



## **OUHSC Student Criminal Background Check Instructions**

The University of Oklahoma Health Sciences Center has asked that you use the *Application Station - Student Edition* to complete the required national criminal background check through Certiphi Screening, Inc. Failure to complete these requirements could impact your admission to or retention.

The CBC consists of a search of the components listed below. All records are searched by your name and all AKAs, and addresses.

- Social Security Number Validation and Verification
- Oklahoma Statewide Criminal Search plus any additional states of residence, where available
- County Criminal Records Search – all counties of residence
- National Criminal Database Search
- National Sexual Offender Registry Search
- SanctionsBase Search
- OIG/EPLS Search
- Military Discharge Verification, when applicable

Background Investigations are completed, on average, within 3 to 5 business days. Once completed, you should receive an email from Certiphi Screening, [studentedition@certiphi.com](mailto:studentedition@certiphi.com). Follow the link in the email to view the completed background investigation – **we encourage you to save a copy of this report for your own records**. Application Station includes instructions for filing a dispute should for feel the results are incorrect.

### **What to do if you need a Student Criminal Background Check? (Initial 7 Year Check OR 1 Year Recheck)**

Students will now need to go to the new website address of: <https://applicationstation.certiphi.com/> in order to complete the background check.

**It is your responsibility to ensure you complete the 7-yr search. If a 1-yr search is completed, you will be required to complete another background check incurring additional expenses.**

College of Nursing	Application Station Code
Initial 7 Year Check	OUNURSEINITIAL
1 Year Recheck	OUNURSERECHECK

Students will also experience a new sign in procedure; the student will now receive an email with an activation code that will allow them access to the Application Station Website. The email format is supplied below the “Verify Account” screenshot see here:

1 Read and accept rules 2 Create Account 3 Verify Account

## 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.  
Since your registration is not finished, if you close the browser you will have to go through the account creation process again.

Verification Code\*

Didn't receive an email? Click [here](#) to resend email.

[Complete Registration](#)

The student will receive the code from the following email address [auth@verticalscreen.com](mailto:auth@verticalscreen.com). The email they will receive is below:

**Registration Email**

You created an account with ApplicationStation.

Username: Username

Please enter the following code onto our website to continue:

XXXXXXXX

Please Note: Don't delay; your verification code is only valid for 20 minutes.

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

Thank you

Application Station Team

[applicationstation@certiphi.com](mailto:applicationstation@certiphi.com)

888-291-1369 x2006

After the Verification code is entered. The student will then receive another email from the same [auth@verticalscreen.com](mailto:auth@verticalscreen.com) email confirming the username that was set up. The email they will receive is below.

**Verification Email**

Your email address has been verified with ApplicationStation.

Username: <Username>

If this was not you, please contact us.

Thank you,  
Application Station Team  
[applicationstation@certiphi.com](mailto:applicationstation@certiphi.com)  
888-291-1369 x2006

The applicant will then be prompted to login to the Application Station. They will also be asked to answer one of the security questions that they just set up during the account creation process.

If the applicant is having any difficulty they can always reach out to our IT support team for assistance. 888-291-1369 ext. 2006