University of Tennessee—Martin
Department of Nursing

Dear Level II Nursing Student,

The Department of Nursing has partnered with Verified Credentials, Inc. (VCI) to manage your program requirements. All UTM nursing students are required to have an annual background check. Your background check must be completed by August 26th. Please follow these instructions.

To access QualifiedFirst by Verified Crendentials go to:

http://scholar.verifiedcredentials.com/ut

How It Works:

1. Enter code for the program you will be attending located above the "Get Started!" button on the right side of the page. The program code for is:

Background Check - Martin - College of Education - Nursing **Level 1**	Background Check - Martin - College of Education - Nursing **Level 2**	Background Check - Martin - College of Education - Nursing **Level 3**
MMCRX-62794	PRFPX-73796	KMCKX-62694

2. Create an account. (level 2 and 3 will already have an account, log in using your user name and password)
3. Enter all required information, pressing DONE when finished with each page.
4. Sign the disclosure.
5. Make your payment selection and pay by credit card, debit card or PayPal.
6. Submit your Verified Credentials, Inc. order through Qualified First.
7. Check your email (inbox, junk, spam) for 2 separate emails from QualifiedFirst@verifiedcredentials.com.
   - 1st —a "congratulations" email once you have registered with VCI through Qualified First
   - 2nd—a "track your order" receipt once you have completed payment through Qualified First.
     **YOU MUST SUBMIT A COPY OF THIS RECEIPT TO THE DEPT. OF NURSING WITH YOUR DOCUMENTATION CHECKLIST.
8. Background check information will automatically be shared with your school.

If you have any questions on the VCI background process or results, please contact Verified Credentials Client Services at 800-938-6090 or email us at ClientServices@verifiedcredentials.com. Do not contact the Department of Nursing.

11/2/2016