



NURSE AIDE PROGRAM

Student Online Criminal Background Check (done the 1st week of class for admission) Drug Screen Request Procedure

The cost for your Criminal Background Check is a flat fee of \$45.
The cost for a 12 Panel Drug Screen is \$47.

- a. Go to: www.usinfogroup.com
- b. Click on the University/Community Colleges Student Access picture box.
- c. Enter the following USERID and Password.

School User ID: VGCCNAP
School Password: student

- d. Click on "Secured Login"
- e. Follow the instructions to request your criminal background and/or Drug Screen:
Please note you must have an active email address to complete the ordering process.
- f. If you are ordering a drug screen you will receive an email with a drug screen registration form attachment. Print the form and go to the drug testing facility location listed on the form.
Drug screens must be completed no later than 48 hours from the date the on-line registration is created. The expiration date and time is notated at the top of the form.
- g. Your Criminal Background Check/Drug Screen will be processed upon successful processing of your credit/debit card.
- h. Upon completion of your Criminal Background Check/Drug Screen, you will receive an email from USInfoGroup notifying you of the completed request(s).
- i. To view your completed request(s), follow the steps above for a, b, c and d. Follow the instructions for *returning* students.
- j. Upon completion of your request, an electronic copy will be forwarded to the clinical sites prior to starting your clinicals.
- k. **Background Check** will be done before the first day of class.

If you do not have access to a computer please call (919) 570-9861 and one of our customer service representatives will be available to assist you.