

University of Central Missouri

<https://www.ejobapp-validityscreening.com/p/ucmo2723>

1. Click “*New User? Click here*”
in upper right corner
2. Create a User Registration by completing required fields;
click
3. An authentication message will be dispatched to your email. Follow the link in the email
to set password and begin application
4. Locate your needed package by selecting the link
 - a. **Please make sure you only select the package required as there will be NO REFUNDS**
5. Read the “Notice” and
check the confirmation box;
click to continue
6. Read the “Summary of Rights under
the Fair Credit Reporting Act” and
check the box; click
7. Complete the Disclosure and enter
your signature in the electronic signature box; click
8. Complete the required fields on the Authorization and enter your
signature in the electronic signature box; click
9. Complete Credit Card payment options (AMEX, Discover, MasterCard, or Visa).
10. Cost for the Student Background Screen ONLY is plus administrative fee.
11. Cost for the Student Drug Screen ONLY is plus administrative fee.
12. Receipt of payment will be emailed to you upon submission.

14. If you have any questions, please contact at or