

STUDENT INSTRUCTIONS FOR LINFIELD COLLEGE – PORTLAND RN-BSN

About CertifiedProfile.com

CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of **CertifiedProfile**, including document storage, portfolio builders and reference tools. **CertifiedProfile** also allows you to upload any additional documents required by your school. Background check results are posted to **CertifiedProfile** upon completion.

Before Placing Your Order

- **Required Personal Information**
 - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address. PLEASE NOTE: You must use the same email address across all orders you place.
- **Payment Information**
 - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a \$10 fee and an additional turn-around-time.

Place Your Order

Go to: www.CertifiedBackground.com and click on "Students" then enter package code:

L111 – Background Check

You will then be directed to set up your **CertifiedProfile** account.

View Your Results

Your results will be posted directly to your **CertifiedProfile** account. To log in after you have already placed your order, go to www.CertifiedBackground.com and enter your email address on the right-hand side of the screen under "View Your Results." You will be notified if there is any missing information needed in order to process your order. Although 95% of orders are completed within 3-5 business days, some may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrators can also securely view your results online with their unique usernames and passwords.

Need Help?

If you need assistance, please contact **CertifiedProfile.com** at studentservices@certifiedprofile.com or **888-666-7788** and a Student Support Representative will be available **Monday-Thursday 8am-8pm, Friday 8am-6pm & Sunday 12pm-8pm EST.**