After you review your package and the disclaimer/refund policy, click the button to acknowledge and hit NEXT.
Once your order is complete, you will be taken to a screen like the one shown to the right. Complete the APPLICANT INFORMATION and address sections as prompted. Complete payment section.

Log In to Your Account

Once your order is complete, you will be taken to a screen like the one shown to the right. Your username will be the email you used to set up your account. Change password here, and it will log you in to the Viewpoint System.

Next Steps

- **HEALTH PORTAL**: Follow instructions on the following pages to view your Health Portal requirements (to upload documents).
- **DRUG TEST**: You will receive an email from Viewpoint Screening in 1-2 days with your registration information and your testing location.
TO LOG IN

Go to www.viewpointscreening.com
Right Hand Corner: LOG IN

Click here if you forget your username or password to request to have it emailed to you.

View your HEALTH PORTAL REQUIREMENTS

Now you are logged into your Viewpoint Screening Account. This is your Dashboard. Click "Health Portal" to VIEW requirements.

HOW TO SEE REQUIREMENTS & UPLOAD DOCUMENTS

To VIEW YOUR GUIDELINES (what to do) for a particular requirement, click on that item's "Requirement Description."

Guideline Description Box

From here, you can:
- View the guidelines for what to upload
- See important instructions
- View & download school forms
- Upload a file to correspond with this requirement

TIPS

- READ the full guideline to make sure you provide the right documentation.
- Viewpoint Screening does not create your requirements. The school communicates requirements to us. Our role is to verify documentation.
- Make sure your name is visible on the document (before and AFTER upload).
Documents are reviewed in 24 hours, or in 1 business day if submitted on weekends. Once reviewed, every document is either APPROVED (and marked green), or NOT APPROVED (and marked red), with a date stamp of review.

If a document is NOT APPROVED, you will receive an email notifying you with the reason for the rejection. This information can also be located at the bottom of your Health Portal listings under "HEALTH PORTAL MESSAGES."

You will receive a general reminder email once weekly until you have reached full compliance for all of your documents.

Support

Email us at: studentsupport@viewpointscreening.com

Instant Chat - bottom right hand corner at ViewpointScreening.com
Monday - Friday 9 am - 5pm EST.