

## UNO Counseling Department | Background Check Procedures

Background Checks are now required for all students prior to entering the department and/or prior to enrollment in either the school or clinical mental health specialization practicum. Background checks are completed through OneSource. Please follow the appropriate procedures below. **Receiving results can take up to a few weeks depending on DHHS response time.**

1. Go the OneSource to begin: <https://www.onesourcebackground.com/students/>
2. Click on **University of Nebraska – Omaha**
3. Click on **Department of Counseling | Background Check**
4. Click on **SIGN General Release**
5. Follow the instructions to sign the document through Adobe Document Cloud
6. Pay the fee of \$32.24 (current price as of 6/14/22)
7. In the following hours/days, you will receive an email from DHHS (Department of Health and human Services – Nebraska) with a link to complete a separate background check for the state.

**You will have 30 days to complete the DHHS background check or a \$5.00 fee will be required to resend you a new link.** The email will look like the image below:

