

MN DHS Background Study Instructions

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(If reading digitally, all chapters are bookmarked within the PDF)

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START HERE!

This is the abbreviated process for completing your MN DHS Background Study.

1. Create a MN DHS Account

- <https://netstudy2.dhs.state.mn.us/Applicant>
- Make sure your browser is up to date and your pop-up blocked is turned off
- Create an account, follow the prompts, READ the info on the right side of the screen
- Your SSN is optional, but including it will allow your fingerprints to transfer to future applications
- Keep this account username and password handy, you will need it at the end of the process.

2. Create and submit application (\$47.00)

- Provider Number: 9NNN6P
- Follow the prompts, look for confirmation emails

3. Pay for your application

- Keep each payment tab open
- You will need to return to the first tab and click "Submit" after completing your payment.

4. WSU finalizes your application

- This can take up to a week, be patient, do not submit another application.

5. Schedule your fingerprint appointment AND get Fingerprinted (\$13.50)

- Make sure to bring your ID and a form of payment.

6. Download your "Clearance Letter" AND give your it to your departmental liaison

- After your fingerprint appointment log back into <https://netstudy2.dhs.state.mn.us/Applicant>
- You're not done until you've downloaded your clearance letter and given it to your dept. liaison. (professor, coordinator, student passport system, ect.)

If you would like more detailed instructions, they are listed below.

Logging in to MN DHS Netstudy Portal

Start by going to <https://netstudy2.dhs.state.mn.us/Applicant>

The screenshot shows the login page for the MN DHS Netstudy Portal. The header features the Minnesota Department of Human Services logo and name. The main content area is titled "Login" and contains instructions for users. On the left, it asks users to refer to the Applicant Background Study Instructions and provides contact information for the Background Studies Division. It also lists supported browsers: Mozilla Firefox, Internet Explorer, Google Chrome, and Safari. On the right, there are input fields for "Required" fields: "UserName / Email Address" and "Password". A "Forgot Password / Unlock" link is also present. A "Login" button is located below the password field. Below the login fields, there is an "OR" separator and a gray button labeled "Register as a new user", which is highlighted with a red rectangle.

From this page...

- Log in if you have an existing account (and jump to "submitting an application in these instructions)

OR

- Create a new account by clicking the gray "Register as a new user" button (continue to next page of instructions)

Account Creation

After clicking "Register as new user" you will come to this page. Enter your data as requested, then click the "Register" button.

*Note: if you choose to include your SSN your MN DHS Background Study Fingerprints will be transferable to any future MN DHS Background Studies you are requested to complete by other organizations.

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Register As New User

New Providers: Do not use this background study site if you are in the process of establishing a NetStudy 2.0 account through the NETStudy 2.0 Onboarding process. Use of your email address on this site will stop your onboarding.

Information Required: Enter your correct information and current name and date of birth as it appears on your legal identification. Fields with an asterisk (*) are required.

Social Security Number: Your Social Security Number (SSN) is not required. However, if you want your background study determination to be available for other entities, you must provide your SSN now. If you provide your SSN to an entity in the future, in many cases your background study determination will transfer to that entity.

Verify Your Information: Submission of inaccurate information will cause your background study to be invalid. You are not permitted to change the registration information below at a later time. Double check that the information you entered is accurate before you continue.

* First Name
Last Name
Date of Birth
Social Security Number
* Email
* Confirm Email
* Phone
Phone Type

Cancel Register

After clicking "register" the below pop up will appear. Click the "Confirm Registration" button

Confirm Registration

Please confirm that you want to create an Applicant Data Entry Portal account by selecting "Confirm Registration."

Confirm Registration Cancel

After confirming your registration, you will be prompted to check your email for a temporary password. Please check the email address you entered on the previous, account registration, page. Close this tab.

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Registration Confirmed

samzienden@gmail.com is now Registered. Please check your email to retrieve your temporary password.

[Back to Login page](#)

You should receive an email from dhs.netstudy2@state.mn.us supplying you with your temporary password.

NS2 Notification: New User Account Login for Applicant Data Entry Portal - NETStudy2



dhs.netstudy2@state.mn.us

1:01 PM (9 minutes ago)



to me ▾

You can now log into the NETStudy 2.0 Applicant Data Entry Portal at: <https://netstudy2.dhs.state.mn.us/Applicant>.

Your username is the email address you used to register your account. Your temporary password is listed below.

Password: SoNHFK9@

When you log into the NETStudy 2.0 Applicant Data Entry Portal for the first time, you will be prompted to change your password and set a security question.

If have any questions or require technical assistance, please contact the NETStudy 2.0 Support team at 651-431-6620 or by email at dhs.netstudy2@state.mn.us.

Caution: This e-mail and attached documents, if any, may contain information that is protected by state or federal law. E-mail containing private or protected information should not be sent over a public (nonsecure) Internet unless it is encrypted pursuant to DHS standards. This e-mail should be forwarded only on a strictly need-to-know basis. If you are not the intended recipient, please: (1) notify the sender immediately, (2) do not forward the message, (3) do not print the message and (4) erase the message from your system.

Once you have your temporary password, click the first link (<https://netstudy2.dhs.state.mn.us/Applicant>) to navigate back to MN DHS Netstudy Portal to complete your account creation.

Log in with the email you provided and your temporary password.

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Login

Please refer to the Applicant Background Study Instructions form given to you by the provider requesting your background study. If you have questions, please email the Minnesota Department of Human Services Background Studies Division: dhs.netstudy2@state.mn.us.

To make sure you have best experience possible, the MNDHS system will support only the most up-to-date version of the following internet browsers:

- Mozilla Firefox
- Internet Explorer
- Google Chrome
- Safari

Using an older or unsupported internet browser may lead to web pages within the MNDHS system to not function as intended. Please ensure you are using the most up-to-date version of your internet browser.

*** Required**
* UserName / Email Address
* Password:
Password is required

[Forgot Password / Unlock](#) [Login](#)

OR

[Register as a new user](#)

You will be prompted to read and accept the terms and conditions. DO so by checking the box in the bottom left corner, and clicking the "Accept" button in the bottom right corner.

The screenshot shows the 'Terms and Conditions' page for NETStudy 2.0. The page has a dark blue header with the Minnesota Department of Human Services logo on the left and 'Change Password' and 'Logout' links on the right. The main content area is white with a green header for the title. The text outlines the terms of use, including a disclaimer of liability, a statement of responsibility, and a privacy notice. It also lists requirements for a transferable background study, such as having an eligible determination, providing a social security number, and having fingerprints and a photo taken. At the bottom, there is a checkbox labeled 'I accept the Terms and Conditions of the End User License Agreement' and two buttons: 'Cancel' and 'Accept'.

Terms and Conditions

Access to NETStudy 2.0: NETStudy 2.0 is password protected. By logging into the website with an authorized username and password, you are acknowledging that you understand and agree to the following:

- 1) Protection of your private information is dependent on you keeping your username and password confidential, including using strong passwords, changing them regularly, and not sharing them with others.
- 2) By accessing NETStudy 2.0, you are acknowledging you are accessing a restricted application.
- 3) You are entirely responsible for all activities that occur on this site under your username.
- 4) System usage will be monitored, recorded and subject to audit. Unauthorized use of the system is prohibited and may result in criminal and/or civil penalties.

Privacy notice: Prior to initiating your background study, please review the Minnesota Department of Human Services privacy notice that you received from the provider. By agreeing to the system access terms, you are acknowledging that you received and reviewed the privacy notice.

"Adam Walsh" child foster care background studies: Currently, background studies for child foster care are included in NETStudy 2.0 for initiation by a limited number of counties and child placement agencies. These background studies are sometimes referred to as "Adam Walsh" studies because of the additional requirements that apply to them under the federal Adam Walsh Child Protection and Safety Act. "Adam Walsh" background studies are not processed through this self-initiated portal. Contact your county or private licensing agency if you need a background study to provide child foster care.

Transferable background study: Your background study determination is transferable when all of the following apply:

- * You have an eligible background study determination.
- * You choose to provide your social security number for the background study.
- * Your background study includes fingerprints and a photo in the NETStudy 2.0 system.
- * You are on a program's roster or have separated within six months.
- * The background study request is submitted in NETStudy 2.0.

* The position to which the background study will apply to has the same background study requirements. [NOTE: The same requirements apply for most background studies, but for example, background studies for child foster care have additional requirements.]

Verify Correctness: You are responsible for accurately entering all required information and making sure that the information exactly matches the identity document that you will use to be fingerprinted and photographed. If the information does not match exactly, you cannot be fingerprinted. Your identity information will also be verified by the entity that submits the background study.

Updated information: Information that is updated in NETStudy 2.0, including your name, address, and other contact and personal information, is available to all entities that you are affiliated with or have been affiliated with through a NETStudy 2.0 background study.

No refunds: The background study fee is non-refundable. This includes but is not limited to when the background study request includes incorrect information or if you are not fingerprinted and photographed in the required time.

By clicking the check box, I accept the Terms and Conditions of the End User License Agreement. I acknowledge and confirm that I have read, understand, and accept the terms and conditions as stated in the End User License Agreement.

☐ I accept the Terms and Conditions of the End User License Agreement

Cancel Accept

After accepting the terms and conditions you will be prompted to change your password, mind the password rules noted on the right.

The screenshot shows the 'Change Password' page. The header is dark blue with the Minnesota Department of Human Services logo on the left and 'Change Password' and 'Logout' links on the right. The main content area is white with a green header for the title. On the left, there are 'Password Rules' listed. On the right, there are three password input fields: 'Current Password', 'New Password', and 'Confirm Password'. A 'Change Password' button is at the bottom right.

Change Password

Password Rules

- Must be 8 - 16 characters.
- One or more uppercase letters.
- One or more lowercase letters.
- One or more numbers.
- One or more special characters.
- Cannot reuse prior passwords.

* Current Password:

* New Password:

* Confirm Password:

Change Password

After changing your password you will be prompted to select your security questions. Please do so and click the "submit" button.

The screenshot shows the 'Security Question' page of the Minnesota Department of Human Services (DHS) Applicant Data Entry Portal. At the top left is the DHS logo. At the top right are links for 'Change Password' and 'Logout'. A green banner at the top of the main content area contains a checkmark icon and the text 'Your password has been changed'. Below this banner, the heading 'Security Question' is displayed. The main content area is divided into two columns. The left column contains the text: 'Please choose a security question and provide the answer. This security question will be used to reset your password in the "Forgot Password" process.' The right column contains a form with the heading 'Select a question below and/or edit the question text'. The form includes three input fields: 'Security Question', 'Security Answer', and 'Confirm Security Answer'. A 'Submit' button is located at the bottom right of the form.

After submitting your security questions, you will be redirected to the homepage. From here you can start your MN DHS Background Study Application.

The screenshot shows the 'Home' page of the Minnesota Department of Human Services (DHS) Applicant Data Entry Portal. At the top left is the DHS logo. At the top right are links for 'Home', 'My Account', 'Change Password', and 'Logout'. A green banner at the top of the main content area contains a checkmark icon and the text 'Your Security Questions have been updated.'. Below this banner, the heading 'Home' is displayed. The main content area contains the following text: 'Welcome to the Minnesota Department of Human Services (DHS) Applicant Data Entry Portal. Please follow the instructions on the screens to complete the data entry for your background study request. You must have the "Provider Number" to start. The "Provider Number" is on the Applicant Background Study instruction sheet the entity gave you to use this portal. There are several screens in the portal, but they do not take long to complete. You must complete all of the screens before you submit your background study request to the entity for review. After the entity verifies your background study information, the entity may submit it to DHS. Upon submission of your background study to DHS by the entity, you will receive an email to retrieve your fingerprint and photo authorization form. Thank you for your interest in working with children, vulnerable adults, or people that receive health and human services. Once provided with a Provider Number, click Create Application to begin.' A 'Create Application' button is located at the bottom right of the main content area.

Submitting an Application

From the homepage, click the "Create Application" button in the bottom right hand corner.

The screenshot shows the homepage of the Minnesota Department of Human Services (DHS) Applicant Data Entry Portal. The header includes the DHS logo and navigation links: Home, My Account, Change Password, and Logout. A green banner at the top of the main content area reads "Your Security Questions have been updated." Below this, the page is titled "Home" in a green bar. The main content area contains a welcome message, instructions on how to use the portal, and a "Create Application" button in the bottom right corner, which is highlighted with a red rectangle.

You will need WSU College of Nursing and Heath Sciences **provider number**, it is **9NNN6P**

The screenshot shows the "provider Search" page of the Minnesota Department of Human Services (DHS) Applicant Data Entry Portal. The header includes the DHS logo and navigation links: Home, My Account, Change Password, and Logout. The page is titled "provider Search" in a green bar. The main content area contains instructions on how to use the search function. A red rectangle highlights the "Provider Number" input field, which contains the text "9NNN6P". Below the input field are "Search" and "Cancel" buttons.

Enter your profile data and click the "next" button in the bottom right corner of the page. Some data will aut-populate from your account creation.

The screenshot shows the "Profile" page of the Minnesota Department of Human Services (DHS) Applicant Data Entry Portal. The header includes the DHS logo and navigation links: Home, My Account, Change Password, and Logout. The page is titled "Profile" in a green bar. The main content area contains instructions on how to enter profile information. A red rectangle highlights the profile information input fields, which include "First Name" (Samantha), "Middle Name" (No Middle Name), "Last Name" (Zierden), and "Suffix" (dropdown menu). The "Next" button is located in the bottom right corner of the page.

You will be asked to verify your identity by providing a government issued photo ID number. Do so and then click the "Next" button.

The screenshot shows the 'Verify Identity' form. On the left, a green header bar contains the text 'Verify Identity'. Below it, a white box contains the instruction: 'An expiration date is required if there is one on the document. If there is not an expiration date, leave this field blank.' On the right, a white box contains the 'Identity Document' section with the following fields: 'Document' (a dropdown menu), 'Document #' (a text field), 'Issuing Authority' (a text field), and 'Expiration Date' (a text field). At the bottom of this section are four buttons: 'Withdraw', 'Save and Close', 'Back', and 'Next'.

You will be asked to provide your physical address. Do so and then click the "Next" button.

The screenshot shows the 'Physical Address' form. On the left, a green header bar contains the text 'Physical Address'. Below it, a white box contains the instruction: 'Enter your permanent address. For students, this may be your parent's home address. You will be asked to enter the address where you receive mail on the next screen.' On the right, a white box contains the 'Physical Address' section with the following fields: 'Address Line 1' (a text field), 'Address Line 2' (a text field), 'City' (a text field), 'State' (a dropdown menu with 'Minnesota' selected), 'County' (a dropdown menu), and 'Zip Code' (a text field). At the bottom of this section are four buttons: 'Withdraw', 'Save and Close', 'Back', and 'Next'.

You will be asked to provide your Mailing address. This may be the same as your physical address, click the "same as physical address" box or enter your mailing address. Then click the "Next" button.

*Note: this is where your Clearance Letter (proof of a cleared background check) will be sent.

The screenshot shows the 'Mailing Address' form. On the left, a green header bar contains the text 'Mailing Address'. Below it, a white box contains the instruction: 'Enter your mailing address if different from your permanent address. If the address is the same, click the box "Mailing Address is the same as Permanent Address." Your background study determination will be mailed to your...'. On the right, a white box contains the 'Mailing Address' section with a checkbox labeled 'Mailing Address is same as Permanent Address'. Below this checkbox is a text field labeled 'Address Line 1'. At the bottom right of the page, the text 'Page 8' is visible.

You will be asked if you have lived outside of Minnesota in the last 5 years. Enter the additional state info or check the box "I have not lived in another state during the specified time frame" box. Click the "Next" button.

The screenshot shows the 'Prior Addresses' form. At the top left is the Minnesota Department of Human Services logo. At the top right are links for Home, My Account, Change Password, and Logout. The form title 'Prior Addresses' is in a green header. The main content area has two columns. The left column contains instructions: 'If you have lived outside of Minnesota in the past 5 years, enter the information for each state and click "Add this previous address". Repeat this process for additional states. If you have not lived outside of the state in the past 5 years click the box "I have not lived in another state during the specified time frame".' The right column contains a form with a dropdown for 'State', dropdowns for 'Year From' and 'Year To', a blue button 'Add this previous address', a checkbox 'I have not lived in another State during the specified time frame', and four buttons at the bottom: 'Withdraw', 'Save and Close', 'Back', and 'Next'.

Enter any previous names or aliases, click the "Next" button.

The screenshot shows the 'Prior Names and Aliases' form. At the top left is the Minnesota Department of Human Services logo. At the top right are links for Home, My Account, Change Password, and Logout. The form title 'Prior Names and Aliases' is in a green header. The main content area has two columns. The left column contains instructions: 'Enter all prior names and aliases including maiden names, married names, name changes, and any other name you have used or have been known by. These are required for the background study to be valid and are required by law. After you enter each name, click "Add this alias". Repeat this process for each name or alias.' and 'If you have not been known by any other names or aliases, click the box "I have never been known by any other names or aliases".' The right column contains a form with input fields for 'First Name', 'Middle Name', and 'Last Name', a blue button 'Add this name or alias', a checkbox 'I have never been known by any other names or aliases', and four buttons at the bottom: 'Withdraw', 'Save and Close', 'Back', and 'Next'.

Reaffirm that you have or have not lived in a state aside from Minnesota, click the "Next" button.

The screenshot shows the 'Role at Provider' form. The header includes the Minnesota Department of Human Services logo and navigation links: Home, My Account, Change Password, and Logout. The form title is 'Role at Provider'. Below the title, a message states: 'This page requests information about your role at the Provider.' To the right, there is a question: 'Have you lived in any U.S. state other than Minnesota anytime since March, 2017:'. Below the question is a dropdown menu. At the bottom of the form are four buttons: Withdraw, Save and Close, Back, and Next.

READ the right side. If you wish to check the provided registries for your name and provide additional detail as to your presence on any list. Do so now. Click the "next" button to move on to payment as you are required to pay for your background study.

The screenshot shows the 'Registry Information' form. The header includes the Minnesota Department of Human Services logo and navigation links: Home, My Account, Change Password, and Logout. The form title is 'Registry Information'. Below the title, there is a paragraph explaining that NETStudy 2.0 does an automatic search of the Minnesota Nurse Aide Registry, the federal Office of Inspector General (OIG) list of Excluded Individuals/Entities, and the Minnesota OIG Excluded Individuals list. It states that users may check these registries themselves to see if they are on these lists and, if so, enter a note to the entity with an explanation. Below this paragraph, it says: 'If you are required to pay the background study fee, click "Next" to proceed to the payment screen. If payment is not required, click "Finish" to submit your request to the entity to review.' To the right, there are three registry entries, each with a 'Registry' name, a 'Result' of 'Cleared', and a 'Checked Date' of '03/16/2022'. Each entry has an 'Add Note' button. The registries are: 'MN Nurse Aide Registry', 'MN OIG Excluded Individuals', and 'OIG List of Excluded Individuals/Entities'. At the bottom of the form are four buttons: Withdraw, Save and Close, Back, and Next.

Read the disclosure and indicate if you have been convicted of a crime. "Add Response" if you select yes to provide additional details. Click the "Next" button.

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Home My Account Change Password Logout

Disclosure

You are receiving this consent and disclosure form because a background study was requested to be completed on you. This may be because you applied for a job or volunteer position, own or operate a business, or are in another position that requires a background study to be submitted to the Minnesota Department of Human Services (DHS) under Minnesota Statutes, Chapter 245C. As part of this background study, DHS may request records from several sources, including a fingerprint-based criminal history check through the Minnesota Bureau of Apprehension (BCA) of records held by the BCA and Federal Bureau of Investigation (FBI). For your background study to be completed, state and federal law requires that you consent to the study and provide information about possible criminal history that could affect your background study determination.

You received the DHS Notice of Privacy Practices and FBI Privacy Statement from the entity that requested your background study. It provides more information about how your information will be protected and used. It also includes information about your rights including that you may:

- Obtain a copy of your background check report
- Challenge the accuracy or completeness of the information contained in the background report or record
- Receive notice of your appeal rights and instructions on how to complete the appeals process

You must complete and submit this consent and disclosure process for your background study to continue. If you do not complete and provide your electronic signature, your background study will stop and the entity that submitted the request will be informed that you cannot be hired or volunteer for the position that requires the background study.

If you have a crime on your record, it will be reviewed by DHS staff and state law will be followed to determine if you can work or volunteer. Before your background study is completed, the entity that submitted the study may choose to deny you access to person(s) to whom the entity provides care. The entity will not receive this form or be able to view what you submit. The information you provide is protected and used only as permitted by law.

If you have certain crimes on your record, depending on what they are and when they happened, you may still pass your background study. In some cases, restrictions may apply and you will be informed. If you have questions about this form or your background study email: dhs.netstudy2@state.mn.us

If you have crimes to report, click "Add Response" to report each crime when prompted on the following screen.

I have been convicted of a crime:

☐ Yes

☐ No

Back Next

Check "yes" or "no" to provide consent for the background study. Click the "Next" button.

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Home My Account Change Password Logout

Disclosure

Authorization Statement

Do you consent to the DHS background study?

☐ Yes

☐ No

Back Next

Type your name as an electronic signature, click the "next" button.

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Home My Account Change Password Logout

Disclosure

Attestation and Signature:

By providing your electronic signature below you are agreeing that you:

- Consent to a fingerprint-based background study that will include a criminal record check in Minnesota and possibly a federal criminal record check
- Understand that the criminal history information will be used by DHS for the purpose of a background study
- Read and understand the information in this consent
- Provided complete, true and accurate information

Type your first name and last name to sign electronically. Your name must match your legal identification document. Click submit to complete your consent and disclosure requirement. Your information will be automatically sent to DHS.

Back Next

Payment

You will be directed to the screen below. Click the "Pay Now" button, DO NOT close this tab.

The screenshot shows the 'Payment Information' section of the Department of Human Services portal. At the top, the logo and name 'm1 DEPARTMENT OF HUMAN SERVICES' are visible, along with navigation links: 'Home', 'My Account', 'Change Password', and 'Logout'. The main heading is 'Payment Information'. Below it, a message states: 'To pay the background study fee, click "Pay Now." You must pay the background study fee before your request will be submitted to the entity for review.' A table lists the fee details:

Fee Name	Amount	Payment
Background Check Fee	\$42.00	Due Now \$47.00

The 'Pay Now' button is highlighted with a red box. At the bottom of the form, there are three buttons: 'Withdraw', 'Save and Close', and 'Back'.

From this page, click the "Complete Payment" button, DO NOT close this tab. You will notice that the "Submit" button is grayed out and you are unable to click it until you have completed your payment. You will need to return to this page after payment to submit your application.

The screenshot shows the 'Payment' section of the Department of Human Services portal. At the top, the logo and name 'm1 DEPARTMENT OF HUMAN SERVICES' are visible, along with navigation links: 'Home', 'My Account', 'Change Password', and 'Logout'. The main heading is 'Payment'. Below it, a message states: 'To submit your background study request to the entity, click "Submit." The "Submit" button is disabled until you complete payment of the background study fee. To pay the background study fee:

1. Click "Complete Payment" to go to the DHS Electronic Payment System. The payment system will open in a new tab in your browser. You may need to disable your popup blocker if the payment portal does not open when you click the "Complete Payment" button.
2. On the DHS Electronic Payment System page, click "Register" to create an account. This will save your payment information for future background studies. If you do not want to create an account, click "Pay without Registering."
3. After you complete the payment in the DHS Electronic Payment System you MUST RETURN to this portal to submit your background study request to the entity. If you do not return to the portal to submit your background study request, it will not be received by the entity.

The 'Complete Payment' button is highlighted with a red box. At the bottom of the form, there are two buttons: 'Back' and 'Submit'.

A new tab will open with the MN Electronic Payment System. Click the "Register" or "Pay Without Registering" blue hyperlinks below the red log In button and follow the prompts to pay for your background check.



Payments

[Exit](#)

Welcome to the Electronic Payment System

Please enter your User ID and Password and click Log In.

User ID

[Forgot Your User ID?](#)

Password

[Forgot Your Password?](#)

Log In

[Register](#)[Pay Without Registering](#)[Customer Service](#)[Help](#)[Privacy Policy](#)[Security](#)

Make sure to click the "Confirm" button on the "Review Payment" Page. You have not paid until you see a "Confirmation Number" and you receive a conformation email like the one below.

Zierden, Sam

From: State of Minnesota Department of Human Services <epaynoreply@usbank.com>
Sent: Wednesday, March 16, 2022 1:50 PM
To: Zierden, Sam
Subject: Payment Confirmation for NETStudy 2.0

*** PLEASE DO NOT RESPOND TO THIS EMAIL ***

Thank you for your payment.

This email is to confirm your payment submitted on Mar-16-2022 for NETStudy 2.0.

Confirmation Number: REDACTED
Payment Amount: \$42.00 **Now \$47.00**
Scheduled Payment Date: Mar-16-2022
Amount Due: \$42.00

Payer Name: Sam Zierden
Credit Card Number: REDACTED
Credit Card Type: REDACTED
Approval Code: REDACTED

Merchant: Minnesota Dept of Human Services

Website:

<https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fmn.gov%2Fdhhs%2F&data=04%7C01%7Csam.zierden%40winona.edu%7C93e1bc2dd7f84d6f1c2208da077dd21c%7C5011c7c60ab446ab9ef4fae74a921a79%7C0%7C0%7C63783053422736359%7CUnknown%7CTWfpbGZsb3d8eylWjoiMC4wLjAwMDAilCjQjoiV2luMzIlLCJBTi6k1haWwllCjXVCi6Mn0%3D%7C3000&data=9ja0XHkKCAUB52XVJBdmotOpEBRf3hneNTPA95pi2s%3D&reserved=0>

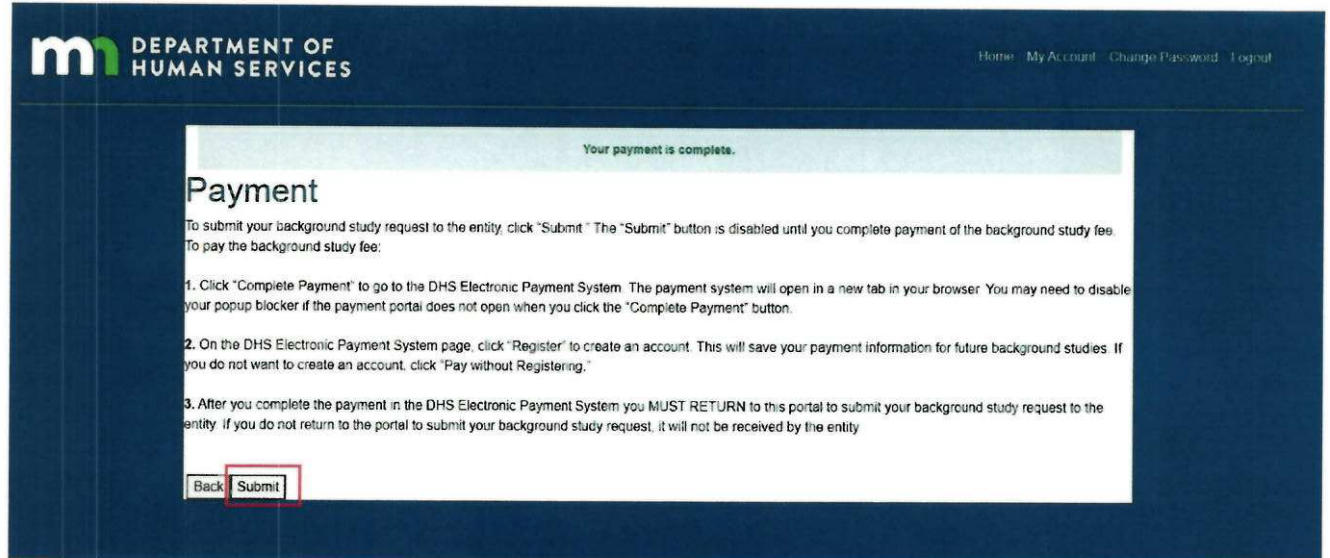
If you have questions about this payment or need assistance, please view the payment online at <https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnetstudy2.dhs.state.mn.us%2F&data=04%7C01%7Csam.zierden%40winona.edu%7C93e1bc2dd7f84d6f1c2208da077dd21c%7C5011c7c60ab446ab9ef4fae74a921a79%7C0%7C0%7C63783053422736359%7CUnknown%7CTWfpbGZsb3d8eylWjoiMC4wLjAwMDAilCjQjoiV2luMzIlLCJBTi6k1haWwllCjXVCi6Mn0%3D%7C3000&data=31X8uYq%2Bq6XEJ%2B2MFwVsXw55ImOrtEFRjX8FDARPHg%3D&reserved=0>, or call Customer Service at (651)431-2002.

Thank you for using the Minnesota State electronic payment system.

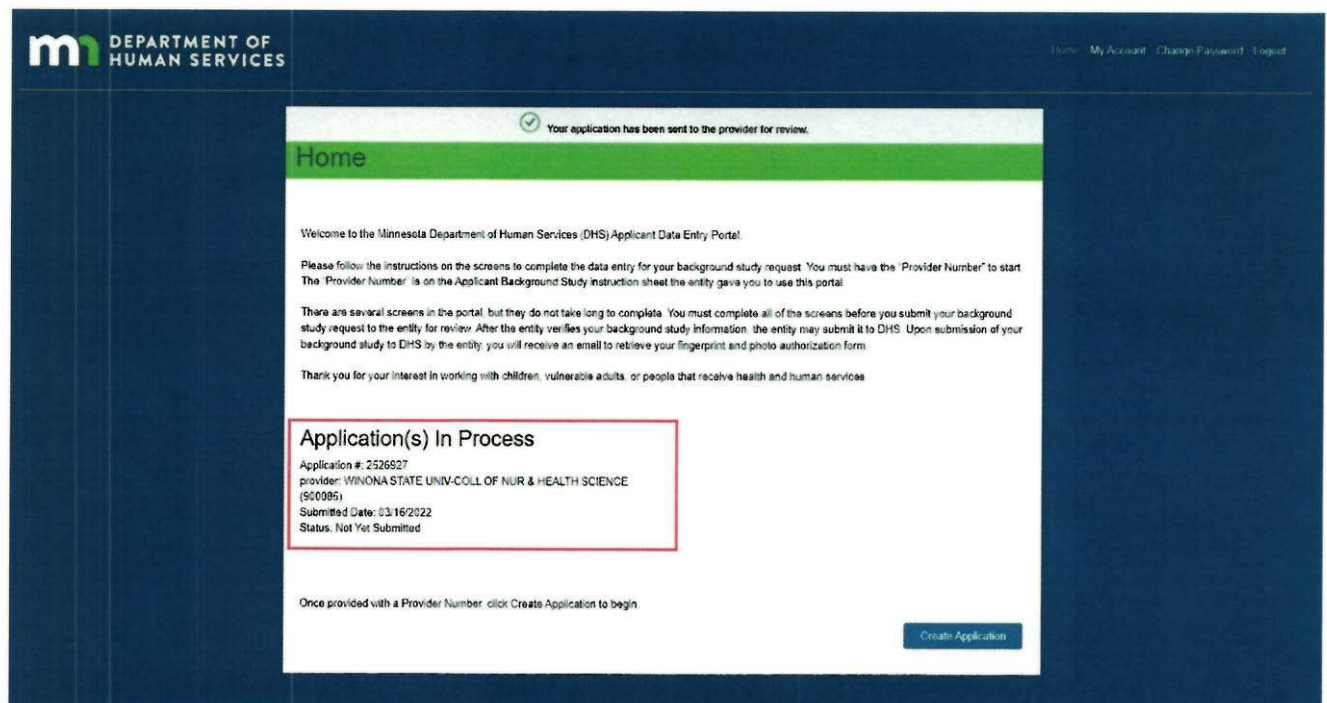
U.S. BANCORP made the following annotations

Electronic Privacy Notice. This e-mail, and any attachments, contains information that is, or may be, covered by electronic communications privacy laws, and is also confidential and proprietary in nature. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or otherwise disclosing this information in any manner. Instead, please reply to the sender that you have received this communication in error, and then immediately delete it. Thank you in advance for your cooperation.

Return to the previous tab, you will see a banner above the "Payment" title, that says "Your Payment is Complete", now click the "Submit" button.



You will be redirected to this page where the banner above the "Home" title says "Your application has been sent to the provider for review". At this point WSU must verify and finalize your application. YOU ARE NOT DONE YET



Finalizing the Application - WSU

After WSU finalizes your application (this is a manual process and may take up to a week to occur. Please be patient) you will receive 2 emails. One from dhs.netstudy2@state.mn.us and one from nobody@uemail.identogo.com. YOU ARE NOT DONE until you download your "Clearance Letter".

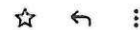
MN DHS email informing you your application has been finalized by WSU.

ACTION REQUIRED- Your background study request has been submitted - NETStudy2



dhs.netstudy2@state.mn.us

10:13 AM (0 minutes ago)



to me

Your background study request was started by WINONA STATE UNIV-COLL OF NUR & HEALTH SCIENCE (900085). In order for your background study to be completed, you will need to make an appointment and be fingerprinted. You will receive an email from IDEMIA/IdentoGO with a link to complete a short pre-enrollment for fingerprinting. Attached is a copy of the Department of Human Services Privacy Notice and FBI Privacy Statement. You should have also received these from the entity that is requesting your background study.

If you have any questions, please email the Department of Human Services' Background Studies Division, at dhs.netstudy2@state.mn.us or call 651-431-6620.

Caution: This e-mail and attached documents, if any, may contain information that is protected by state or federal law. E-mail containing private or protected information should not be sent over a public (nonsecure) Internet unless it is encrypted pursuant to DHS standards. This e-mail should be forwarded only on a strictly need-to-know basis. If you are not the intended recipient, please: (1) notify the sender immediately, (2) do not forward the message, (3) do not print the message and (4) erase the message from your system.



IdentoGO email asking you to schedule your fingerprints and photograph. Click the "Click here to schedule your appointment" hyperlink.

IdentoGO Service Confirmation - MN DHS Background Study
1 message

nobody@uemail.identogo.com <nobody@uemail.identogo.com>
To: The email you registered with

Thu, Mar 17, 2022 at 10:13 AM

Service Details:

Customer	SAMANTHA Z.
Background Study ID	REDACTED
UE ID:	REDACTED
Services	
MN DHS Background Study:	\$9.50
Total:	\$9.50

Payment is 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 Cashiers Check
Cash will not be accepted

Status as of 03/17/22

PreEnrolled
You have successfully pre-enrolled.

You need to do the following for your background study:

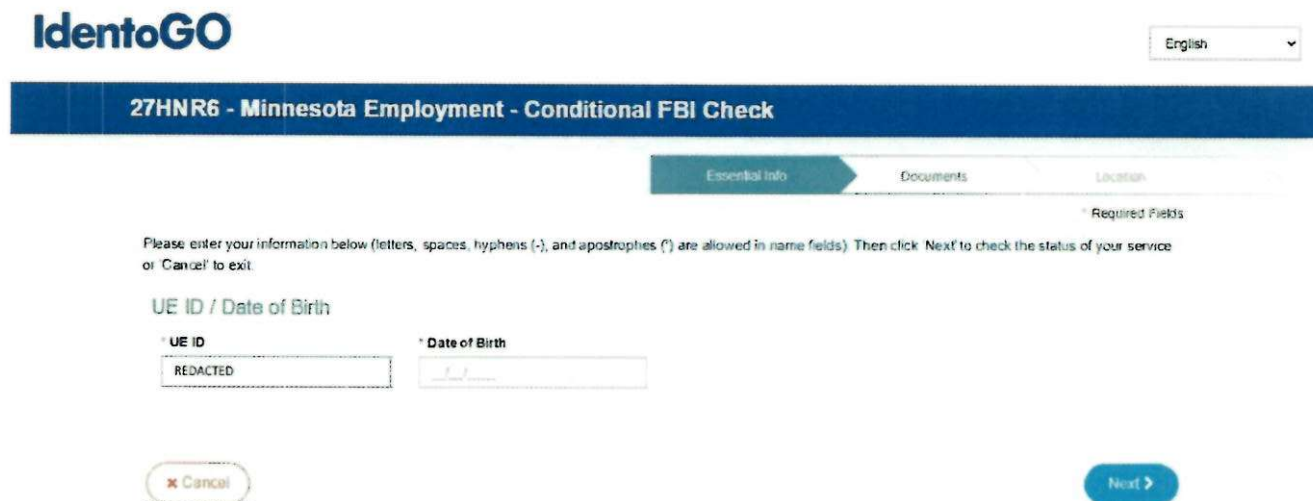
- Click on the link to complete the pre-enrollment screens and schedule a time to be fingerprinted and photographed.
- Check to find any additional emails that look like this one, but that have a different UEID number. If you have more than one of these emails, the law requires you to be fingerprinted 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 844-556-8505.

[Click here to schedule your appointment](#)

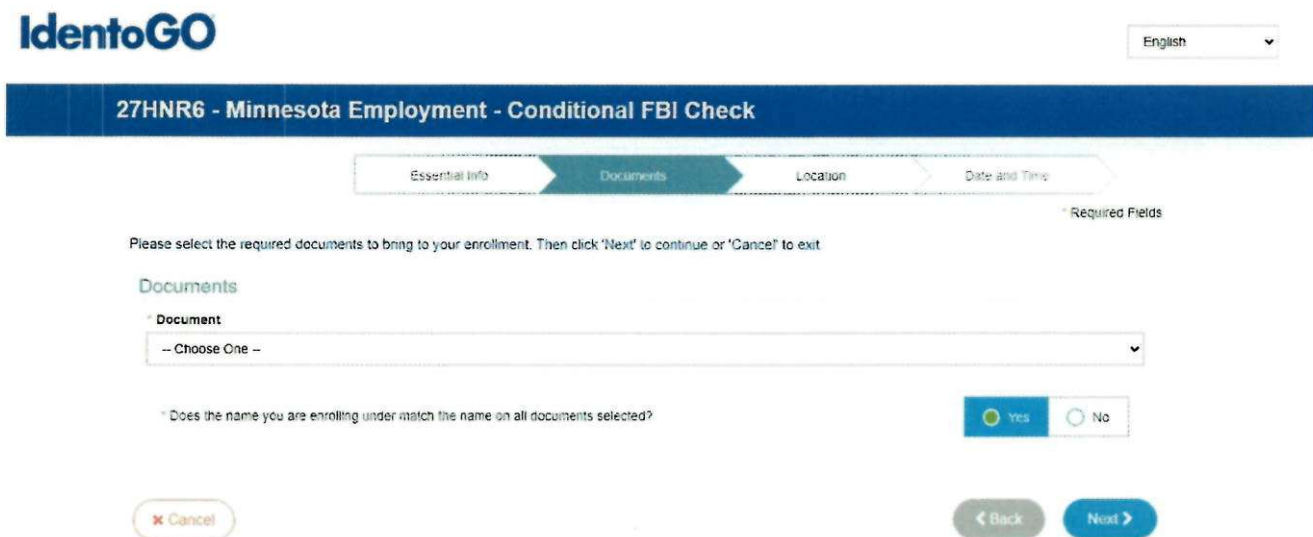
This message is only for the use of the intended recipient and may contain information that is CONFIDENTIAL and PROPRIETARY to IDEMIA USA, Inc. If you are not the intended recipient, please erase all copies of this message and its attachments and notify the sender immediately.

On the IdentoGO Site you will be asked for your EU ID (if you clicked the link it may autofill, if not it is in your confirmation email from IdentoGO) and Date of Birth. Fill those in, and click the "Next" button.



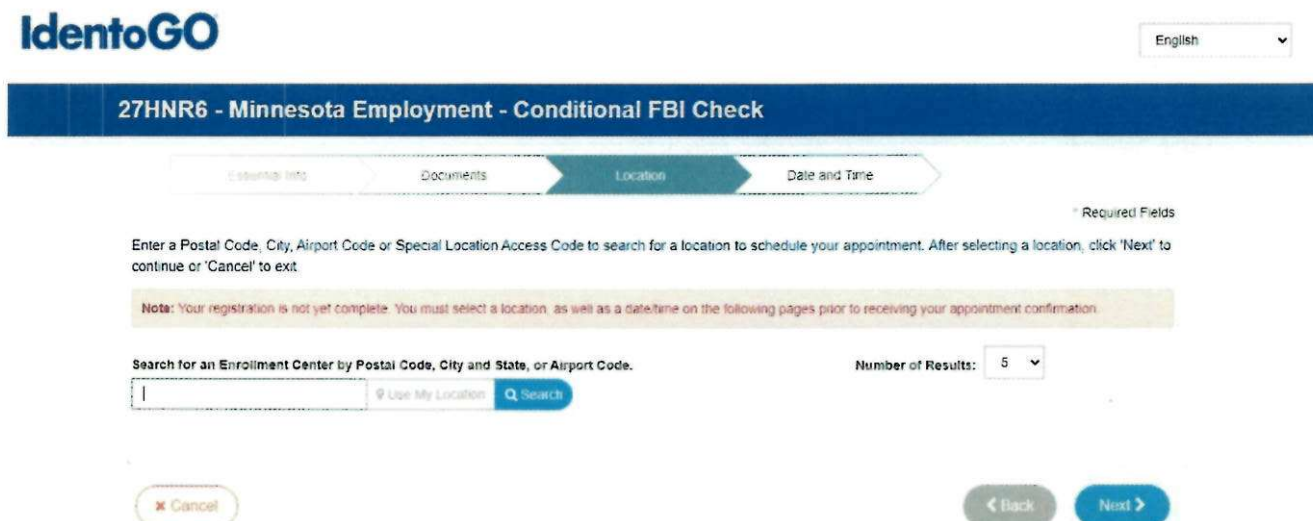
The screenshot shows the 'IdentoGO' logo at the top left and a language dropdown set to 'English' at the top right. Below is a blue header bar with the text '27HNR6 - Minnesota Employment - Conditional FBI Check'. A progress bar below the header has four steps: 'Essential Info' (active), 'Documents', 'Location', and 'Date and Time'. The main content area is titled 'Required Fields' and contains the instruction: '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.' Below this is a section for 'UE ID / Date of Birth' with two input fields. The 'UE ID' field contains the text 'REDACTED'. The 'Date of Birth' field is empty. At the bottom are two buttons: a red 'Cancel' button and a blue 'Next >' button.

Select the form of ID you will bring to your fingerprint appointment, then click the "Next" button.



The screenshot shows the 'IdentoGO' logo and 'English' language dropdown. The blue header bar contains '27HNR6 - Minnesota Employment - Conditional FBI Check'. The progress bar now highlights 'Documents' as the active step. The instruction reads: 'Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.' Below is a 'Documents' section with a 'Document' dropdown menu currently showing '-- Choose One --'. Below the dropdown is a question: 'Does the name you are enrolling under match the name on all documents selected?' with two radio buttons, 'Yes' (selected) and 'No'. At the bottom are three buttons: a red 'Cancel' button, a grey '< Back' button, and a blue 'Next >' button.

Search the area in which you want to find a fingerprint location. Then click the "Next" button.



The screenshot shows the 'IdentoGO' logo and 'English' language dropdown. The blue header bar contains '27HNR6 - Minnesota Employment - Conditional FBI Check'. The progress bar now highlights 'Location' as the active step. The instruction reads: 'Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.' Below this is a yellow note box: 'Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.' Below the note is a search section titled 'Search for an Enrollment Center by Postal Code, City and State, or Airport Code.' It includes a search input field, a 'Use My Location' button, and a 'Search' button. To the right, it says 'Number of Results: 5' with a dropdown arrow. At the bottom are three buttons: a red 'Cancel' button, a grey '< Back' button, and a blue 'Next >' button.

Select the day and time you would like your appointment. Then click the "Submit" button.



English

27HNR6 - Minnesota Employment - Conditional FBI Check

Location

Date and Time

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date

-- Choose One --

Select Time

-- Choose One --

Location Details:

IdentoGO
350 E Sarnia St
Ste 3
Winona, MN 55987-1889

Cancel

Back

Submit

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Privacy Policy

After confirming your appointment, you will receive another confirmation email from IdentoGO. Make sure to bring the ID you chose as your verification ID to your appointment.

After your Fingerprint appointment, log back into your MN DHS Netstudy account.

(<https://netstudy2.dhs.state.mn.us/Applicant>). Click on the blue "Clearance Letter" hyperlink and download

mn DEPARTMENT OF HUMAN SERVICES

Home My Account Change Password Logout

Home

Welcome to the Minnesota Department of Human Services (DHS) Applicant Data Entry Portal.

Please follow the instructions on the screens to complete the data entry for your background study request. You must have the "Provider Number" to start. The "Provider Number" is on the Applicant Background Study instruction sheet the entity gave you to use this portal.

There are several screens in the portal, but they do not take long to complete. You must complete all of the screens before you submit your background study request to the entity for review. After the entity verifies your background study information, the entity may submit it to DHS. Upon submission of your background study to DHS by the entity, you will receive an email to retrieve your fingerprint and photo authorization form.

Thank you for your interest in working with children, vulnerable adults, or people that receive health and human services.

Completed Application(s)

Below are your submitted applications

Application #: 2526927
provider: WINONA STATE UNIV-COLL OF NUR & HEALTH SCIENCE (900085)
Submitted Date: 03/17/2022
Status: Eligible
Document(s):

Unread	Document Name	Date Added	Added By
	Clearance Letter.pdf	03/18/2022	State User

Once provided with a Provider Number, click [Create Application](#) to begin

Create Application