Minnesota Department of Human Services NETStudy 2.0 Instructions

The Department of Human Services (DHS) is now using NETStudy 2.0 to process background study requests in Minnesota. This system includes fingerprinting and does not need to be renewed annually. Please follow these instructions to generate a background study and become affiliated as a healthcare student or faculty member at Concordia University, St. Paul:

1. Read the **Background Study Notice of Privacy Practices** form.

2. Go to NETStudy 2.0 Applicant Portal at https://netstudy2.dhs.state.mn.us/Applicant

3. Follow steps 1-4 on the **Applicant Background Study** form. After you complete these steps identifying CSP as the provider and starting your application, CSP will receive a notification of your background study request, and payment will be made. (See note on p. 2 regarding fees.)

   NOTE: You are encouraged, but not required, to include your social security number (SSN) on the application. If you include your SSN, your fingerprints should transfer to any future DHS studies, so that you will not be required to be re-fingerprinted in subsequent studies. If you have had a recent study completed, including fingerprints, through another entity and you included your SSN on <u>both</u> your recent study <u>and</u> your application with CSP, then you should not need to be re-fingerprinted as part of the CSP application. <u>If you choose to include your SSN, please include it on your initial registration, as it cannot be added later.</u>

4. You will be contacted by Jennifer Menke for the DPT program or Jacquelyn Magnuson for Nursing (or another authorized representative from CSP) to set up an appointment to verify your identity. This appointment takes 5-10 minutes and must be completed in one of the following ways:

   a. Travel to CSP's campus in person. Note: you may also have your fingerprints taken while on campus, provided the appointment is within the fingerprinting office hours.
   b. Video chat via Google Hangouts on your laptop or smart phone through your CSP email account.
   c. Mail a <u>notarized</u> copy of your ID to Jen Menke (DPT) or Jacquelyn Magnuson (Nursing) at the following address. This must be the same ID that you used to create your DHS account (most often, your driver's license):

      Concordia University
      Attn: [insert Jen's or Jacquelyn's name]
      1282 Concordia Ave
      St. Paul, MN 55104

   After we have verified your ID, we will submit your background study application.

5. You will receive an email notification that your DHS application has been submitted. Login to the DHS website and locate the **MNDHS Fingerprint Authorization Form**. Review your name and date of birth for accuracy. Download or print this form to bring to the fingerprinting location.

    NOTE: There is an expiration date on the authorization form. If your fingerprints are not taken by the deadline, you must restart the application, and you will be responsible for all fees incurred to resubmit your application. See below for details.

6. Locate an authorized fingerprint and photo service location by going to https://www.aps.gemalto.com/mn/index_MN.htm and clicking on **"Fingerprint and Photo Locations and Hours."** Concordia is an authorized fingerprint and photo service location. Make an appointment if required by the location.

7. While on the CogentID website, pay for your fingerprinting ($9.10) by clicking on **"Pay By Credit or Debit Card."** Your Background Study ID can be found on the Fingerprint Authorization Form. Many fingerprinting locations do <u>not</u> accept payment on site, and payment must be made <u>before</u> having your fingerprints taken.

8. Bring your Fingerprint Authorization Form and acceptable form of identification to your fingerprinting appointment. Acceptable forms of identification are:
    - U.S. State-issued driver's license
    - U.S. government-issued ID (passport or state-issued identification card)

9. When your Clearance Letter arrives, submit an electronic copy along with your clinical experience documents. You may contact Jen (DPT) or Jacquelyn (Nursing) with questions on how to submit this, as each program has different requirements.

Overview of Fees

Background Study Fee: $20
Concordia will pay this fee one (1) time for each applicant. If the applicant does not complete fingerprinting by the prescribed deadline, the study must be restarted and the applicant will be responsible for paying the $20 to resubmit the study.

Fingerprint and Photo Fee: $9.10
The applicant is always responsible for this fee.

Contact Information

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