



STUDENT INSTRUCTIONS FOR CHICAGO STATE UNIVERSITY - HOUSING

About CertifiedBackground.com

CertifiedBackground.com is a service that allows students to order their own background checks online. Information collected through CertifiedBackground.com is secure, tamper-proof and kept confidential. The services performed are based on guidelines provided by your school, so you know you will receive all the information you need from one source. Your results will be posted on the CertifiedBackground.com website where the student, as well as the school, can view them.

Before Placing Your Order

➤ **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 email address.

➤ **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 turnaround time.

Place Your Order

Go to: www.CertifiedBackground.com, click on "Students" & enter package code: **CG78**

View Your Results

After placing your order on CertifiedBackground.com, you will receive a confirmation email that will contain the password needed to access your results and view any missing information required to process your order.

Go to: www.CertifiedBackground.com, enter the password provided, then click "View". On the next screen, enter the last 4 digits of your social security number to access your information.

Although 95% of background check results are completed within 3-5 business days, some results may take longer. To see your order status, return to CertifiedBackground.com with your password. 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.

