

LU

College of Pharmacy

Certiphi Instructions

CRIMINAL BACKGROUND CHECK AND DRUG SCREEN

Application Station Email- Certiphi

▶ This is an example of the email you will get from Certiphi once you are admitted by Larkin University.

▶ The email contains the code you will need to create the account. For the Criminal Background Check, the code is **LARKINSTUDENTCBC**. For the Drug Screen, the code is **LARKINSTUDENTDS**.

Application Station - Student Edition ▶



studentedition@certiphi.com <StudentEdition@certiphi.com>

Fri, Jul 31, 5:24 PM ☆ ↶ ⋮

to me ▾

Dear Donysha,
Larkin Health Sciences Institute has asked that you use Application Station to submit a drug test as part of your enrollment and/or clinical rotation.

Instructions have been provided below in order to complete the drug screen.

Important items to note:

-- If a drug screen is performed before logging on to <https://applicationstation.certiphi.com> it will cause a delay with receiving your drug screen results. You must first create your profile and pay for your drug screen on application station before proceeding to the lab.

-- Instructions needed to complete the drug screen, including how to locate a testing facility in your area, are listed on the "Confirmation" page at the end of the Application Station.

-- Lastly, do not drink coffee or too many fluids prior to your lab visit. If your results are a negative dilute, the facility will require a second drug screen to be completed which will require another payment. Should a negative dilute occur, please contact your school administrator.

Instructions:

1. Click the link or paste it into your browser: <https://applicationstation.certiphi.com>
2. If this is your first time using the Application Station site then please click "Sign Up" to create an account. Once your account has been created please click "Log In". If you already have an account then you can click "Log In" right away.
3. Enter your Username and Password.
4. Enter the Code: LARKINSTUDENTDS in the Application Station Code field.
5. Follow the instructions on the Application Station web site to complete the application.

Contact Information:

If you have technical issues visiting the Application Station site, please contact Application Station Support Team at 888-260-1370 EXT 2006.

If you are not located near any of the collection sites provided at the end of the process then please contact our Occupational Health Services Team for assistance locating one near you at 800-803-7859.

Thank You,
Application Station - Student Edition

CONFIDENTIALITY/INTENDED RECIPIENT: This e-mail, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this e-mail is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this e-mail is prohibited. If you have received this e-mail in error, please notify the sender by replying to this message and delete this e-mail immediately.

GENERAL GUIDANCE: Please be advised that the information and/or samples that we have provided is intended as general guidance and not legal advice. Please consult competent counsel for specific legal advice. We assume no legal liability for any use or reliance upon any of the information or documentation provided.

Application Station Email-Account Verified

► Once your account is created, you will get an account verification email. This email will contain the username.

ApplicationStation Email Account Verified Inbox x

auth@verticalscreen.com <auth@verticalscreen.com>

Fri, Jul 31, 5:31 PM ☆ ↻

to me ▾

Your email address has been verified with ApplicationStation.

Username: donyshag

If this was not you, please contact us.

Thank you,

Application Station Team

applicationstation@certiphi.com

888-291-1369 x2006

To be sure you receive future notifications from us, please add applicationstation@certiphi.com to your email contact list.

For your protection, we will never ask you to email personal or sensitive information, such as your Social Security Number or Date of Birth. If you receive such a request, it is not from the Application Station Team, and we ask you please contact us immediately at 888-291-1369 x2006.



Application Station Email-Account Verification

► Once your account is created, you will get an account verification email. This email will contain the username you created and a verification code that you need to finalize the account.

ApplicationStation Account Verification ▶ Inbox ×



auth@verticalscreen.com <auth@verticalscreen.com>
to me ▾

Fri, Jul 31, 5:29 PM ☆ ↶ ⋮

You created an account with ApplicationStation.

Username: donyshag

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

21669870

Please Note: Don't delay, your verification code is only valid for 30 minutes and if you closed your browser, just sign back in and you will be prompted to enter this code there.

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

Thank you,
Application Station Team
applicationstation@certiphi.com
888-291-1369 x2006

To be sure you receive future notifications from us, please add applicationstation@certiphi.com to your email contact list.
For your protection, we will never ask you to email personal or sensitive information, such as your Social Security Number or Date of Birth. If you receive such a request, it is not from the Application Station Team, and we ask you please contact us immediately at 888-291-1369 x2006.

CONFIDENTIALITY/INTENDED RECIPIENT: This e-mail, including attachments, may include confidential and/or proprietary information, and may be used only by the person or entity to which it is addressed. If the reader of this e-mail is not the intended recipient or his or her authorized agent, the reader is hereby notified that any dissemination, distribution or copying of this e-mail is prohibited. If you have received this e-mail in error, please notify the sender by replying to this message and delete this e-mail immediately.



College of Pharmacy

Application Station Dashboard

- ▶ Go back to applicationstation@certiphi.com to use your username and password created to access your dashboard.

Welcome to ApplicationStation ®

Sign up

If you are new to our system, sign up to start a form.

Sign up

Returning user login

Enter your previously created username and password to complete or submit a saved form or to submit a new form. 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.

 ApplicationStation

Log in

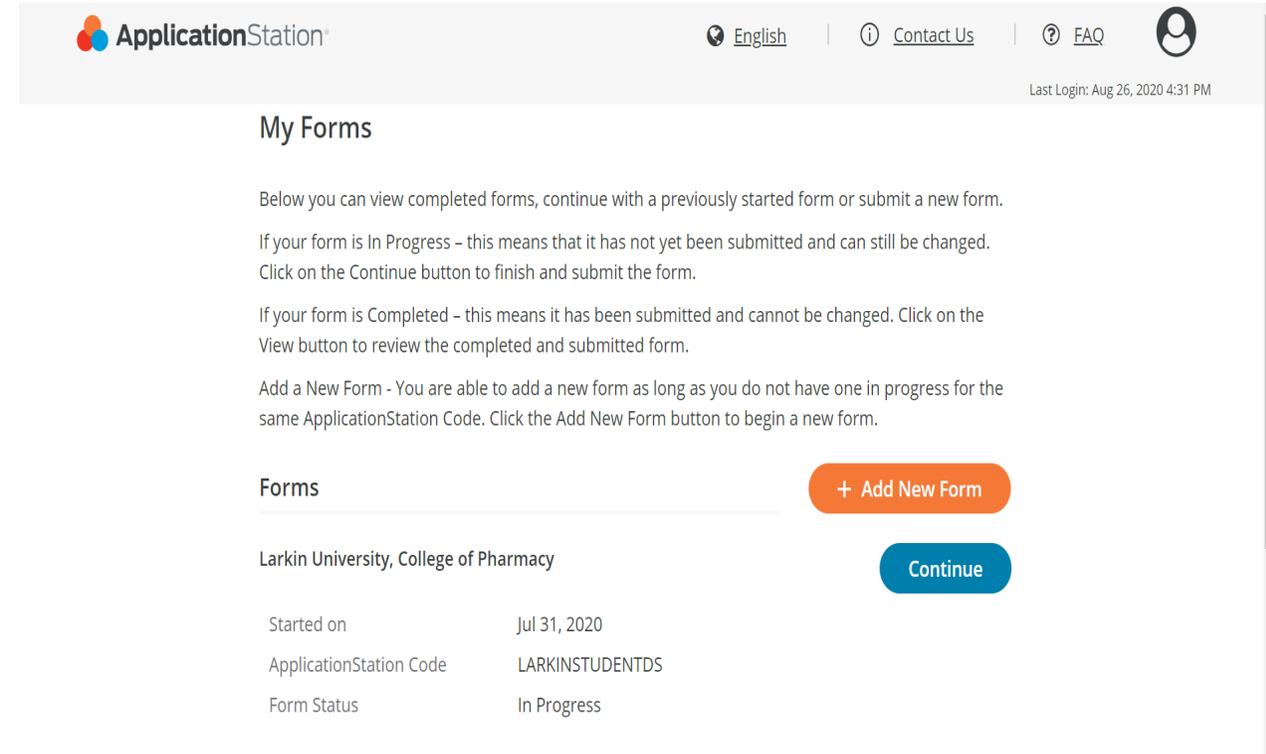
Username

Password

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

Application Station Dashboard

- ▶ Once you log in, you will see your dashboard and the form you registered for.



The screenshot shows the Application Station dashboard. At the top, there is a navigation bar with the Application Station logo, language selection (English), contact information (Contact Us), and a help link (FAQ). A user profile icon is also present. Below the navigation bar, the page title is "My Forms". The main content area contains instructions on how to view and manage forms, including buttons for "Add New Form" and "Continue". A table lists the details of a form for Larkin University, College of Pharmacy, which was started on July 31, 2020, with the Application Station Code LARKINSTUDENTDS and a status of In Progress.

ApplicationStation | [English](#) | [Contact Us](#) | [FAQ](#) | 

Last Login: Aug 26, 2020 4:31 PM

My Forms

Below you can view completed forms, continue with a previously started form or submit a new form.

If your form 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 form.

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

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

Forms

[+ Add New Form](#)

Larkin University, College of Pharmacy [Continue](#)

Started on	Jul 31, 2020
ApplicationStation Code	LARKINSTUDENTDS
Form Status	In Progress

Application Station Dashboard

- ▶ You should have a second email from Certiphi (Application Station) containing the station code for the next check.
- ▶ If you started the drug screen first, the second email will have the code for the criminal background check. If you started the criminal background check, then the second email will have the code for the drug screen.

studentedition@certiphi.com <StudentEdition@certiphi.com>

9:08 AM (2 hours ago) ☆ ↶ ⋮

to me ▾

Dear Donysha,

Larkin Health Sciences Institute has asked that you use the Application Station - Student Edition to complete a background check.

Instructions have been provided below in order to complete the check.

Instructions:

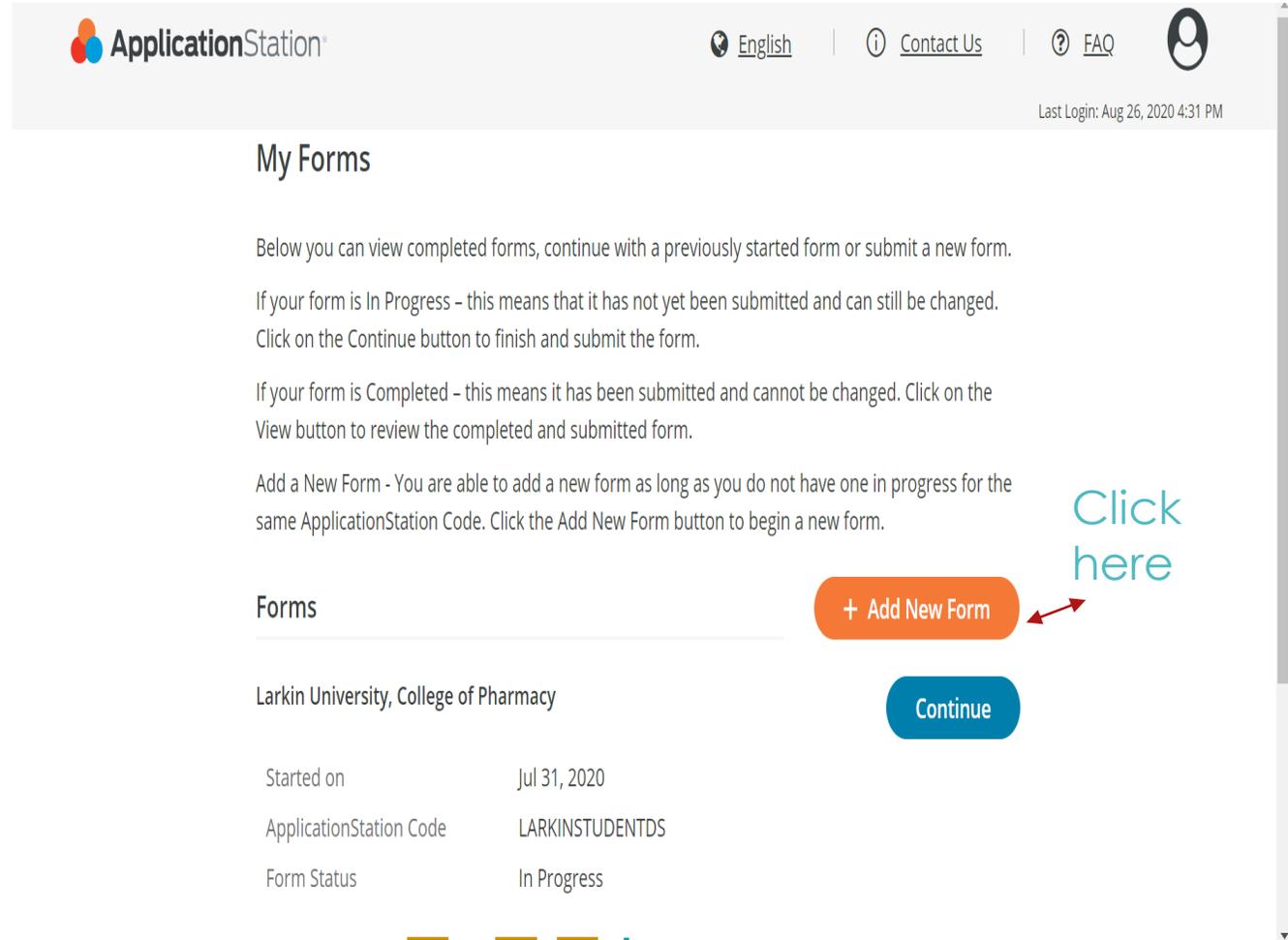
1. Click the link or paste it into your browser: <https://applicationstation.certiphi.com>
2. If this is your first time using the Application Station site then please click "Sign Up" to create an account. Once your account has been created please click "Log In". If you already have an account then you can click "Log In" right away.
3. Enter your Username and Password.
4. Enter the Code: **LARKINSTUDENTCBC** in the Application Station Code field.
5. Follow the instructions on the Application Station web site to complete the application.

Contact Information:

If you have technical issues visiting the Application Station site, please contact Application Station Support Team at 888-260-1370 EXT 2006.

2nd Application Station Email

- ▶ Go to applicationstation.certiphi.com to log into your dashboard.
- ▶ When you are on dashboard, you see the page to the right. Then you click “Add New Form” to add the verification code found in your email.

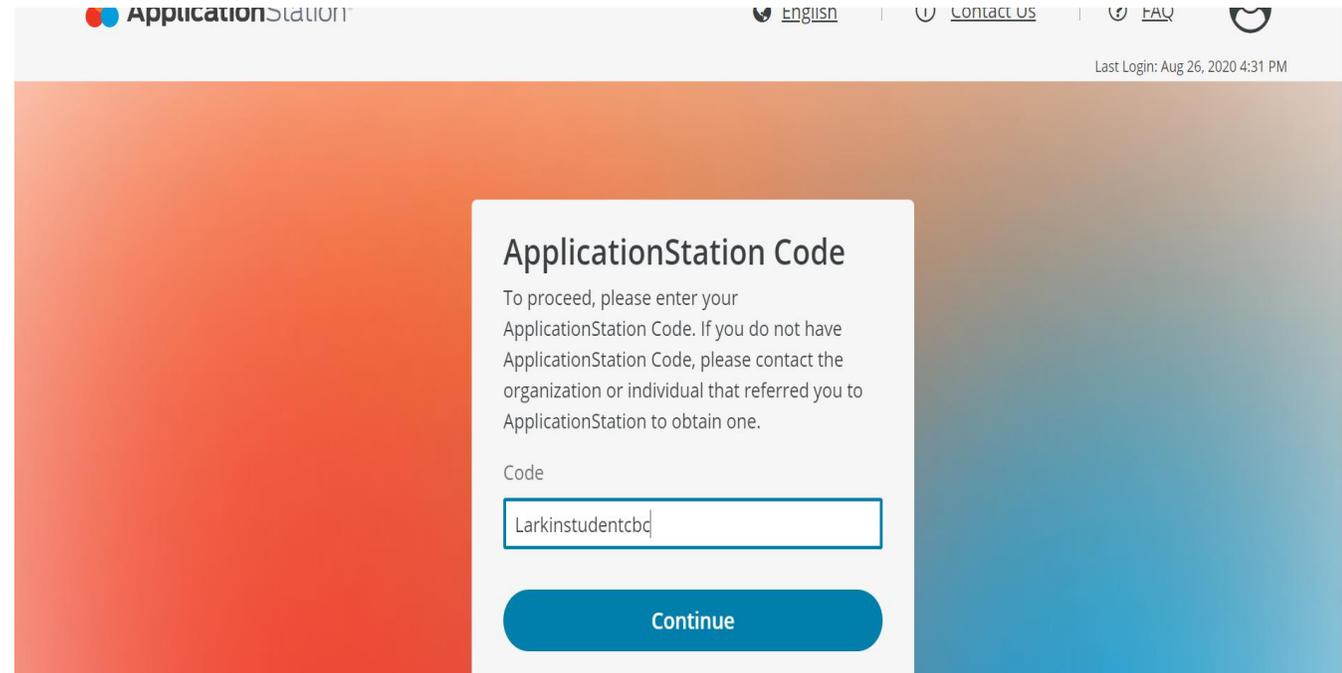


The screenshot shows the ApplicationStation dashboard. At the top, there is a navigation bar with the ApplicationStation logo, language selection (English), contact information (Contact Us), and a help section (FAQ). A user profile icon is also present. Below the navigation bar, the text "Last Login: Aug 26, 2020 4:31 PM" is displayed. The main heading is "My Forms". Below this, there are three paragraphs of text explaining the form status: "Below you can view completed forms, continue with a previously started form or submit a new form.", "If your form 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 form.", and "If your form is Completed - this means it has been submitted and cannot be changed. Click on the View button to review the completed and submitted form." Below the text, there is a section titled "Forms" with a table. The table has one row for "Larkin University, College of Pharmacy". To the right of the table, there is an orange button labeled "+ Add New Form" and a blue button labeled "Continue". A red arrow points from the text "Click here" to the "+ Add New Form" button. The table contains the following information:

Forms	
Larkin University, College of Pharmacy	
Started on	Jul 31, 2020
ApplicationStation Code	LARKINSTUDENTDS
Form Status	In Progress

2nd Application Station Email

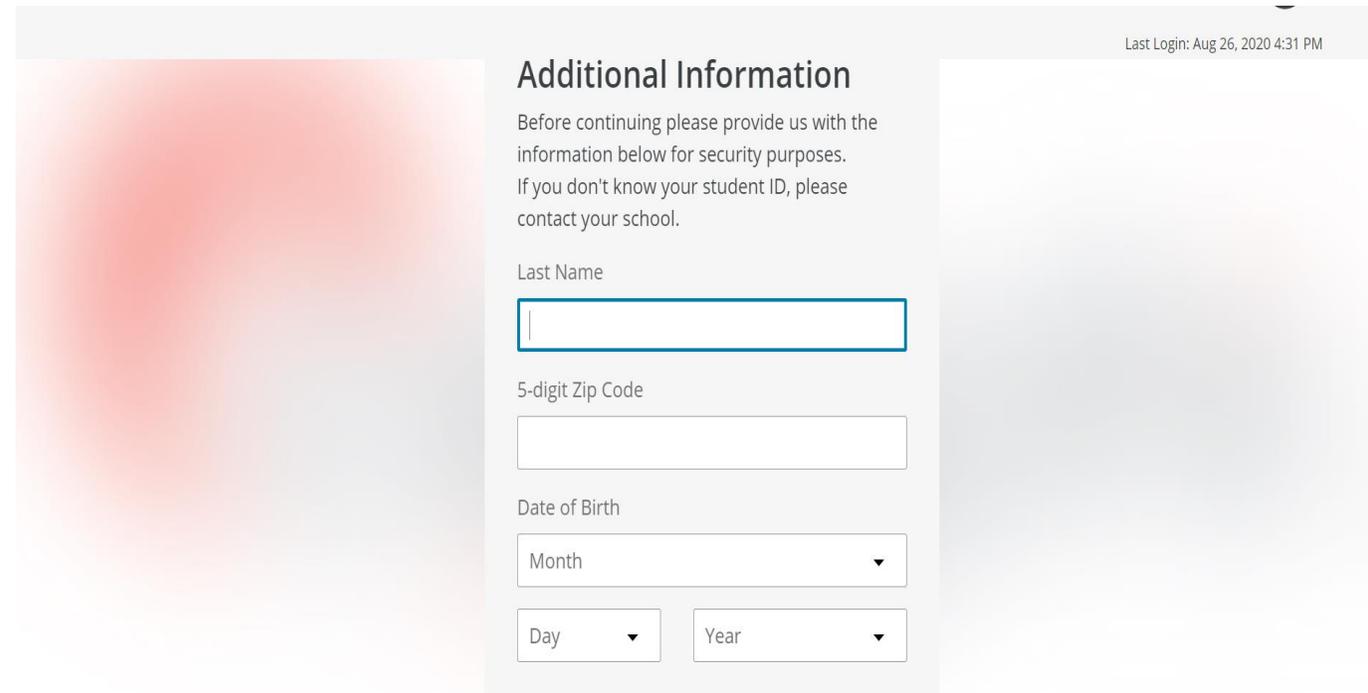
- ▶ Enter the code of the form you are missing or trying to complete. The code is provided in the application station email. Then press continue.



The screenshot shows the ApplicationStation website interface. At the top, there is a navigation bar with the ApplicationStation logo, a language selector set to 'English', and links for 'CONTACT US' and 'FAQ'. A user login status is displayed as 'Last Login: Aug 26, 2020 4:31 PM'. The main content area features a white modal box with the title 'ApplicationStation Code'. Below the title, a message reads: 'To proceed, please enter your ApplicationStation Code. If you do not have ApplicationStation Code, please contact the organization or individual that referred you to ApplicationStation to obtain one.' There is a text input field labeled 'Code' containing the text 'Larkinstudentcbq'. Below the input field is a blue 'Continue' button.

Creating the Second Form

- ▶ This page will ask for identifying information



Last Login: Aug 26, 2020 4:31 PM

Additional Information

Before continuing please provide us with the information below for security purposes. If you don't know your student ID, please contact your school.

Last Name

5-digit Zip Code

Date of Birth

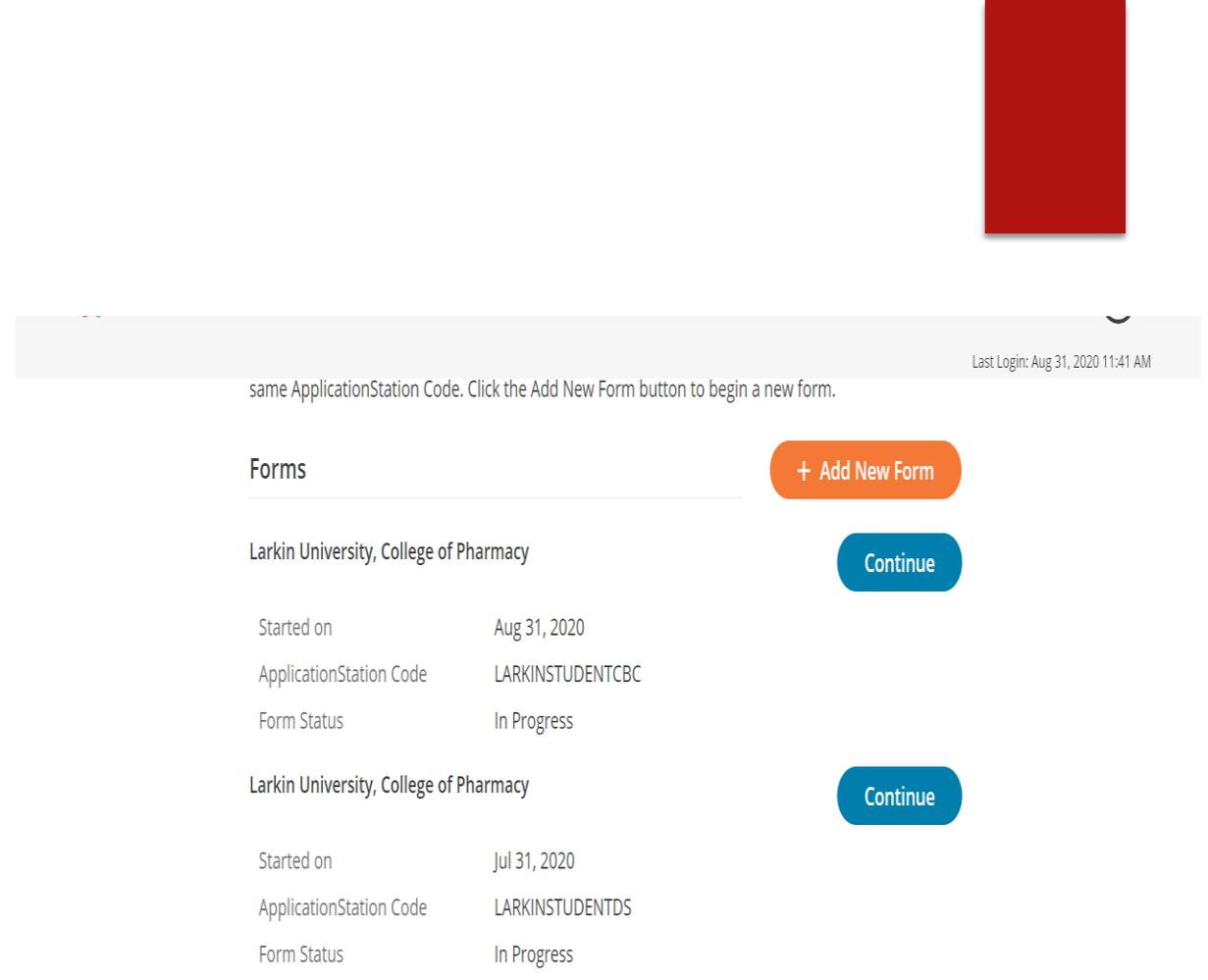
Month ▼

Day ▼

Year ▼

Forms on Dashboard

- ▶ Once you have registered for both, drug screen and criminal background check, you will have both on your dashboard when you log in. This will give details of when both were started and their status.
- ▶ Click the continue button on either one to complete if either is still pending.



College of Pharmacy

Finish the Form and Submit

- ▶ Follow the directions detail in each step. At the end, it will ask for payment then you will be able to submit.

Last Login: Aug 26, 2020 4:31 PM

Sections

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

Personal Information

Please provide the following information.

Prefix

First Name*

Middle Name

Last Name*

Suffix

Country*

Address 1*

Additional Notes

- ▶ Once you have paid for the Drug Screen, you will be sent a chain of custody form to take to the lab to complete the screening.
- ▶ You must complete both the Criminal Background Check and Drug Screen as both are matriculation requirements.
- ▶ Both processes are completed and handle through Certiphi.
- ▶ You will receive two emails, one for the Criminal Background Check and one for the Drug Screen. If you do not receive both, please contact the University Registrar at dgivens@ularkin.org.
- ▶ Don't wait until the last minute! It is better to get these requirement completed sooner than later.