

# Student Instructions for UH Background Check Reports from Corporate Screening

## Ordering Instructions

### Before Starting:

- A valid email is REQUIRED.
- Have your credit card (Visa/MasterCard/American Express/Discover) information ready in order to process payment. Your credit card will be charged **\$23.25** for the service.

### Getting Started:

- Visit the website at <https://apps.corporatescreening.com/VendorWorkforce/Home> to create an account with VendorWorkforce.
- Use this special promotional code: **patientaccess**
- Complete profile & e-sign forms as they appear.
- Click the “Submit” button at the end of the process and you’re done! You will be provided with an electronic receipt and confirmation code at the time of completion.

### After completing online process:

- You will receive an email once your report has completed. A copy of your results will be viewable in your VendorWorkforce account. To retrieve the completed report, navigate to <https://apps.corporatescreening.com/VendorWorkforce/Home/Login> to sign into your account. You can then press on the **View Report** option to download the completed report.

Notes from SOM Registrar: The Corporate Screening report is a FCRA-Compliant\* **National** Database Criminal background check (Level 3). FCRA Compliant equates to a consumer reporting agency researching all hits from the database the originating court.

**Important:** Please forward a copy of your Corporate Screening background check report to the SOM Registrar at [som-registrar@case.edu](mailto:som-registrar@case.edu).

### Fingerprinting

CWRU Police provides electronic fingerprinting (BCI/FBI) for in-state licensure along with ink rolled FBI cards for out-of-state licensure or in-state agencies that require a fingerprint card submission. We have been doing this for the past 15 years for our students.

CWRU PD currently does this by appointment only, usually on Tuesday mornings or Thursday afternoons (dates/times subject to change). Students can call or Email Sargeant Daniel J. Schemmel at [djs49@case.edu](mailto:djs49@case.edu) to schedule an appointment. For larger groups, the CWRU Police can come to your department and complete the fingerprinting on-site.

Case Western Reserve University Police Department  
Office: 216-368-5993; Fax: 216-368-0409  
<http://police.case.edu/general.html>