

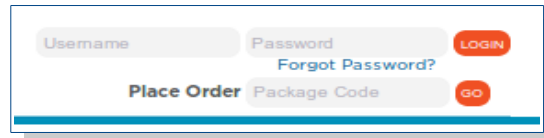
Nicholls State University – Psychology, Counseling & Family Studies
Instructions for Order Placement

Welcome to CertifiedProfile!

When you place your initial order, you will be prompted to create your secure CertifiedProfile account. From within your CertifiedProfile, you will be able to:

- ✓ View your order results
- ✓ Manage the requirements specific to your program
- ✓ Complete tasks as directed to meet deadlines
- ✓ Upload and store important documents and records
- ✓ Place additional orders as needed

to place your order, go to www.certifiedprofile.com



The screenshot shows a login form with fields for 'Username' and 'Password', a 'LOGIN' button, and a 'Forgot Password?' link. Below this is a 'Place Order' section with a 'Package Code' field and a 'GO' button.

In the "Place Order" field, enter the following package code specific to your school and program:

NP19bg – Background Check

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your CertifiedProfile and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

TO-DO LISTS

You can respond to any active alerts or To-Do List items now, or return later by logging into your CertifiedProfile. You will receive alerts if information is needed to process your order. Access your CertifiedProfile anytime to view order status and completed results. Authorized users at your school will have access to view your compliance status from a separate CertifiedBackground portal.