On the **Office of Clinical Education Compliance** web page scroll to: **Students** (Not Human Resources)

OPTION 1 – If you live within 40 miles of St. Louis follow Option 1 directions

- o   You must make an appointment and fill out the form for the background check by accessing the calendar and form at the following website: **http://www.slu.edu/x25225.xml**

- o   Go to the website **http://www.slu.edu/x25225.xml**

- o   **Scroll to list towards bottom of page and Select – SCHOOL OF NURSING**

- o   Select a date and time from the available calendar.
- •   When Filling Out the Form
    - ▪ Place your Banner ID on line 1 – your banner number can be found on the
    - ▪ Department/School (Select) – **Nursing Department**
    - ▪ Enter your name, etc.. and personal information
    - ▪ Email-place your slu email address
    - ▪ Department Contact – Betty Bailey
    - ▪ Department Phone – 314-977-8951
    - ▪ Department Fax – 314-977-8837
    - ▪ Email – baileyb3@slu.edu
    - ▪ Type of Background Check – **Comprehensive Search**

Once you have made your appointment and filled out the form you will receive a confirmation and instructions from the Office of Clinical Education Compliance at the email address you provided.

If you do not have a Social Security Card please visit a local Social Security Office or visit the website at http://www.socialsecurity.gov/

OPTION 2 – If you live more than 40 miles from St. Louis, please complete Option 2

- o   Go to the website **http://www.slu.edu/x25225.xml**

- o   **Scroll to list towards middle of page and Select – NURSING EXTENDED INTERSTATE (Students who reside 40 or more miles from the Saint Louis Campus)**

- •   Selection above will take you to a form - When Filling Out the Form
    - ▪ Place your Banner ID on line 1
    - ▪ Department/School (Select) – **Nursing Department**
    - ▪ Enter your name, etc.. and personal information
    - ▪ Email-place your slu email address
    - ▪ Department Contact – Betty Bailey
    - ▪ Department Phone – 314-977-8951
    - ▪ Department Fax – 314-977-8837
    - ▪ Email – baileyb3@slu.edu
    - ▪ Type of Background Check – **Comprehensive Search**

After you have submitted the form you will receive a confirmation and further instructions from the Office of Clinical Education Compliance at the email address you provided.

If you do not have a Social Security Card please visit a local Social Security Office or visit the website at http://www.socialsecurity.gov/