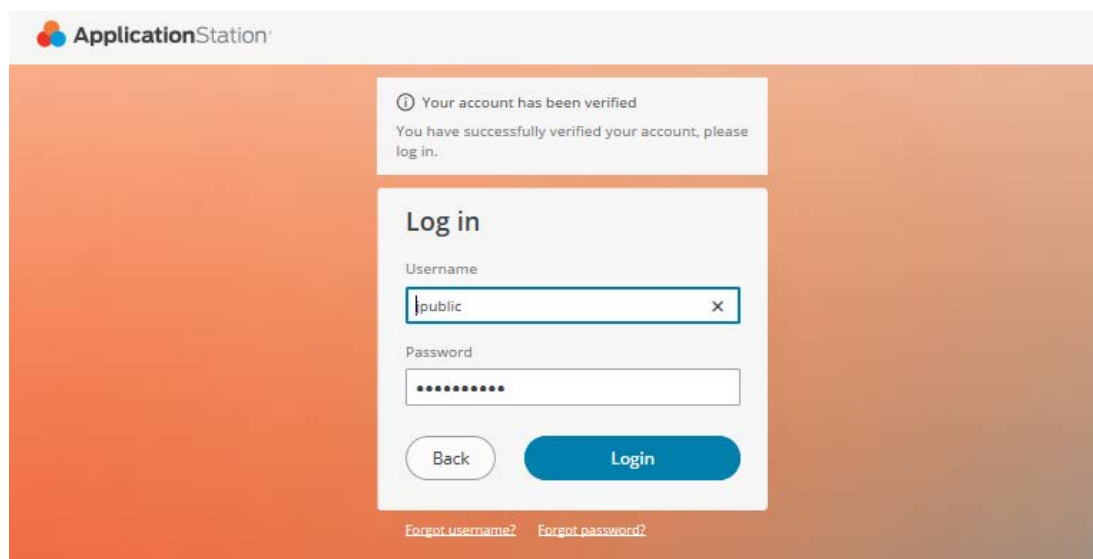
Your email address has been verified with ApplicationStation.

Username: Username

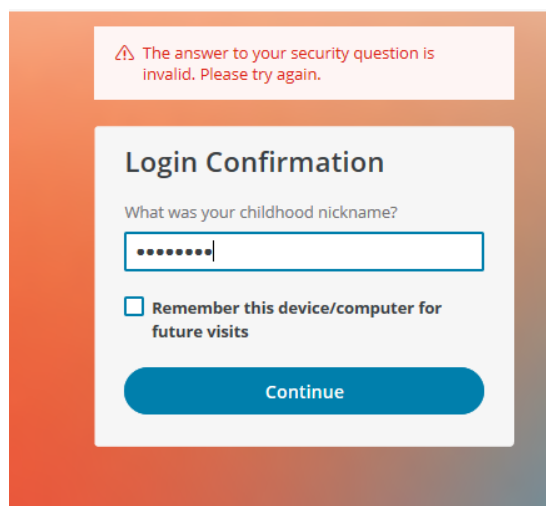
If this was not you, please contact us.

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.

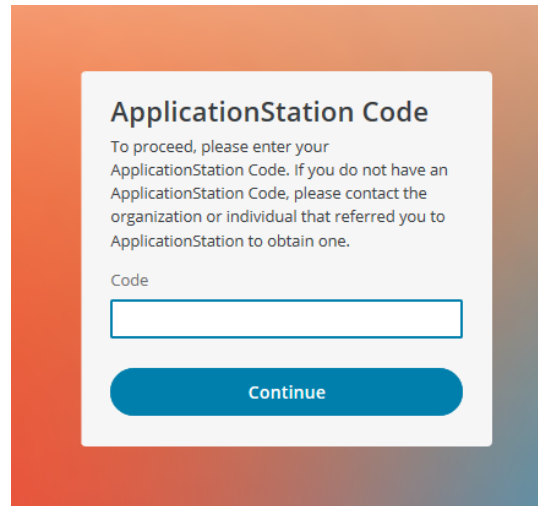


The screenshot shows the ApplicationStation login interface. At the top left is the ApplicationStation logo. A notification box at the top center states: "Your account has been verified. You have successfully verified your account, please log in." Below this is a "Log in" form with fields for "Username" (containing "public") and "Password" (masked with dots). There are "Back" and "Login" buttons. At the bottom of the form are links for "Forgot username?" and "Forgot password?".



The screenshot shows a security question page. A notification box at the top center states: "The answer to your security question is invalid. Please try again." Below this is a "Login Confirmation" form with the question "What was your childhood nickname?". There is a text input field with dots. Below the field is a checkbox labeled "Remember this device/computer for future visits". At the bottom is a "Continue" button.

The student will next be prompted to enter an ApplicationStation Code that will be provided to them by Certiphi Screening or by their university.



ApplicationStation Code

To proceed, please enter your ApplicationStation Code. If you do not have an ApplicationStation Code, please contact the organization or individual that referred you to ApplicationStation to obtain one.

Code


Continue

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.

 [Help](#) | [Log Out](#)

Sections

- Personal Information
- Other Names
- Other Addresses
- Disclosure
- States Disclosures
- CA Disclosure
- CA Notice
- NJ Freeze Letter
- Authorization
- Summary of Rights

[Attach Documents](#)

[Review Summary](#)

[Submit Application](#)

[Confirmation](#)

Personal Information

Please provide the following information.

Prefix

First Name * ⚠ First Name is required.

Middle Name

Last Name * ⚠ Last Name is required.

Suffix

Country *

Address 1 *

Address 2

City / Town *

State *

Zip Code *

Permanent Residence Since *

Please select and enter at least one government identification number:*

U.S. SSN

Canadian SIN

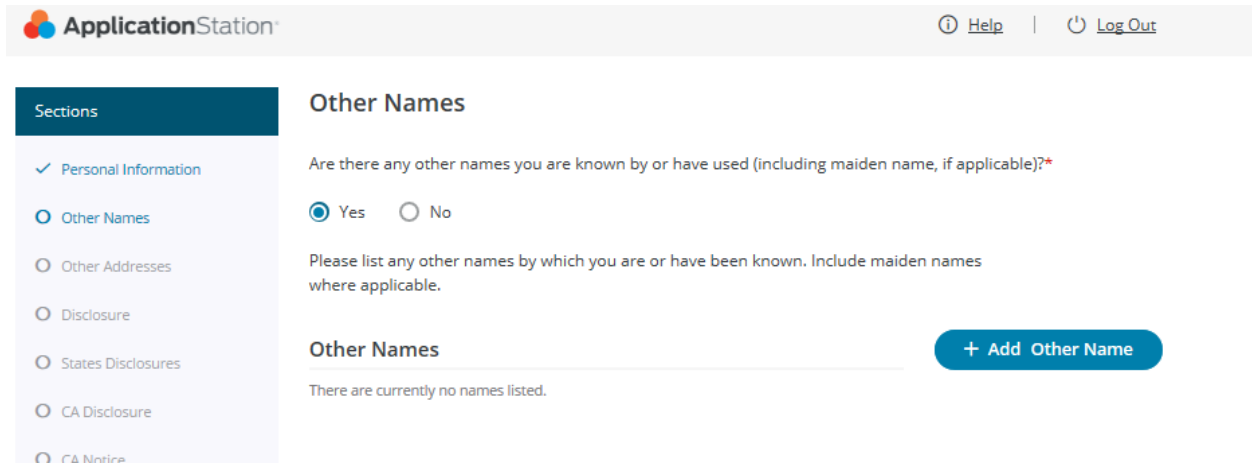
Other Country ID

Date of Birth *

Phone 1 *

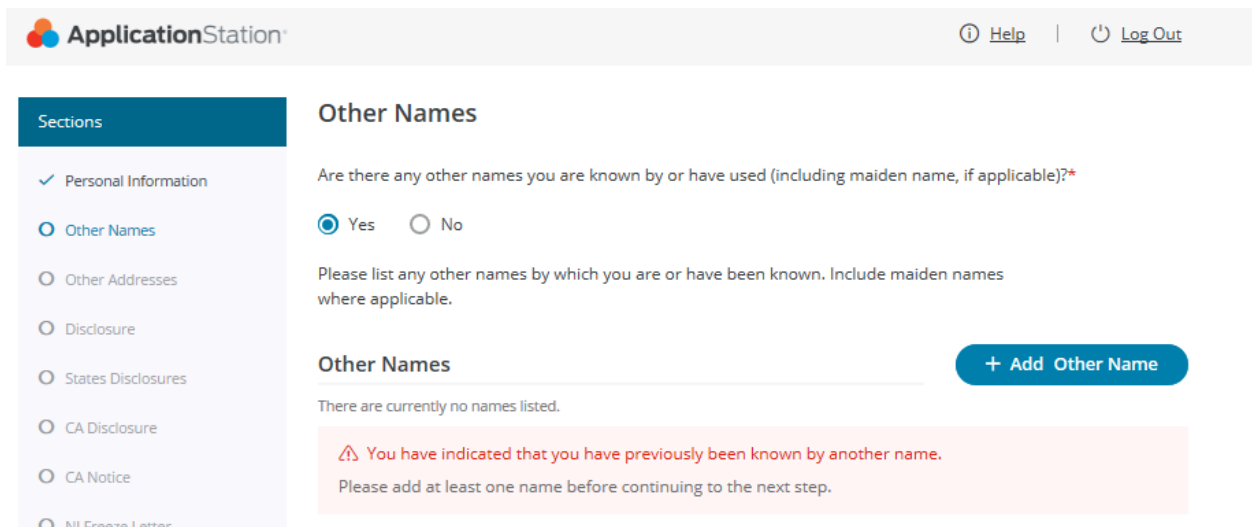
OTHER NAMES

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



The screenshot shows the 'Other Names' section of the ApplicationStation interface. On the left, a sidebar lists sections: Personal Information (checked), Other Names (selected), Other Addresses, Disclosure, States Disclosures, CA Disclosure, and CA Notice. The main content area is titled 'Other Names' and contains the question: 'Are there any other names you are known by or have used (including maiden name, if applicable)?*'. Below the question are two radio buttons: 'Yes' (selected) and 'No'. A text prompt follows: 'Please list any other names by which you are or have been known. Include maiden names where applicable.' Below this is a text input field labeled 'Other Names' which is currently empty, with the text 'There are currently no names listed.' underneath it. A blue button labeled '+ Add Other Name' is positioned to the right of the input field.


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.



This screenshot shows the same 'Other Names' form as above, but with a validation error. The 'Yes' radio button is still selected. The text input field is empty, and the text 'There are currently no names listed.' is present. A blue '+ Add Other Name' button is visible. A red error message box is displayed below the input field, containing a warning icon and the text: 'You have indicated that you have previously been known by another name. Please add at least one name before continuing to the next step.'

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.

 [Help](#) | [Log Out](#)

Sections

- ✓ Personal Information
- ✓ Other Names
- Other Addresses**
- Disclosure
- States Disclosures
- CA Disclosure
- CA Notice
- NJ Freeze Letter
- Authorization
- Summary of Rights

Attach Documents

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Other Addresses

Please list all of your previous address history for the last 7 year(s) and ensure there are no gaps. This section will show as complete when all required information has been entered.

Other Addresses [+ Add Other Address](#)

There have been no other addresses added.

Mar, 2014 - Current

ⓘ This is your current address.
You are not able to delete it. If you need to edit it, please return to the [Personal Information](#) section.

Country	United States
Address 1	████████████████████
City / Town	██████████
State	Pennsylvania
Zip Code	██████

⚠ Missing address from Jun, 2010 - Feb, 2014
Please enter your address for the dates listed.

[+ Add Address](#) [+ No Residence](#)

[← Back](#) [Save & Continue →](#)

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.

By signing below, I acknowledge and agree that this Background Screening Authorization Form shall remain valid and in effect during the term of my contract and/or employment, subject to applicable laws, and authorize the company to obtain a consumer report and/or an investigative consumer report on me during the hiring process as well as at any time during the term of my employment and/or contract, where permitted by law.

Date Mar 15, 2017

I, agree. *

Signature OK. If you are completely satisfied with your signature, click Apply Signature.



 Clear

Apply Signature

Are you able to provide your mouse signature?*

Yes No


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

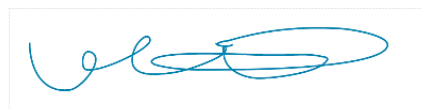
Parent Name or Guardian Signature:

Date Mar 16, 2017

I, agree. *

Parent or legal guardian signature

 Remove



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.

[Help](#) | [Log Out](#)
Last Login: 3/15/2017 2:07:39 PM

Now is the time to review your work for accuracy and completeness. To change any of the information you have entered, click the “Edit” button. When you are satisfied with the information entered, you can click the “Continue” button to move to the next screen.

Personal Information [Edit](#)

Prefix	Mr.
First Name	Tester
Last Name	fdsfsd
Country	United States
Address 1	██████████
City / Town	██████████
State	Pennsylvania
Zip Code	██████
Permanent Residence Since	██████ 1999
U.S. SSN	123-12-1234
Date of Birth	Jan 01, ██████
Phone 1	United States +1-215-888-1234, Mobile
Email	████████████████████

Other Names [Edit](#)

Are there any other names you are known by or have used (including maiden name, if applicable)?

No

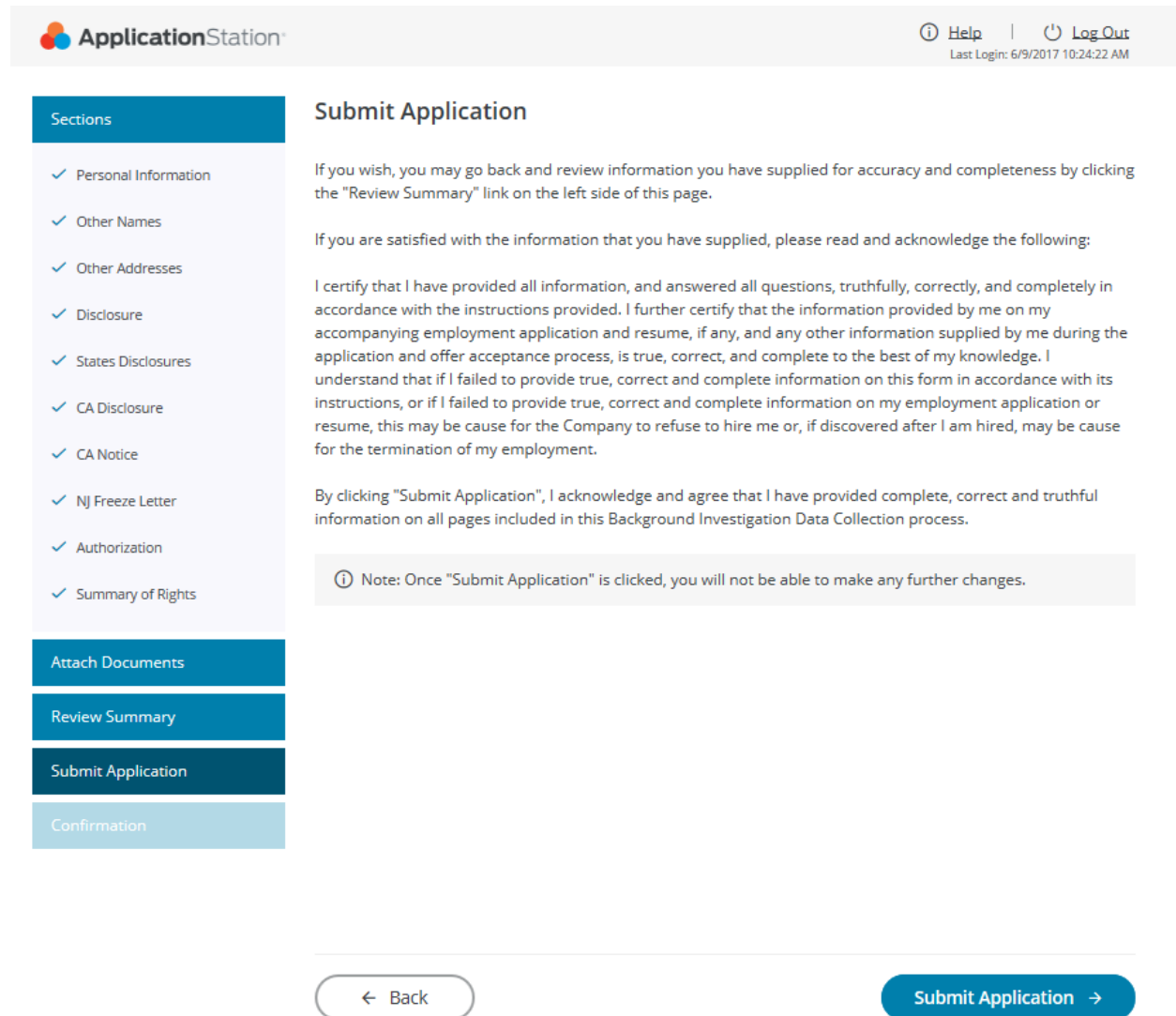
Other Addresses [Edit](#)

Do you have other addresses you would like to add?

No

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.



The screenshot shows the 'Submit Application' page in the ApplicationStation interface. At the top left is the 'ApplicationStation' logo. At the top right are links for 'Help' and 'Log Out', with a 'Last Login: 6/9/2017 10:24:22 AM' timestamp. On the left is a sidebar with a 'Sections' menu containing: Personal Information, Other Names, Other Addresses, Disclosure, States Disclosures, CA Disclosure, CA Notice, NJ Freeze Letter, Authorization, and Summary of Rights. Below this are buttons for 'Attach Documents', 'Review Summary', 'Submit Application' (highlighted), and 'Confirmation'. The main content area is titled 'Submit Application' and contains the following text: 'If you wish, you may go back and review information you have supplied for accuracy and completeness by clicking the "Review Summary" link on the left side of this page.' 'If you are satisfied with the information that you have supplied, please read and acknowledge the following:' 'I certify that I have provided all information, and answered all questions, truthfully, correctly, and completely in accordance with the instructions provided. I further certify that the information provided by me on my accompanying employment application and resume, if any, and any other information supplied by me during the application and offer acceptance process, is true, correct, and complete to the best of my knowledge. I understand that if I failed to provide true, correct and complete information on this form in accordance with its instructions, or if I failed to provide true, correct and complete information on my employment application or resume, this may be cause for the Company to refuse to hire me or, if discovered after I am hired, may be cause for the termination of my employment.' 'By clicking "Submit Application", I acknowledge and agree that I have provided complete, correct and truthful information on all pages included in this Background Investigation Data Collection process.' Below this is a note: 'Note: Once "Submit Application" is clicked, you will not be able to make any further changes.' At the bottom are two buttons: 'Back' and 'Submit Application'.

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.

 Help | Log Out
Last Login: 6/19/2017 4:49:41 PM

Sections

- ✓ Personal Information
- ✓ Other Names
- ✓ Other Addresses
- ✓ Education
- ✓ Employment
- ✓ Driver's Licenses
- ✓ Professional Designation
- ✓ Professional Licenses
- ✓ References
- ✓ Convictions
- ✓ Disclosure
- ✓ States Disclosures
- ✓ CA Disclosure
- ✓ CA Notice
- ✓ NJ Freeze Letter
- ✓ Authorization
- ✓ Summary of Rights

Attach Documents

Review Summary





Submit Application

Confirmation

Confirmation

Thank you for using ApplicationStation!

You can view copies of the information you have submitted:

-  [Data Collection Form](#)
-  [Authorization](#)
-  [Disclosure](#)
-  [Other Notices \(State Disclosures, CA Notice, NJ Freeze, Summary of Rights\)](#)

If you do not wish to view the printable copies, you can close your browser now. If you wish to view these documents at a later time, you can log back in using your username, password and application code.

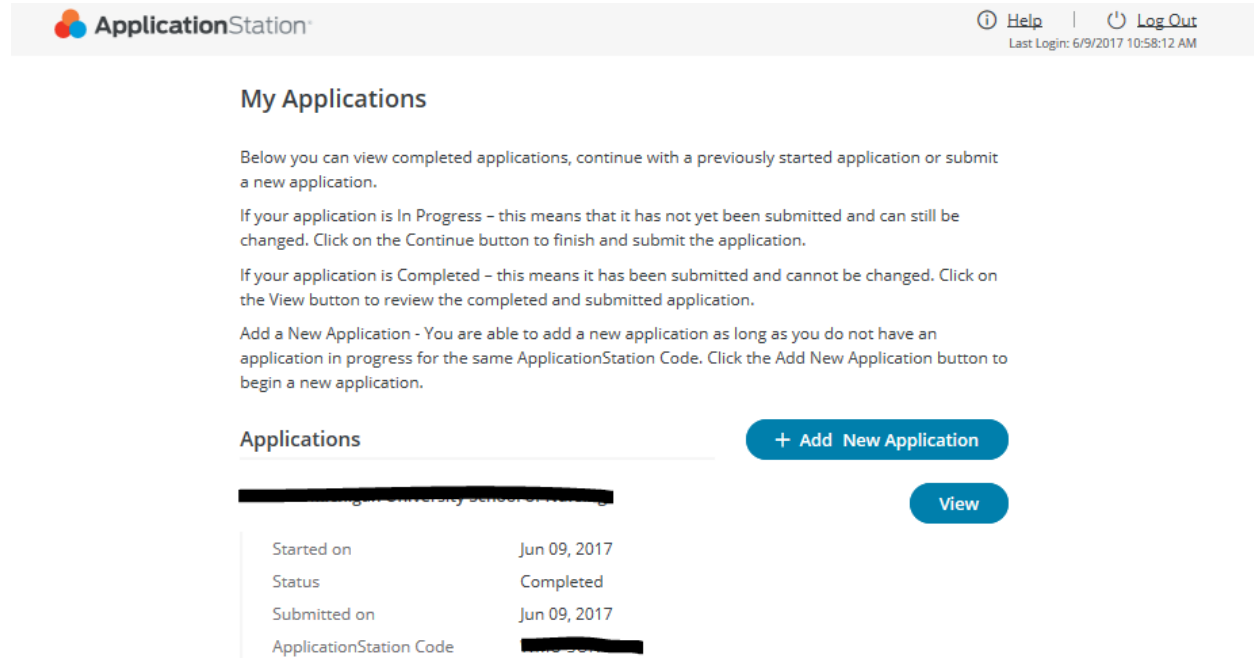
If you would like to take a quick survey, please click [here](#).

[Back to My Applications](#)

[Log Out](#)

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.



The screenshot shows the 'ApplicationStation' user interface. At the top right, there are links for 'Help' and 'Log Out', with the last login time '6/9/2017 10:58:12 AM'. The main heading is 'My Applications'. Below this, there are three paragraphs of instructions: one for 'In Progress' applications, one for 'Completed' applications, and one for 'Add a New Application'. A table titled 'Applications' shows one application with the following details: Started on Jun 09, 2017; Status Completed; Submitted on Jun 09, 2017; and ApplicationStation Code [redacted]. There are buttons for '+ Add New Application' and 'View'.

ApplicationStation

Help | Log Out
Last Login: 6/9/2017 10:58:12 AM

My Applications

Below you can view completed applications, continue with a previously started application or submit a new application.

If your application is In Progress – this means that it has not yet been submitted and can still be changed. Click on the Continue button to finish and submit the application.

If your application is Completed – this means it has been submitted and cannot be changed. Click on the View button to review the completed and submitted application.

Add a New Application - You are able to add a new application as long as you do not have an application in progress for the same ApplicationStation Code. Click the Add New Application button to begin a new application.

Applications

+ Add New Application

View

Started on	Jun 09, 2017
Status	Completed
Submitted on	Jun 09, 2017
ApplicationStation Code	[redacted]

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