

To Create an Account

NOTE: Please use your Tiger student email.

- Go to www.advantagestudents.com
- Click *Register*
- Click *Students* and fill out required fields
- Click on the link in the email sent to you from Advantage Students to validate your email address

To Place an Order

- Once logged into your Advantage Students account
- Click *Get Started* and *Get Started* again under the *Affiliated Schools*
- Select *Brenau University* from the School drop-down list
- Select *Brenau University – Department of Occupational Therapy* from the program drop-down list
- Select the appropriate package
- Place your order by entering all required information
- Select your payment option

***Student Package cost is \$78.50 but may be subject to additional fees from Florida (\$25.00), South Carolina (\$26.00), Tennessee (\$29.00) and New York (\$95.00).**


Acemapp Users: If utilizing Advantage Students with Acemapp;

- an Advantage Students account must have been created directly from the Advantage Students website prior to linking the two systems.
- the primary email address of Advantage Students must be a used email address in Acemapp in order to link the two systems.

Drug Screening: Once the order has been processed and payment has been received an email will be sent to you with a link that will direct you to a site to schedule your drug test. Once you are directed to the site, choose a collection facility (clinic) convenient to you. This will be where you must go for your drug test. If asked for an address, complete the appropriate fields, the search results will identify clinics in close proximity to the address you provide. From the clinics list, select the one you want to use. Then confirm your selection. Finally, print the "ePassport". Take this with you to the clinic along with a photo ID. It is imperative that you report to the clinic as soon as possible. This link will also be made available in your *Needs Attention* card within your Advantage Students account.

Order Status: After the request is underway, you can log into the site to view your profile progress. Simply click the status link to view the profile. You will be notified by email when your background check is complete.

Certifying Results: Once your order has completed you will need to log into your Advantage Students account and certify your results so that Brenau can view them. To do so, click on *Review to Share* card, click the magnifying glass to review the report (*screenshot right*) and click *Certify* at the bottom of your report. *Certifying* your results will allow Brenau to view them and there are no additional steps.

To review and certify your report, click on the magnifying glass icon  in the bottom left-hand corner of the card representing your order. This will open your report, scroll down through the report, and verify the information reported is correct. At the bottom of the report, check the *Certify Report* box and click the *Certify Report* button.

By certifying your report results, you are indicating that you agree with all the information that was reported by Advantage Students.

For further assistance, please contact the **Advantage Students Team:**

770.984.2727, option 3
advstu@infomart-usa.com
www.infomart-usa.com