Validity Student Screening Instructions

University of Central Missouri
Department of Nutrition, Kinesiology and Health

https://www.ejobapp-validityscreening.com/p/ucmo2723

1. Click "*New User? Click here*"
   in upper right corner
2. Create a User Registration by completing required fields;
   click **SAVE**
3. An authentication message will be dispatched to your email. Follow the link in the email to set password and begin application
4. Locate your needed package by selecting the **SUBMIT** link
   a. *Please make sure you only select the package required as there will be* **NO REFUNDS**
5. Read the "Notice" and
   check the confirmation box;
   click **NEXT** to continue
6. Read the "Summary of Rights under
   the Fair Credit Reporting Act" and
   check the box; click **NEXT**
7. Complete the Disclosure and enter
   your signature in the electronic signature box; click **NEXT**
8. Complete the required fields on the Authorization and enter your
   signature in the electronic signature box; click **NEXT**
9. Complete Credit Card payment options (AMEX, Discover, MasterCard, or Visa).
10. Cost for the Student Background Screen ONLY is **$38.50** plus **$2.00** administrative fee.
11. Cost for the Student Drug Screen ONLY is **$42.00** plus **$2.00** administrative fee.
12. Receipt of payment will be emailed to you upon submission.
13. **Select SUBMIT to complete application.**
14. If you have any questions, please contact **Dr. Matt Garver** at **(660) 543-4256** or
    garver@ucmo.edu. You may also contact Validity Screening Solutions at 913-322-5999
    or via email at **students@validityscreening.com**