



To Create an Account

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

To Place an Order

- Log into your Advantage Students account
- Click *Get Started* and *Get Started* again under **Affiliated Schools**
- Select **Brenau University** and select the **Department of Occupational Therapy**
- Select the appropriate package
- Enter all required information and certify your information is correct
- Select your method of payment and place your order. Please note that if you are paying via money order, the order will not begin processing until the money order is received.


The current cost for the Student Screening Package is \$99.95. *

**May be subject to additional fees for residents of Florida, South Carolina, Tennessee & New York.*

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 distance radius and select the search button. Choose a collection facility (clinic) convenient to you. This will be where you must go for your drug test. From the clinics list, select the one you want to use. Then confirm your selection. Finally, print or email yourself 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.

Certify Results: Once your order has completed you will need to log into your Advantage Students account and certify your results. To do so, click on *Review to Share* card, click the magnifying glass to review the report and click *Certify* at the bottom of the report.

Download Results: Log into your account and select *Completed Reports* from the dashboard. A downloadable PDF version of your report is available by clicking the  icon. You will upload this PDF to E*Value.

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

770.984.2727, option 3 advstu@infomart-usa.com

www.infomart-usa.com

