Professional Screening & Information

Online Background Check Process Overview for students of…

JACKSONVILLE STATE UNIVERSITY™

Graduate Nursing Programs

To initiate a background investigation for your company through Professional Screening & Information ("PSI"), it's as simple as 1…2…3…4, and you are done!

STEP 1:

Create an account and enter personal information or login.

- Access our website at www.psibackgroundcheck.com.
- Select the *Individuals/Organizations LOGIN* button at the top right hand corner of the screen
- Click *LOGIN* under the *Individuals* section.
- New users should create an account and then enter required personal information.
- Returning users should login using the information used when their account was established.
- If a user forgets their password, select the "Forgot Password" button and after answering your security questions, the user's password will be emailed to the address on record.

STEP 2:

Selecting background type and completing required information.

- After creating an account or to initiate another background request, on the next screen select the background type tab (if not already displayed).
- Then, select the "Applicant" type of background. Jacksonville State University students should not choose the "Individual" type.

- Enter the package code for the background composition the institution has selected, which is **PP1**.
- Enter the institution's organization code, which is **CUST_556**.
- Select your campus location in the Locations/Campus field.
- Select the appropriate cohort in the Applicant Position/Program field.
- If known, please go ahead and select your clinical sites in the Applicant Client(s) field. You will have the opportunity to log back into the system and update this information as needed.
- After completing the background type, complete all required information. Some key points to remember are:
- All fields are required to be completed.
- After an entry is complete, re-read responses to ensure spelling and format are correct.
- Save each set of responses for an entry prior to selecting done.
- There are suggested requirements for the amount of information to be supplied (i.e. years of residency history), be as complete as possible when answering these questions.

STEP 3:

Acknowledgment and payment.

- The fee for the background investigation is $42.00. Payment is accepted via Visa, Mastercard, American Express or money order. Please follow the instructions to complete your payment.

After completing all required information, read the acknowledgment page, check the appropriate boxes and enter the date for your electronic signature.

You're done!!

Questions or comments?
Call PSI at (706) 235-7574
Professional Screening & Information, Inc.
Post Office Box 644
Rome, Georgia 30162
www.psibackgroundcheck.com