

ANNUAL

Background Check and Drug Screen

All students in the Tanner Health System School of Nursing are required to have an annual background check and drug screen. The updated background check and drug screen is to be completed by the expiration date of the previous background check & drug screen. This policy can be found in the BSN and MSN student handbooks as well as on the Health and Professional Requirements Checklist.

Ordering an Updated Background Check and Drug Screen through Infomart Advantage Student

**If you have not moved out of state since your last background check, only list your current address on the application. If you list previous addresses on the application, you will be charged additional fees and we cannot have those waived for you.

Package Pricing - Approximately **\$78.50** (Prices may vary)

Background Check

1. Log into www.advantagestudents.com
2. Click on Students, and then select "University of West Georgia - Nursing Students"
3. Select the Student Package
4. Select method of payment
5. Enter all required information
 - a. You will need to enter the **exact same email address and password** you entered on your initial order. This is the only way your account will show multiple checks. If you do not remember what email address and password you used for your first order, call Crystal Sanchez at 770-984-2727 ext 1337. She can quickly look up this information on your behalf.

Drug Screen

1. Once the order has been processed and payment has been received, an email will be sent to you with a link that will direct you to a site to schedule your drug test. Once you are directed to the site, choose a collection facility convenient to you. This will be where you must go for your drug test. If asked for an address, complete the appropriate fields; the search results will identify clinics in close proximity to the address you provide. From the clinics list, select the one you want to use. Then confirm your selection. Finally, print the "ePassport." Take this with you to the clinic along with a photo ID. It is imperative you report to the clinic as soon as possible. This link will also be made available on the confirmation page and your Advantage Students account profile.