

The initial background check is required as part of your application for your first early field experience or your admission to the Teacher Education Program for transfer students. **ALL STUDENTS MUST complete an initial background check through Certiphi.**

The cost of the background check is \$18.90. Certiphi Screening accepts credit cards and PayPal. Payment is collected within the ApplicationStation: Student Edition.

INSTRUCTIONS:

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.

CREATING A STUDENT ACCOUNT

1. **Initial Checks** utilize a school-specific code: **UPWCUEDUSTUDCBC**. You should receive an email from Certiphi Screening which will include a link to <https://applicationstation.certiphi.com/> where you will go to sign up.



Welcome to ApplicationStation

Sign up

If you are new to our system, sign up to create an application.

Sign up

Returning user login

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".

Log in

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. These users will be prompted to enter a valid email address and create a unique username.*
- *Please use your WCU email address. Users must enter their ACCURATE email address 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"/>

2. Create a unique username and password. The site will enforce password requirements such as character limits and special characters. You will also be asked to enter your first and last name, which will 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"/>

3. You will need to set up security questions that will be used for username and password recovery. We recommend that you screenshot or save your answers for later access.

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

Back

Continue

- Next, you will receive an email at their previously supplied email address with a Verification Code allowing you to access ApplicationStation 2.0. A sample of this email format is provided below. You should add the **auth@verticalscreen.com** email addresses to their email list to ensure they receive this and future emails.

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.

i 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.

EXAMPLE 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

5. After the Verification Code is entered, you will receive an email from the same auth@verticalscreen.com email confirming that your username 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

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

Log in

Username
public

Password
.....

Back Login

[Forgot username?](#) [Forgot password?](#)

Login Confirmation

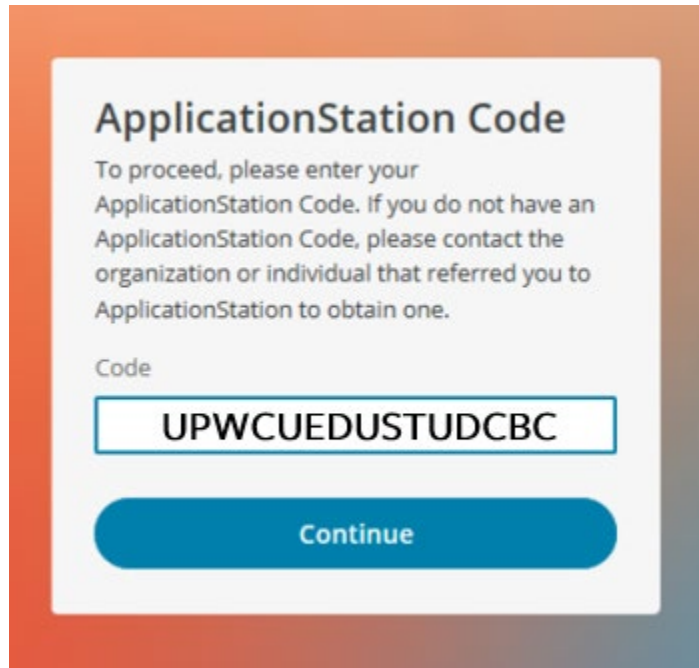
What was your childhood nickname?

.....

Remember this device/computer for future visits

Continue

7. After successfully logging into your newly created account, you will be prompted to enter an ApplicationStation Code. The code for your Initial Check is **UPWCUEDUSTUDCBC**.



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

UPWCUEDUSTUDCBC

Continue

8. Once the ApplicationStation Code is entered you will begin at the application.
9. The initial background investigation consists of the search components listed below. All records are searched by primary name and AKAs (also know as/maiden names/aliases), a primary address, and ALL addresses lived within the last seven years.
 - a. Social Security Number
 - b. North Carolina Criminal Search
 - c. County Criminal Records – all counties of residence lived outside of NC in the past 7 years.
 - d. Federal Criminal Search
 - e. National Sexual Offender Registry Search
 - f. OIG/EPLS Search

Self-Disclosure Agreement

Students are responsible for self-disclosure of any charges accumulated after their initial background check. New charges should be reported to the Director of Field Experiences **within 72 hours** of the incident or students risk losing the clinical practice placement or being removed from the Teacher Education Program.