



CertifiedBackground.com

-----Student Instructions-----

Background Check

Minnesota State University Mankato

The above organization has chosen CertifiedBackground.com to provide immunization and document tracking services for students.

About CertifiedBackground.com

CertifiedBackground.com is a service that allows students to upload and track their immunizations records and other documents online. Information collected through CertifiedBackground.com is secure, tamper-proof, and kept confidential. The services performed by Certified Background are based on guidelines provided by your organization, so you know you'll get the information you need, all from one source.

Ordering Instructions

1. Go to www.CertifiedBackground.com and click on "Students."
2. In the Package Code box, enter package code: **mi19t**
3. Enter your PIN # : This is your tech ID #.
4. Your package requires you to submit immunization, medical, or certification records. At the end of the order process you will be prompted to visit a secure web page where you will view additional instructions for uploading your records.

Retrieval Instructions

Once your order is submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results, visit www.CertifiedBackground.com, enter your password in the area provided on the lower right side of the homepage, then enter the last four digits of your Social Security Number. You will be able to login with your password and access you immunization and document tracker at any time. If you have any questions please feel free to contact our customer service department at 888-666-7788 ext. 1.

