



Advantage Students – Baldwin Wallace University Order Instructions

These instructions will guide you through creating an account and placing your background screening order for **Baldwin Wallace University**.

Step 1: Create an Account

1. Go to app.advantagestudents.com.
2. Under Student & Faculty, click **Enter**.
3. Click **Create an Account**.
4. Fill out all fields.
5. Click the link in the confirmation email from Advantage Students to validate your email address.

Step 2: Place an Order

6. Log in to your Advantage Students account.
7. Click **Get Started**, then click Get Started again under Affiliated Schools.
8. Select **Baldwin Wallace University** and then select the **BSN Program**.
9. Select the required package.
10. Enter all required information and certify that your information is correct.
11. Select your method of payment and place your order. **Note:** If paying by money order, processing will not begin until the money order is received.

Step 3: Drug Screening

Once your order has been processed and payment received, you will be sent an email with a link to schedule your drug test. Follow these steps:

12. Click the link in the email (also available in the **Needs Attention** card in your Advantage Students account).
13. Choose a distance radius and click **Search** to find collection facilities near you.
14. Select a convenient clinic from the list and confirm your selection.
15. Print or email yourself the **ePassport**.
16. **Report to the clinic as soon as possible**, bringing your ePassport and a valid photo ID.

Checking Your Order Status

After your request is underway, log in to your Advantage Students account and click the status link to view your profile progress. You will also receive an email notification when your background check is complete.

Sharing Your Results

Once your order is complete, results are automatically shared with the organization or program through which you placed your order.

To share your report with an additional school or hospital in the system: log in to your Advantage Students account, click the blue **Completed Report** box, then click the share icon to select the school or hospital and appropriate program.

ACEMAPP Users

If you are using Advantage Students with ACEMAPP, you must create your Advantage Students account directly on the Advantage Students website ***before*** linking the two systems.

Contact the Advantage Students Team

Phone: 770-984-2727, option 3

Email: AdvStu@InfoMart-USA.com