



Criminal Background Check Instructions

Applicants to the Ottawa University RN-to-BSN Nursing Program must complete a background check with Validity Screening Solutions.

The applicants are to follow these instructions to begin this process:

1. Go to this secure link: <https://www.validityacademics.com>
2. Enter the following login credentials:
Username: ottawa9164
Password: background
3. Create a personal profile by completing the required fields
 - a. If your email has been used in a previously created profile you will need to log in via the “Returning Student Log-In” section, select the “New Screening Profile” link on the next page.
 - b. If you have forgotten your password you can click on the “password (forget?)” link and answer the security question you chose when you first creating your personal profile.
4. Complete each section of the screening profile
 - a. Review the screening profile to ensure all sections are complete and click Next
 - b. Read the “Notice and Disclosure” and check the confirmation box
 - c. Read the “Summary of Rights under the Fair Credit Reporting Act” and check the confirmation box.
 - d. Complete all form fields in the Certification and Release and enter your signature in the electronic signature box.
 - i. You must have Java installed to complete the electronic signature
 - e. Choose payment option:
 - i. Credit Card (Visa or MasterCard) **\$42.50 plus \$2.00** administrative fee
 - ii. PayPal **\$42.50 plus \$2.00** administrative fee
 - iii. Money Order or Cashier’s Check **\$42.50**
 - f. Select Submit

Results will be forwarded to Ottawa University. Instructions on how to access your completed report will also be sent via email once your profile has been submitted.

If you have any questions please feel free to contact Kathy Kump at (913) 266 - 8607 or kathy.kump@ottawa.edu. You may also contact Validity Screening Solutions with technical questions at 913.322.5995, toll-free at 866.920.5995 or via email at students@validityscreening.com.