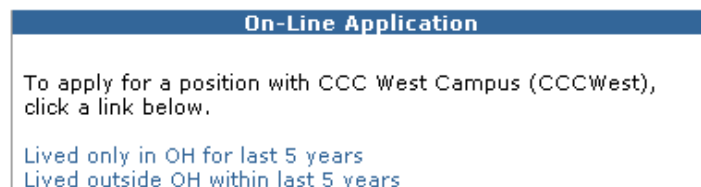



## Student Background Check – Ordering Procedures for: Cuyahoga Community College

### Ordering Instructions:

- ✓ These Steps must be completed BEFORE you are fingerprinted
  - ✓ A valid email address is required to complete this process (if you do not have an email account you can establish a free account at Yahoo.com, if you are a student at Tri-C you can receive a student email account)
1. Log onto our website at [www.VerifyStudents.com](http://www.VerifyStudents.com)
  2. Click the **Start Here** Button (next to “students only”)
  3. Enter the special promotional code listed below and then hit the ‘GO’ Button. On the next web-page please click on the appropriate link (see sample below):



4. Complete the online application section in its entirety.
5. Have credit card (Visa/Mastercard/American Express/Discover) information ready in order to process payment. 
6. 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 (PRINT RECEIPT FOR YOUR RECORDS & BRING RECEIPT WITH YOU WHEN YOU ARE GOING TO BE FINGERPRINTED).
7. A unique login that can be used to view your results will be emailed to your email address. This login can be provided to clinical sites for rotation. Reports can be retrieve at [www.VerifyStudents.com](http://www.VerifyStudents.com) by clicking on the “Report Retrieval” button.

**USE YOUR PROGRAM’S PROMOTIONAL CODE:**  
**cccwest OR cccmetro OR cceast OR ccnursing**

### Corporate Screening’s Address:

16530 Commerce Court  
Middleburg Heights, OH

Hours: Mon – Fri, 8:30 thru 5:00 (no appointment needed)  
Mon – Fri, 5:00 thru 7:45 (by appointment only)

Phone: 800-229-8606

### Don’t Forget:

- 1) Government Issued Photo
- 2) Receipt from  
VerifyStudents.com website

\*Please note that this information is for the sole purpose of background screening for this school only.  
Unauthorized use of our service is prohibited\*

## Directions to Corporate Screening:

From Downtown Cleveland:

I-71 South

Exit on Pearl Rd (exit #234)

Turn **right** on Pearl Rd

Turn **left** on Sprague Rd (Sprague is the first stop-light)

CS is on **left** (Commerce Court looks like a “horseshoe” driveway. CS is a single story, gray brick building that sits up on the little hill).

16530 Commerce Court, Middleburg Heights, OH 44130



## RTA Service information:

**(216) 621- 9500**

**Bus lines near CS – 51F, 51X, 251, 451**

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