

Validity Student Screening Instructions

Cleveland University Occupational Therapy Assistant Program

Click **HERE** to begin

Click “New User? Click here”
in upper right corner

Create a User Registration by
completing required fields;
click **SAVE**

An authentication message will
be dispatched to your email.
Follow the link in the email to set
password and begin application

Locate your needed package
by selecting the **SUBMIT** link

Read the “Notice” and
check the confirmation box;
click **NEXT** to continue



Read the “Summary of Rights under
the Fair Credit Reporting Act” and
check the box; click **NEXT**



Complete the Disclosure and enter
your signature in the electronic
signature box; click **NEXT**



Complete the required fields on the
Authorization and enter your
signature in the electronic signature
box; click **NEXT**



Select SUBMIT to complete application.

If you have any questions, please contact
Rachel Eisfelder at (913)234-0613 or
rachel.eisfelder@cleveland.edu. You may also
contact Validity Screening Solutions at 913-
322-5999 or via email at
students@validityscreening.com