

# Request Universal Drug Screening for Students

## PRISM

This document will guide you through how you can request your drug screening via Exxat through Universal.

1. Click the “Compliance” button on the landing page.



2. Select the **Universal - Standard Drug Screening** requirement from the list of documents to get started.



3. Click the **+** icon next to “Universal Details” in the center screen to begin the process.



4. On the right, a sidebar will open allowing you to select a package(s). Click on the circular radio button, and this will enable the “Request Screening” button for you to continue. **NOTE: PLEASE USE YOUR LEGAL NAME as written on a government document or it will delay approval of your results.**



- After you submit the request, the document status will show **“In Progress,”** and the Universal Status will be **“Invitation Sent.”**

Universal - Drug Screening

Your academic program may share this document with clinical sites at which you are placed

Universal - Drug Screening

**In Progress** ← Exxat's document status

**Universal Details**

First Name	Last Name
██████	██████
Select DrugScreen Package	Universal Status
10PANELURINE	Invitation Sent
Request Date	
July 01 2022	

← Universal screening status

**Drug Screening Details**

- You will receive an email from Universal. Clicking on the link in the email will direct you to Universal’s website, where you will complete and submit the application.

Important Information about your Drug Test Forms -- Please Read Inbox

eform@universalbackground.com  
to universaltest321-021

Thu, Jun 6, 5:43 PM (1 day ago)

Dear John Worker,

Thank you for placing an order with Universal Background Screening. As part of the screening process, you'll be asked to fill out personal information about yourself using Universal Background Screening's secure online server. Before you initiate your screening, please be sure to have your social security number, birth date and current address including the city, state, and zip code.

PLEASE ONLY use your legal name as it is listed on your social security card.

To initiate the process, please click the link below to complete the required forms.

[Click here to complete the Drug Test forms on Universal Background Screening's secure server](#)

For your reference, here is your E-Forms invitation code: CF845CEF-0520-4063-B251-8CF33A72D3B3

For any questions about screenings that need to be ordered, please contact your program director or clinical coordinator.

Thank you,  
The Exxat Team

Exxat Demo Account

Exxat Demo Account

**EXXAT**

Welcome Students!

Your school has partnered with Exxat for your required background checks. Screenings are conducted by Universal Background Screening, which maintains the highest level of security and confidentiality.

Before you initiate your screening, please be sure to have your social security number, birth date, and the city, state, and zip code of all your residences within the past seven years.

Once you have successfully completed the forms and paid the fee, you will receive an email notification letting you know your order has been processed. Results of the screening will be emailed to you once they become available.

For any questions or concerns, please contact your school.

Thank you,  
The Exxat Team

Your personal Invitation Code should be pre-populated in the field below.  
If not, enter the Invitation Code shown in the email you received. We recommend you copy and paste the code exactly as it was provided.

E-Forms Invitation Code

By accepting these terms, you certify that you are able and willing to accept disclosures and/or documents electronically, as follows:

- You are being provided with forms and documents in a digital format.
- You have a right to receive any of these in paper format by contacting Exxat Demo Account.
- You can withdraw consent to electronic delivery by clicking the Cancel button at the bottom of this page.
- If you have any questions about the application process, please contact at Exxat Demo Account.

Prior to acceptance of electronic delivery of disclosures and/or documents, you should verify that you have the required hardware and software to print or retain them, if you so desire.

I Accept - Continue

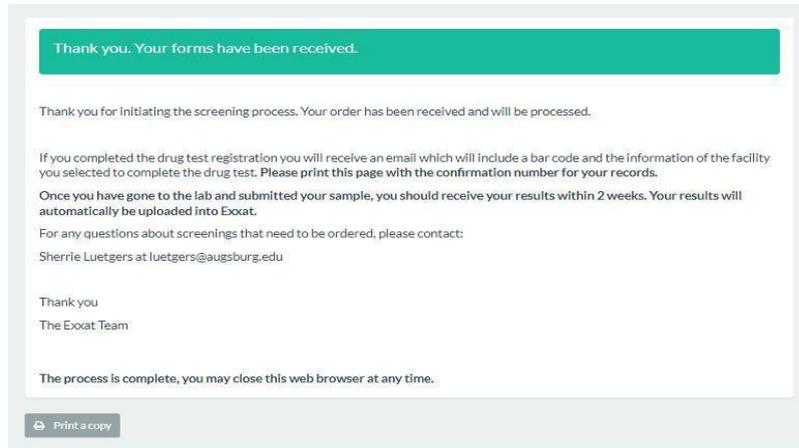
7. Complete the application, sign disclosures, and pay for screening.

**NOTE: PLEASE USE YOUR LEGAL NAME as written on a government document or it will delay approval of your results.**

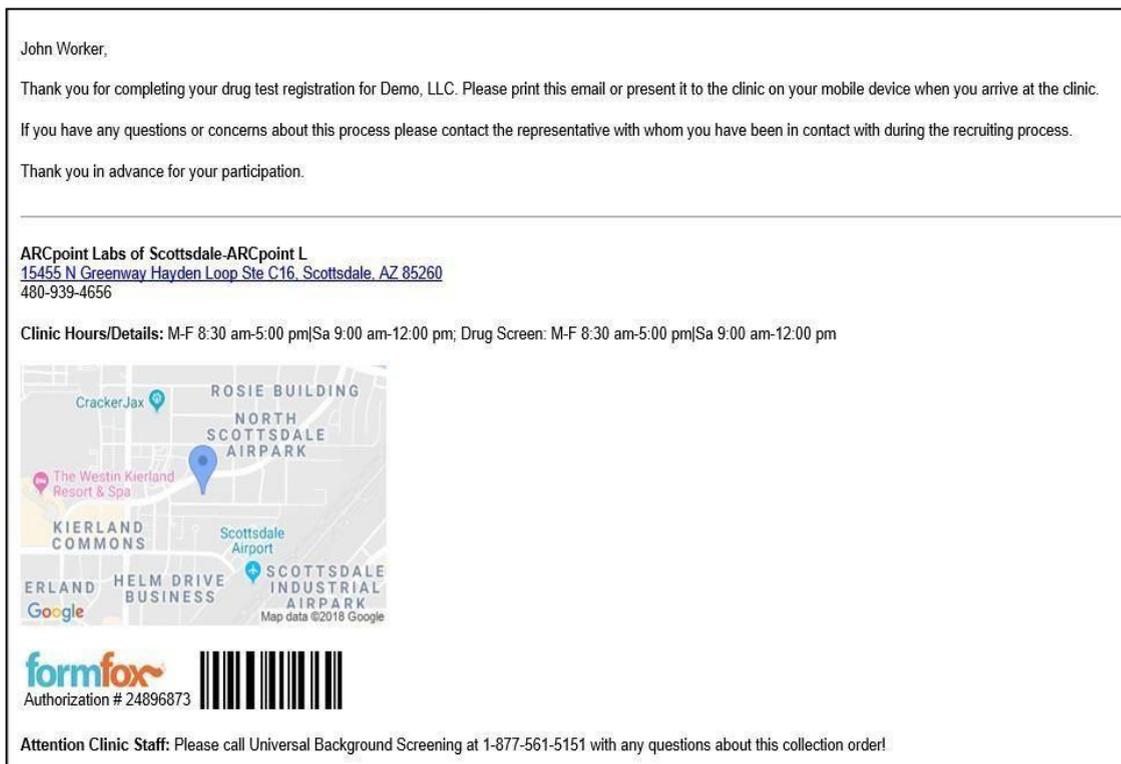
The screenshot shows the 'Subject Information' step of the application. The left sidebar indicates that the 'Subject Information' section is complete (green checkmark), while 'Clinical Information' is not (grey circle). A message states: 'Your E-Forms Application was located'. Below this, a blue banner reads: 'Required fields are indicated with a red asterisk or red border. All required fields must have an input in order to submit the form.' The form fields include: First Name (John), Middle Name (empty), Last Name (Workar), Generational Suffix (empty), Social Security # (000-00-0000), Confirm SSN (000-00-0000), and Date of Birth (MM/DD/YYYY). A blue banner at the bottom of the form says: 'Please complete the information in the fields below.'

The screenshot shows the 'Application Payment' step. The left sidebar indicates that both 'Subject Information' and 'Clinical Information' are complete (green checkmarks). A message states: 'Required fields are indicated with a red asterisk or red border. All required fields must have an input in order to submit the form.' The form fields include: Card Type (Choose One), Card Number, Expiration Date (Exp Month and Exp Year), Security Number (CVV), Name on Card (First Name and Last Name), Address, City, State, Zip Code, Phone Number (000)000-0000, and Payment Amount (\$ 29.00).

- Once you submit the application, you will receive confirmation that your order has been received and will be processed. **Please print this page for your records since you will not receive any other confirmation from Universal.**



- Once you select a clinic and click "Next," you will receive an email from Universal.
- This email will contain the clinic address, hours, and a bar code. You will need to present this bar code (paper or mobile) at the clinic.



11. Once you submit the application, the document status will continue to show “**In Progress**” but the Universal Status will now show as “**In Process**.”

Universal- Drug Screening

Your academic program may share this document with clinical sites at which you are placed

Universal- Drug Screening

In Progress ← Exxat's Document status

Universal Details

First Name	██████	Last Name	██████
Select DrugScreen Package	10PANELURINE	Universal Status	In Process ← Universal screening status
Request Date	January 26 2022		

Drug Screening Details

12. Once the results have been received and automatically uploaded into Exxat, the document status will show “**Pending Review**” and the Universal Status will show “**Complete**.”

Universal- Background Check

Your academic program may share this document with clinical sites at which you are placed

Universal- Background Check

Pending Review ← Exxat's Document status

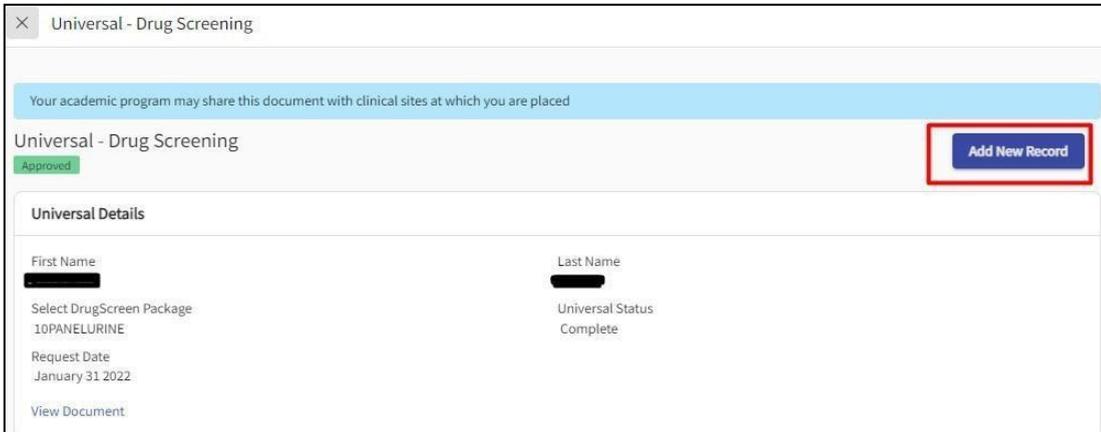
Universal Details

First Name	██████	Last Name	██████
BGCheck Package	Background Hybrid	Universal Status	Complete ← Universal screening status
Request Date	March 26 2022		

View Document

Background Check Details

13. Once your document has been reviewed, the document status will change to “**Approved**” and the Universal Status will remain as “**Complete**.” To request an additional screening, click the “**Add New Record**” button and follow the same steps that you did to request your first screening.



**Note:**

Once you submit your application, you must go to the lab to submit a sample. After you submit your sample, it will take up to two weeks for your results to be received and uploaded to Exxat. If it has been more than two weeks and your results are not appearing in Exxat, please email [ExxatCS@universalbackground.com](mailto:ExxatCS@universalbackground.com).

14. If the universal screening status of the background check is **“Invitation sent or Pending student information,”** you will be able to request Universal - Standard Drug Screening only after your background check displays **“In Process”** universal screening status.

