Verified Credentials Helpful Hints Undergraduate Students

Each semester students will need to use a new code to update any documents that are due for renewal for the upcoming semester. For example, at the end of semester one, students will use the semester 2 code to upload documents due as they move into semester 2, they will do the same as they move from semester 2 to semester 3. Not all students may need to upload documents every semester so if you do not have anything that is due, you don’t need to use the new code and go into the system. Background checks are due annually and will be done in odd semesters (1, 3, 5, etc.)

1. FINDING INFORMATION ON THE CNPD NURSING WEBSITE: Undergraduate students: Access the nursing website at http://nursing.und.edu/departments/nursing/ click on Undergraduate Programs on the left and select Verifications.

2. UPDATING DOCUMENTS: Once you have established an account and need to upload additional documents, click on HOME tab on the top left. DO NOT CLICK ON MY PROFILE TO UPLOAD ITEMS. THEY WILL NOT BE VISIBLE FOR VERIFIED CREDENTIALS OR UND TO VIEW THEM IF YOU UPLOAD IN THAT LOCATION. My Profile can be used as a documentation receptacle for personal use only. In the HOME tab, you will get a message that says you have incomplete requirements and will ask if you want to work on them now. Click on Yes to upload any missing documents or new verification documents that did not meet the criteria.

3. FAX: When FAXing documents, please FAX immunization documents separate from any other documents. All immunizations can be on one document but must be separate from your other verification documents.

4. DATES: Make sure all dates you input are the same as the dates on the documents that you are submitting as proof of verification.

5. HIPAA: This is a one-time only training required on admission, not an annual training. The system will ask for an expiration date, so in that section put a date that will occur after your date of graduation so that it will not expire while you are in the program. (eg. 01/01/2020 would work for most students).

6. OSHA: OSHA training is required annually and there are new requirements for this year so please log onto the nursing website to find the documents. You must review the training and complete a 3 page quiz and sign and date the CNPD Bloodborne Pathogens policy.

Review the requirements carefully to ensure successful submission of all verifications.

The toll free number for Verified Credentials is 800-938-6090. They can assist with any technical issues you may be having or direct you to the appropriate source for assistance.