Instructions for Creating a Background Study Request for Minnesota State Mankato Nursing Students

1. Go to the website: https://bgs.dhs.state.mn.us/a/Login.asp

2. Enter the following login information and then click ‘Login’
   - Facility ID: 900165
   - User ID: MSMgraduatensg
   - Password: mavs1953

3. Click on ‘Create Background Study Request’ link:

   Please select from the following options:
   - Create Background Study Request

4. Scroll down and click ‘Next tab’ found at the end of the text.
5. Enter the information as indicated. **Read the notes carefully.**

If you don’t have a Minnesota Driver’s License, leave that box blank.

Name - First: [ ] Middle: [ ] * Last: [ ]

Date of Birth: [ ] (mm/dd/yyyy) Age: [ ]

Gender: ☐ Male ☐ Female

MN DL#/State ID#: [ ] * (enter a letter followed by 12 numbers - **don't enter dashes**)

Race: [ ] *

SSN: [ ] * (enter 9 numbers only - **don't enter dashes**)

Phone: [ ] * (enter 10 numbers only - **don't enter dashes**)

fields marked with an asterisk (*) are optional.

6. When done entering this information, click ‘**Next tab**’ found at the bottom right corner.

7. Enter your mailing address, city, and zip code. Minnesota shows as the state by default. If you live out-of-state, you will need to open the State drop-down menu and select the correct state.

Address: [ ]

State: [Minnesota] City: [ ] Zip: [ ]

8. When done entering this information, click ‘**Next tab**’ found at the bottom right corner.

9. Enter other names you have been known by such as a maiden last name. If there are none, leave blank.
Other names by which subject has been known.

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<tr>
<th>Alias Name Type</th>
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10. Then, click on ‘Create Study’ (upper right corner).

11. You should get a screen that shows the information that you have entered and indicates successfully completion of the application.

12. Click ‘Log Off’ (left side of the screen) to leave the Net Study system.