

## Minnesota Department of Human Services NETStudy 2.0 Instructions

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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 required to become as a student or faculty member at Concordia University, St. Paul:

1. Go to NETStudy 2.0 Applicant Portal at <https://netstudy2.dhs.state.mn.us/Applicant>
2. Logging into DHS NETStudy 2.0:
  - a. Create an Account *if you have not created an account before*:
    - i. Click “Register as a new user.”
    - ii. Enter your account information. Click “Register.”
    - iii. Check your email for the temporary password.
  - b. **If you have created an application before, login with your current username and password.**
    - i. Your username is your email address. If you do not remember your password, please click forgot password and a temporary password will be sent to your email account. When you login, you will be prompted to change your password and choose a security question.
3. Enter Application Information
  - a. Click “Create Application” on the home screen.
  - b. Enter **C7NC7A in the provider number** field for *Concordia University*. Click Search. If the correct provider is displayed, click “Continue Application.”
  - c. Enter your demographic information. Entering your email (make sure this is an email you check regularly) is needed so you are sent the link to complete the consent and disclosure process when the applicant portal is not used. It is also needed for study subjects (you) to receive fingerprint information from IDEMIA. The consent and disclosure is included in the applicant portal process.
    - i. **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 both your recent study and your application with CSP, then you should not need to be re-fingerprinted as part of the CSP application. If you choose to include your SSN, please include it on your initial registration, as it cannot be added later.



Figure 1. Email address is required.

- d. Click “Next” after you have completed all required fields. **Be careful to enter the information correctly.** You will not be able to change it unless you contact the provider. After you have reviewed the information from the registry screen, click “Finish.” Clicking “Finish” will submit your application to *Concordia University*.
  - e. If you have general questions about your background study call (651) 431-6620.
  - f. If you have questions about technical issues registering an account call (651) 431-6625.
4. After you complete the application steps, *Concordia University* will receive a notification of your background study in order to pay for the study, so it is vital to have the application created before meeting with *Concordia University* (before completing step 5).
  5. Please contact Rachel Meyer for Nursing ([rmeyer@csp.edu](mailto:rmeyer@csp.edu)) to set up an appointment to verify your identity. For DPT Celia Magistad ([magistac@csp.edu](mailto:magistac@csp.edu)) will reach out. For DMS, please wait until orientation. This appointment takes 5-10 minutes and must be completed in one of the following ways:
    - a. Travel to CSP’s campus in person.
    - b. Video chat via Google Meets/Zoom on your laptop or smart phone through your CSP email account. (Best option) **\*Be sure to set up your video and microphone before the meeting and have your identification that you used to create your DHS application.**
  6. After we have verified your ID, we will submit your background study application to the Department of Health and Human Services (DHS). At this point Rachel or Celia will let you know if you need to get fingerprinted.
- If you **do not** need to get fingerprinted:
7. Finally, you must log back into DHS in order to get your clearance letter. Keep checking your *Documents* in DHS for an electronic copy of your *Clearance Letter* to submit per the process outlined by your clinical program.
    - o Physical Therapy: Upload Clearance Letter to Exxat
    - o Nursing Program: Upload Clearance Letter to TCCP/Student Passport
    - o DMS Program: Upload Clearance Letter to DMS D2L/MyCourses Organization
    - o KHS Program: Upload Clearance Letter to Google Shared Drive

If you **do** need to get fingerprinted, please follow these steps below:

1. You will receive an email from IDEMIA with instructions on how to complete the online pre-enrollment process.
  - a. In some situations, you might receive multiple emails from IDEMIA with instructions on how to complete the online pre-enrollment process. These emails will look similar, however, each email will contain a unique Universal Enrollment Identification (UE ID) number. You should keep their multiple emails from IDEMIA so they can present your UE IDs to the fingerprint technician. Presenting their UE IDs will alert the fingerprint technician to take your fingerprint multiple times – once for each UE ID.



**IdentoGO**

**Service Details:**

Customer:	TESTP D.
Background Study ID:	1800302
UE ID:	UZHN-111R4J

**Services**

with DHS Background Study:	\$9.50
<b>Total:</b>	<b>\$9.50</b>

Payment to be made at the time of the service.  
We accept the following methods of payment:  
Authorization Code, Business Check, Money Order,  
Credit Card, Debit Card, Personal Check, and  
Cashier's Check.  
Cash **will not** be accepted.

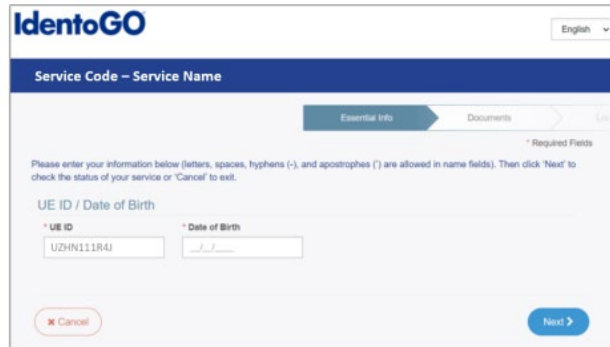
**Status as of 09/07/21**

**Pre-Enrolled**

1. Click on the link to complete the pre-enrollment screens and schedule a time to be fingerprinted and photographed.
2. Check to find any additional emails that look like this one, but that have a different UEID number. If you have more than one of these emails, the law requires you to be fingerprinted more than once for different jobs or positions.
  - If the emails have different UEID numbers, give the fingerprint technician all of the numbers when you go to be fingerprinted.
  - You only need to schedule one fingerprint appointment.

If you have questions about the pre-enrollment process or need to schedule your fingerprint and photo appointment over the phone, please call IDEMIA's Call Center at 855-556-8505.  
[Click here to schedule your appointment](#)

2. You will complete the online pre-enrollment process by clicking “Click here to schedule your appointment” in the email you received.
  - a. IDEMIA’s pre-enrollment process is an online system used to:
    - i. **Confirm** your first name and date of birth are correctly entered in NETStudy 2.0



**IdentoGO** English

Service Code – Service Name

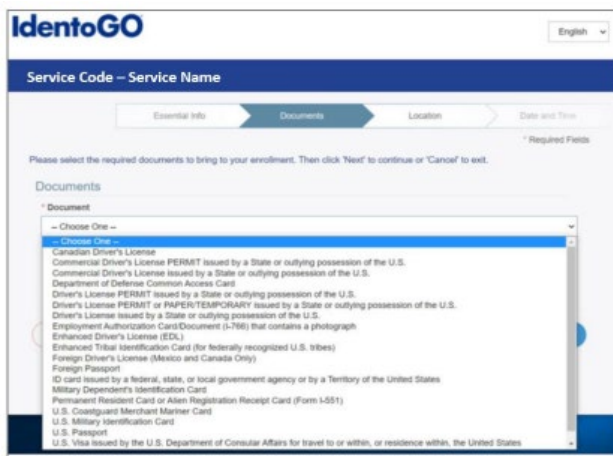
Essential Info Documents

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

UE ID / Date of Birth

* UE ID	* Date of Birth
<input type="text" value="UZHN111R4J"/>	<input type="text" value="/ /"/>

- ii. **Select** what type of identity document you will use at the fingerprint and photo service location to verify your identity. You may choose to bring a different type of identification to the service location from what they selected during pre-enrollment. However, the identity document must be on the list of acceptable forms of identification.



- iii. Click “next,” this will take you to another page where you will select your IDEMIA/IdentoGo fingerprint and photo service location.
  1. Using your ZIP code. A list of locations will appear, and you will then select a location and click “Next.” You can use this feature to find a location within or outside Minnesota.
- iv. **Schedule** an appointment at an IDEMIA/IdentoGo fingerprint and photo service location.
- v. If you have a problem with fingerprinting pre-enrollment, you may contact an IdentoGo Representative at **844-556-8505** with questions or visit the UEP website at <https://uenroll.identogo.com/status-check>.
3. Arrive at the fingerprint and photo service location with your identification documents & credit card or debit card for payment at your scheduled time. The fingerprint technician verifies your name and date of birth and validates your identification document.
4. The fingerprint technician takes your fingerprint and photograph. Fingerprint and photo service fee is paid, and you will receive a receipt.
  - a. The fee for fingerprinting and the photograph service is **\$13.50** for Minnesota locations and it varies for other locations. You make the payment via Visa, MasterCard, Discover, or American Express at the time the fingerprinting and photo service is provided. Cash or check is not accepted.
5. You must log back into DHS in order to get your clearance letter. Go to your *Documents* tab and you will see your *Clearance Letter*. DHS has up until 48 hours after you completed your fingerprints to have a determination.
6. Finally, submit per the process outlined by your clinical program.
  - o Physical Therapy: Upload Clearance Letter to Exxat
  - o Nursing Program: Upload Clearance Letter to TCCP/Student Passport
  - o DMS Program: Upload Clearance Letter to DMS D2L Organization
  - o KHS Program: Upload Clearance Letter to Google Shared Drive

## Overview of Fees

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### **Background Study Fee: \$44**

Concordia will pay this fee one (1) time for each applicant. If the applicant does not complete fingerprinting by the deadline given to them by Rachel or Celia, the applicant must initiate a new DHS background check. **The applicant will be responsible for paying the \$42 to resubmit the study.**

### **Fingerprint and Photo Fee: \$13.50 (State of MN) the price varies for other locations.**

The applicant is always responsible for this fee at the time of fingerprinting.

## Contact Information

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Rachel Meyer  
Administrative Assistant for Nursing  
651-641-8892 | [rmeyer@csp.edu](mailto:rmeyer@csp.edu)

Celia Magistad  
Administrative Coordinator (DPT, DMS)  
651-603-6162 | [magistac@csp.edu](mailto:magistac@csp.edu)