

## STUDENT INSTRUCTIONS FOR INDIANA STATE UNIVERSITY NURSING

### About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your drug test online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

### Order Summary

- **Required Personal Information**
  - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- **Drug Test (LabCorp)**
  - Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.
- **Payment Information**
  - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a \$10 fee and an additional turn-around-time.

### Place Your Order

Go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and enter package code:

**ND57dt – Drug Test Only**

You will then be directed to set up your **CertifiedProfile** account.

### View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

If you have any additional questions, please contact **CertifiedProfile** at **888-914-7279** or email [cpservicedesk@certifiedprofile.com](mailto:cpservicedesk@certifiedprofile.com)

