





Welcome to ACEMAPP

You will receive a welcome email from ACEMAPP

The email will contain a link allowing you to set your password.

Log into your ACEMAPP account 2.

Navigate to acemapp.org and log in with your email address and password. When you log in you will be asked to agree to the FERPA consent, Honesty Pledge and Terms of Service.

3. Complete each component of your student profile

This information is shared with the sites you attend for rotations as well as VerifyStudents for your background check and drug screen. Please keep this information up-to-date.

Complete all courses and assessments 4.

Any courses and assessments that you have been assigned will be listed; complete them by clicking "Take Course" or "Take Test".

5. **Connect to Verify Students**

University of Detroit Mercy requires students to complete a Background Check and Drug Screen through VerifyStudents. Once in VerifyStudents, a program-specific promotional code must be entered to initiate the process. Please reference this code along with additional vendor instructions on the following page.

Log into ACEMAPP to track requirement progress 6.

VerifyStudents will transfer completed dates for your requirements directly to your ACEMAPP account. Your account will display green checks as each of these components are completed.

> If you require additional assistance, please visit: https://acemapp.org/kb/124

> > www.acemapp.org

College of Health Professions & McAuley School of Nursing

UNDERGRADUATE NURSING PROGRAM

Background & Drug Screening Instructions

(*Please follow these instructions on page 2 if you have <u>only</u> lived in the United States for the last 7 years. If you have lived <u>only</u> in Canada, in the past 7 years, please follow Canada instructions starting on page 3. If you have lived in the United States <u>and</u> Canada, at any point in time in the past 7 years, please follow Canada & United States instructions on page 6.)

Before Starting:

- A valid email is REQUIRED.
- Have your credit card (Visa/MasterCard/American Express/Discover) information ready in order to process payment. Your credit card will be charged \$87.57 for the service.

Getting Started:

Log onto our website at www.VerifyStudents.com and click Students Start Here.



- 2. Use this special promotional code: **UNIV252B**
- 3. Complete profile & e-sign forms as they appear.

After Completing Online Process:

- 1. Drug testing: Go to collection site listed on the authorization form
 - Bring authorization form & government photo ID, e.g. driver's license
 - Drug screening order expires 10 days after purchase.



UNDERGRADUATE NURSING PROGRAM

Canada Background & Drug Screening Instructions

(*Follow these directions if you have lived in Canada at any point in time in the past 7 years.)

Before Starting:

- A valid email is REQUIRED.
- Have your credit card (Visa/MasterCard/American Express/Discover) information ready in order to process payment. Your credit card will be charged \$93.83 for the service.

Getting Started:

4. Log onto our website at www.VerifyStudents.com and click Students Start Here.

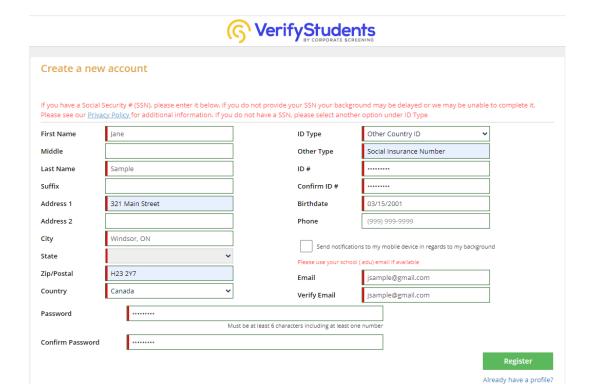


- 5. Use this special promotional code: UNIV8575
- 6. Complete profile & e-sign forms as they appear.

Notes for Canadian Students

When registering for your account, use the screenshot below as a guide.

- Enter your address like the example.
- For ID Type use Other Country ID, enter the type and ID# with no dashes.



You will be presented with a screen to enter details for "International Criminal". Use the guide below to enter the required information.



For your drug screen, enter the Zip Code for the university, **48221**, and click the search button to find available drug screen collection sites.

Once you finish scheduling your drug screen you must click the FINISH button to complete your order

10-Panel Urine

Zip: Distance:

48221 20 SearchQ

After Completing Online Process:

- 2. Drug testing: Go to collection site listed on the authorization form
 - Bring authorization form & government photo ID, e.g. driver's license
 - Drug screening order expires 10 days after purchase.



UNDERGRADUATE NURSING PROGRAM

US and Canada Background & Drug Screening Instructions

(*Please follow these instructions if you have lived in the United States <u>and</u> Canada, at any point in time in the past 7 years.)

Before Starting:

- A valid email is REQUIRED.
- Have your credit card (Visa/MasterCard/American Express/Discover) information ready in order to process payment. Your credit card will be charged \$132.57 for the service.

Getting Started:

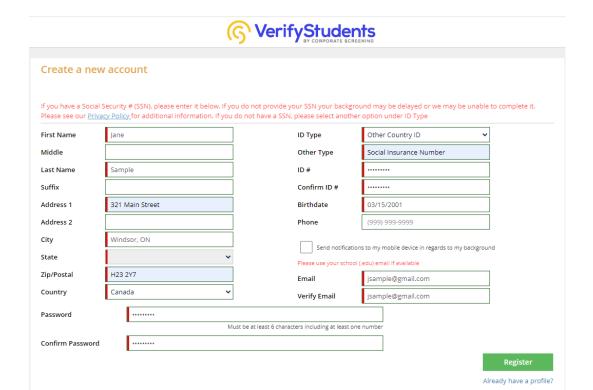
7. Log onto our website at www.VerifyStudents.com and click Students Start Here.



- 8. Use this special promotional code: **UNIVE2AE**
- 9. Complete profile & e-sign forms as they appear.

Notes for Students

- If you currently reside in Canada enter your address using the example below as a guide.
- If you do not have a social security number, for ID Type use Other Country ID, enter the type and ID# with no dashes.



You will be presented with a screen to enter details for "International Criminal". Use the guide below to enter the required information.



For your drug screen, if you do not currently live in the US, enter the Zip Code for the university, <u>48221</u>, and click the search button to find available drug screen collection sites.

Once you finish scheduling your drug screen you must click the FINISH button to complete your order

10-Panel Urine

Zip: Distance:

48221 20 SearchQ

After Completing Online Process:

- 3. Drug testing: Go to collection site listed on the authorization form
 - Bring authorization form & government photo ID, e.g. driver's license
 - Drug screening order expires 10 days after purchase.

