

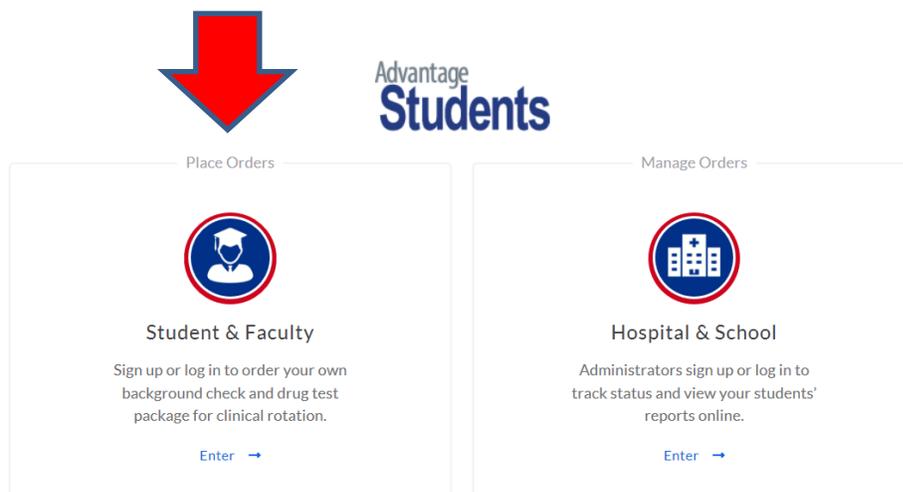
# Advantage Students

Any student who is entering any program at Grady EMS Education Academy is required to get an updated background check and drug test prior to being accepted. Below are some helpful instructions on how to complete your background check and drug screen through the vendor that Grady Health System has chosen, Advantage Students.

- 1) Go to [www.advantagestudents.com](http://www.advantagestudents.com) and click on "Login" at the top of the screen.

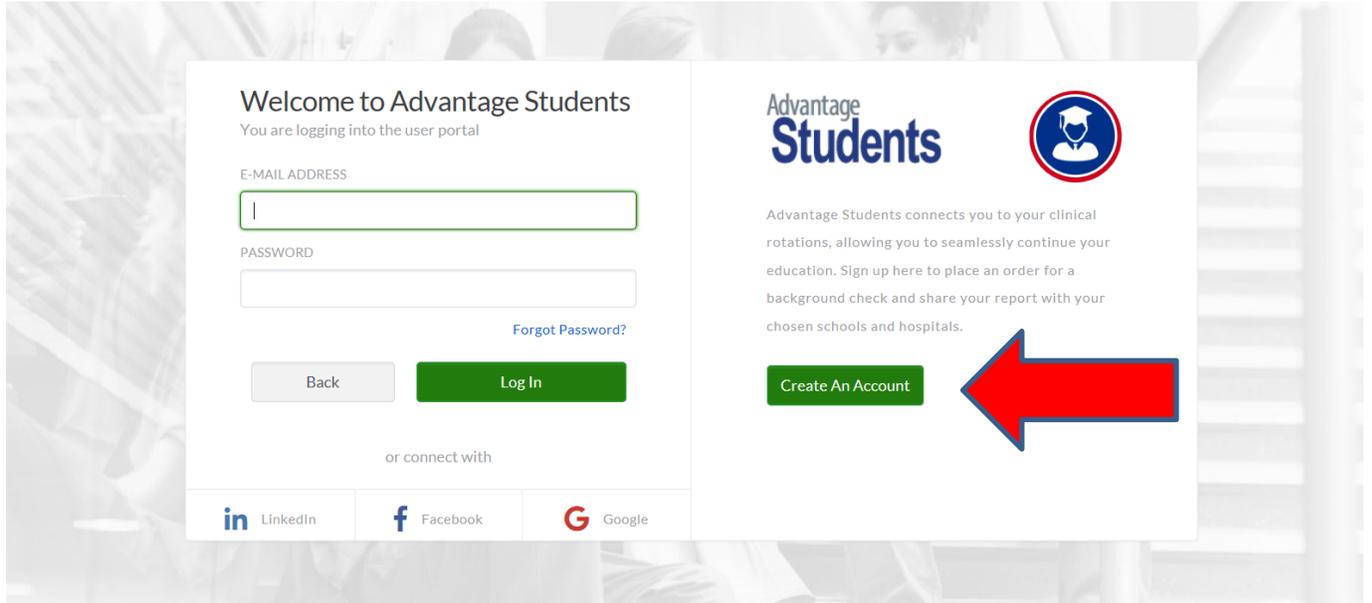


- 2) Click on the box to the left that says "Place Orders".

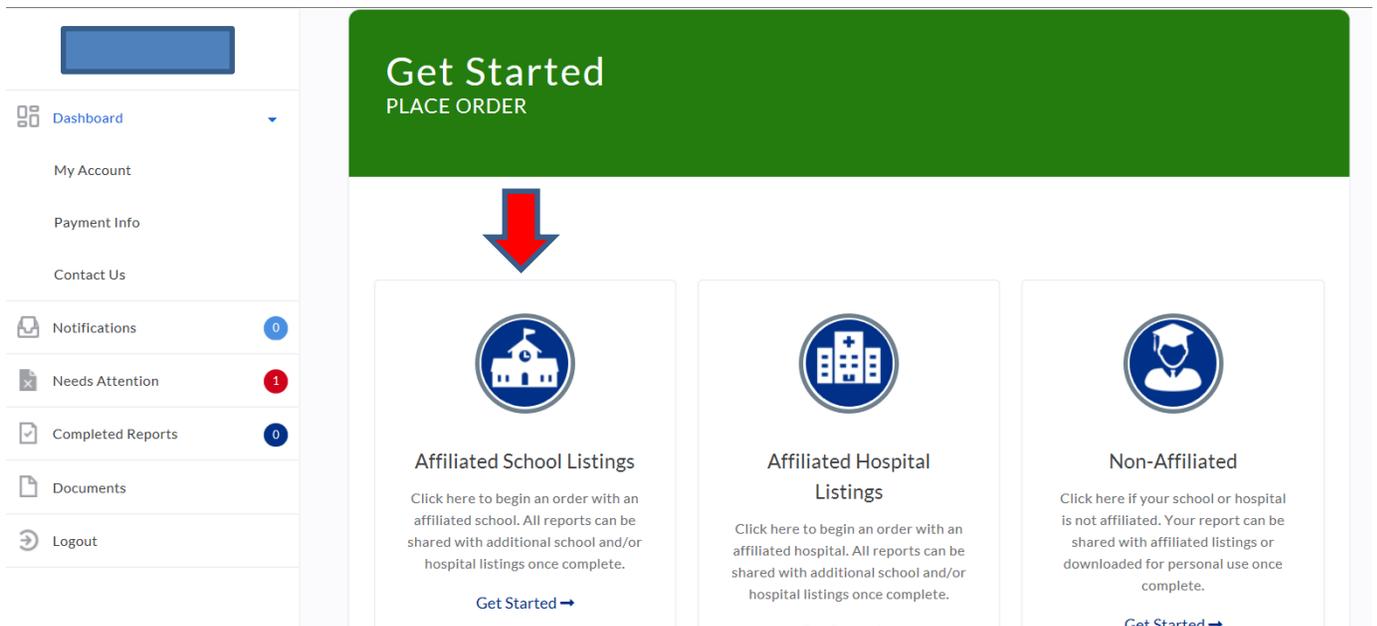


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3) Click on “Create an Account”



4) Click on the box on the left that says “Affiliated School Listings.”



5) Please see below on what to enter to find the right package, be careful to choose the correct one as it can be confusing. Make sure to select “Grady Health System – Student Education” on

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the last dropdown menu, we cannot see your results if you select another department at Grady Health Systems.

The screenshot shows a web application interface with a left-hand navigation menu and a main content area. The navigation menu includes: Payment Info, Contact Us, Notifications (0), Needs Attention (0), Completed Reports (0), Documents, and Logout. The main content area contains a form with the following sections and dropdown menus:

- Select School: Advantage Students 12 Panel DrugTest
- Select Program: Advantage Students 12 Panel DrugTest -
- Select Package: Comprehensive Background Check with 12 Panel Drug Test
- Select Hospital To Share Order Status (Optional): Grady Health System
- Select Program: Grady Health System - Student Education

Red starburst icons are placed to the left of each dropdown menu to highlight them.

6) The photo below is the exact package that you need to purchase. Make sure you have selected the “Comprehensive Background Check with 12 Panel Drug Test.”

The screenshot shows a package selection screen. On the left, there is a large red checkmark. The main content area is a white box with a grey border. The title is "Comprehensive Background Check with 12 Panel Drug Test". Below the title, it says "This package includes the following services:" followed by a bulleted list:

- Address History (National Social Security Search)
- Criminal History Search
- Multi-State Criminal History Search
- Multi-State Sex Offender Search
- Employment Verification
- OIG Exclusions List Search
- GSA Procurement Exclusion Search
- OFAC Watch List Search
- Verified Watch List
- Drug Test

On the right side of the box, the package name is repeated: "Advantage Students 12 Panel DrugTest", "Advantage Students 12 Panel DrugTest -", and "Comprehensive Background Check with 12 Panel Drug Test". Below this, there is a checkbox with the text "I certify the above package is correct". At the bottom right, there are two buttons: "Cancel" and "Next Step". A large red arrow points down to the "Next Step" button.

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- 7) Enter your personal information (Address History, Employment History, etc.) and make sure everything is accurate.

**Get Started**  
PLACE ORDER

Personal Identifiers

Personal Information | Address History | Verification 0 of 1 | Review

DATE OF BIRTH \*  
[Redacted] Date of birth in date format MM/DD/YYYY

SOCIAL SECURITY NUMBER \*  
[Redacted]  Click here if you do not have a Social Security Number

GENDER  
Female

OTHER NAME(S) USED (LIKE MAIDEN)  
[Redacted]

- 8) Don't forget to add your payment information. You can pay Advantage Students for your background check and drug test with either a credit card or money order. (Please be advised that money orders can take up to two weeks to process on their end, and they will not begin the background check or drug test until they have received payment)

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Dashboard / Payment Information

Payment Information

ADD NEW CARD

VISA | MasterCard | DISCOVER | AMERICAN EXPRESS

Select | Select | Select | Select

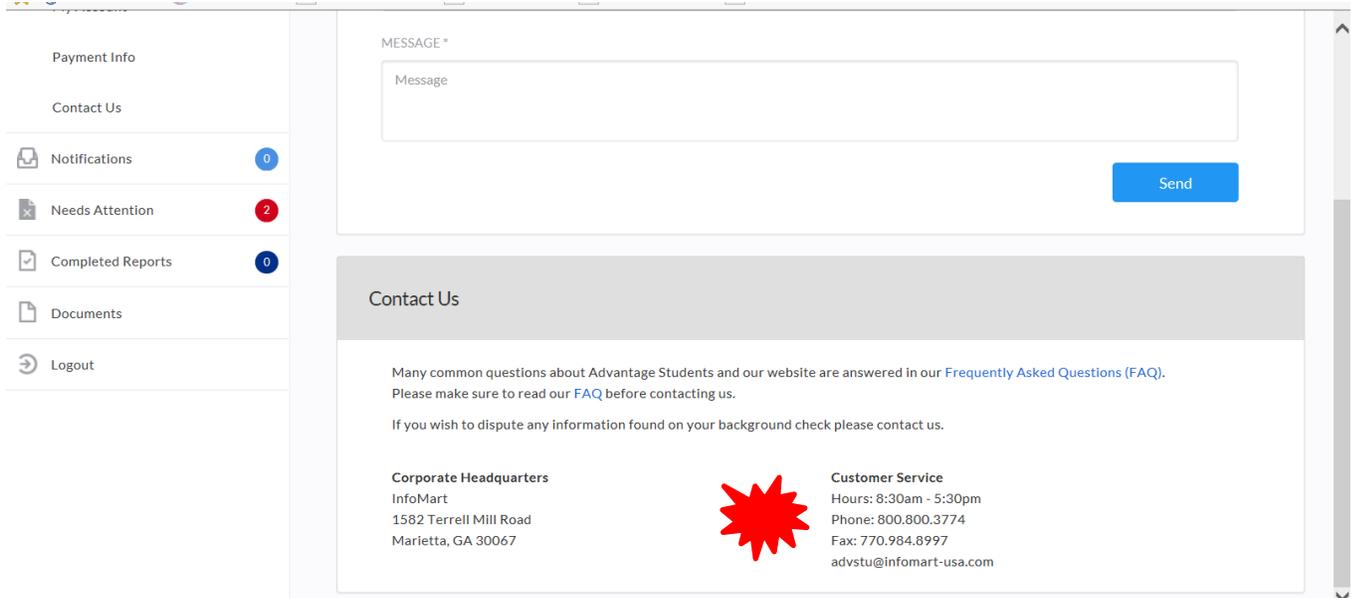
Please send Money Orders to:  
Advantage Students  
1582 Terrel Mill Road  
Marietta, GA 30067  
Your money order must be received before your order is processed

EXISTING CARDS

You have no saved credit cards.

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- 9) If you have any questions while completing your order, please reach out to Advantage Students directly so they can help troubleshoot any issues you may be having. You can find their contact information below.



The screenshot shows the Advantage Students website interface. On the left is a navigation menu with the following items: Payment Info, Contact Us (highlighted with a red arrow), Notifications (0), Needs Attention (2), Completed Reports (0), Documents, and Logout. The main content area features a 'MESSAGE \*' form with a text input field and a 'Send' button. Below the form is a 'Contact Us' section with the following text: 'Many common questions about Advantage Students and our website are answered in our [Frequently Asked Questions \(FAQ\)](#). Please make sure to read our [FAQ](#) before contacting us. If you wish to dispute any information found on your background check please contact us.' Contact information is provided for Corporate Headquarters (InfoMart, 1582 Terrell Mill Road, Marietta, GA 30067) and Customer Service (Hours: 8:30am - 5:30pm, Phone: 800.800.3774, Fax: 770.984.8997, advstu@infomart-usa.com). A red starburst graphic is placed between the two contact blocks.

- 10) Once the order has been processed and payment has been received an email will be sent to you with a link that will direct you to a site to schedule your drug test, you can also click on the “Schedule Drug Test” link on the confirmation page you receive. In addition, once you have placed your order you can then log into your account and link is also provided there.

**\*Your Drug Test can be taken any time the location you have selected is open, there is no appointment time and you can disregard the verbiage on the ePassport to proceed immediately.**

- 11) It can take several days for them to complete their background check, and to process your drug test. After the request is underway, you can log into the site to view your profile progress. Simply click the status link to view the profile. You will be notified by email when your background check is complete. Let us know if you have any questions about the process and we look forward to seeing you in class!

