# ALVIN COMMUNITY COLLEGE

ORDER INSTRUCTIONS FOR ALVIN COMMUNITY COLLEGE -

Healthcare Programs

Continuing Education Workforce Department

## **Start Your Order**

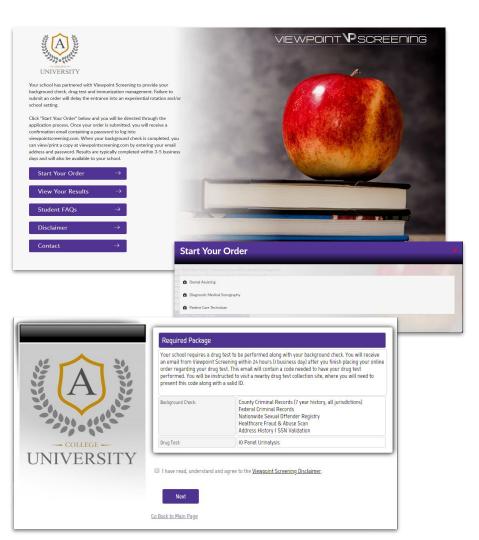
To get started:

Visit <u>https://www.viewpointscreening.com/alvincollege</u> and click on "Start Your Order"

- Select your program and package option
- Enter your information (name, dob, etc.)

**\*\*\*Important\*\*\*** Please make sure you are entering your correct email address. You will be unable to log in or receive communications from Viewpoint Screening if your email address is not valid.

Once your order is submitted, you will receive a confirmation email containing a password. Use this info to log into your account to review other instructions you may have. You will also need this password to view your background check report.



### **Health Portal**

You will have the capability to upload specific documents required by your school for immunization, medical or certification records.

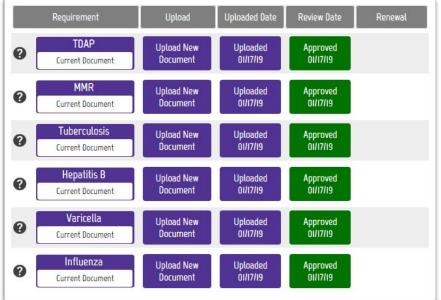
**TO VIEW HEALTH PORTAL**: After you have placed your initial order, you can start working on additional items you need to take care of that are required by your school for clinical placement. To see the list of required immunizations and documents, go to: <u>viewpointscreening.com</u> and click on LOG IN in the right corner; use your email and password to log in.

**TO VIEW REQUIREMENTS**: When logged in, click on **Health Portal** to view your specific requirements. **TO SEE THE DETAILS of each requirement, click on the Question Mark icon beside each item.** Be sure to read these thoroughly, so you know what kind of documents you will need.

**TO ASSOCIATE A DOCUMENT**: Click on the "Upload Document" button next to each requirement and select the correct file to upload FOR THAT REQUIREMENT. This can be done on a desktop computer, tablet or smartphone. All uploaded documents are typically reviewed within 24 hours. If your document is not compliant, you will receive an email notifying you why it was not compliant, and how to fix it. This information can also be found in the "Student Messages" section of your account.

**REMINDERS**: You will receive weekly email reminders to upload required documents, and you will be notified 30 days in advanced when a document is about to expire.

#### SAMPLE



#### FOR BEST RESULTS:

DO: Be sure your name is visible on the document you upload. If your name is not on the document, it will be denied, and you'll have to upload it again.

DO: Make sure you uploaded the correct document for a particular requirement.

DO: Make sure document is legible.

DO: Make sure document isn't expired, and won't expire during your clinical rotation.

If you have any additional questions, please contact Viewpoint Screening via email at: studentsupport@viewpointscreening.com.

Or use the instant chat feature at viewpointscreening.com. We are pleased to help you with this process!

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Full Name*		
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