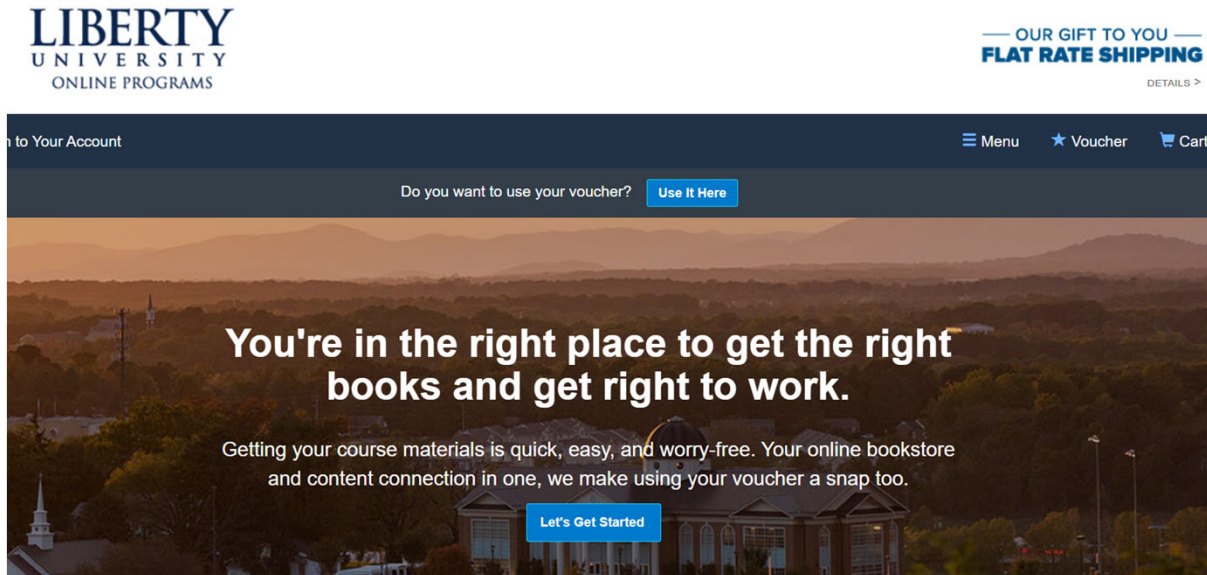


# **How to Purchase A Background Check/Fingerprint Package Through DISA Healthcare**

# 1. Enter the Bookstore and click the “Let’s get Started”



## 2. Select your term, program, and course, then click “View Your Materials”

### Getting Started

We've made it really easy to get your course materials. Let's get started.

<input type="radio"/> Summer A Starts between: 05/12/2025 - 08/15/2025	<input type="radio"/> Graduate Program	<input type="radio"/> COUC692-16WK ONLINE Course start: 05/12/2025 - 08/15/2025
<input type="radio"/> Summer A Starts between: 05/12/2025 - 08/15/2025	<input type="radio"/> Graduate Program	<input type="radio"/> Your Course ID
<input type="radio"/> Your Term	<input type="radio"/> Program	<input type="radio"/> Your Course ID
<input type="radio"/> Add Another Course		

☐ View Your Materials

### 3. Select the package that you need:

Package 1: Criminal Background Check with Fingerprints for students with SSN LATEST

Package 2: Criminal Background Check with Fingerprints for students without SSN LATEST

Package 3: Fingerprints Only for Students with SSN LATEST

Package 4: Fingerprints Only for students without SSN LATEST

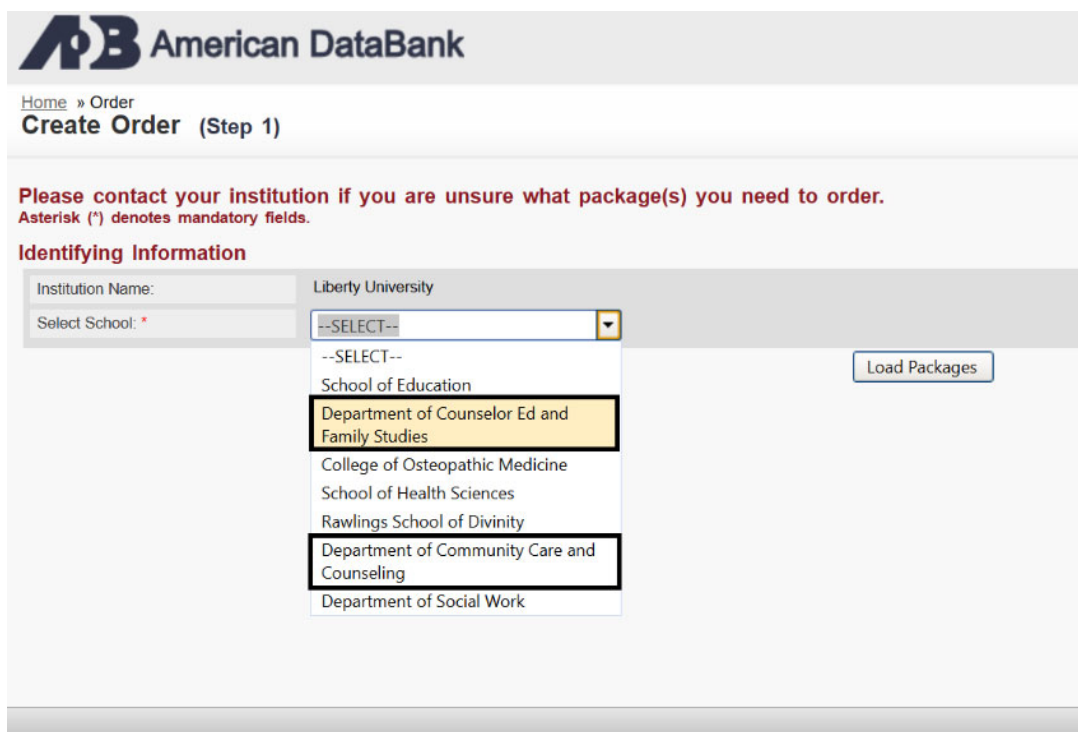
Package 5: Renewal Background Check Only LATEST

7 (Counseling) Criminal Background Check and Nationwide Healthcare Fraud and Abuse Scan for Online Students Completing Placement Outside of the US and Canada

4. Once you have purchased the package through the bookstore, your payment will be processed within 2-3 business days and then you will receive an email with a passcode.

5. Enter DISA Healthcare using this link: <https://liberty.complio.com/Login.aspx> and create your account

6. You will be prompted to then choose your department:



**AB American DataBank**

[Home](#) » [Order](#)  
**Create Order** (Step 1)

Please contact your institution if you are unsure what package(s) you need to order.  
Asterisk (\*) denotes mandatory fields.

**Identifying Information**


Institution Name: Liberty University

Select School: \* --SELECT--

- SELECT--
- School of Education
- Department of Counselor Ed and Family Studies
- College of Osteopathic Medicine
- School of Health Sciences
- Rawlings School of Divinity
- Department of Community Care and Counseling
- Department of Social Work

Load Packages

## 7. Then select your program:

 American DataBank

[Home](#) » [Order](#)  
**Create Order (Step 1)**


Please contact your institution if you are unsure what package(s) you need to order.  
Asterisk (\*) denotes mandatory fields.

**Identifying Information**

Institution Name:	Liberty University		
Select School: *	Department of Counselor Ed and Far	Select Degree: *	--SELECT--

Load

--SELECT--  
Clinical Mental Health Counseling (CMHC)  
Marriage and Family Counseling (MFC)  
PhD: Counselor Education & Supervision (CES)  
School Counseling (SC)

 American DataBank

[Home](#) » [Order](#)  
**Create Order (Step 1)**

Please contact your institution if you are unsure what package(s) you need to order.  
Asterisk (\*) denotes mandatory fields.

**Identifying Information**


Institution Name:	Liberty University		
Select School: *	Department of Community Care and	Select Department: *	--SELECT--

Load

--SELECT--  
Marriage and Family Therapy (MFT)  
Addiction Counseling Internship (ADCN)



## 8. Once you have selected your department and program, select the package that you purchased through the bookstore:

 American DataBank

Please contact your institution if you are unsure what package(s) you need to order.  
Asterisk (\*) denotes mandatory fields.

**Identifying Information**


Institution Name:	Liberty University		
Select School: *	Department of Counselor Ed and Fa	Select Degree: *	Clinical Mental Health Counseling (C)

Load Packages

**Screening**

<input type="radio"/> Package 1: Criminal Background Check with Fingerprints for Student with SSN	<a href="#">View Package Details</a>
<input type="radio"/> Package 2: Criminal Background Check with Fingerprints for Student without SSN	<a href="#">View Package Details</a>
<input type="radio"/> Package 3: Fingerprints Only for Student with SSN	<a href="#">View Package Details</a>
<input type="radio"/> Package 4: Fingerprints Only for Student without SSN	<a href="#">View Package Details</a>
<input type="radio"/> Package 5: Renewal background check only	<a href="#">View Package Details</a>

## 9. Enter the passcode given to you by the bookstore:

 American DataBank

Please contact your institution if you are unsure what package(s) you need to order.  
Asterisk (\*) denotes mandatory fields.

**Identifying Information**

Institution Name:	Liberty University		
Select School: *	Department of Counselor Ed and Fa	Select Degree: *	Clinical Mental Health Counseling (C)

Load Packages

**Screening**

<input checked="" type="radio"/> Package 1: Criminal Background Check with Fingerprints for Student with SSN	Passcode	<a href="#">View Package Details</a>
<input type="radio"/> Package 2: Criminal Background Check with Fingerprints for Student without SSN		<a href="#">View Package Details</a>
<input type="radio"/> Package 3: Fingerprints Only for Student with SSN		<a href="#">View Package Details</a>
<input type="radio"/> Package 4: Fingerprints Only for Student without SSN		<a href="#">View Package Details</a>
<input type="radio"/> Package 5: Renewal background check only		<a href="#">View Package Details</a>

Once these steps are completed, you will receive an email from DISAHealthcare with the instructions to complete your background check/fingerprint package.

If you have any questions about the purchasing process, please contact us at [COUNBackground@liberty.edu](mailto:COUNBackground@liberty.edu)

If you have any questions about the process of completing your background check/fingerprint package, please contact DISA Healthcare via email at [liberty@disahealthcare.com](mailto:liberty@disahealthcare.com) or via phone at either 303-573-1130 or 800-200-0853.

If you have a question regarding your payment approval through the bookstore, please contact the bookstore via email at [bookstore@liberty.edu](mailto:bookstore@liberty.edu) or by phone at (800) 325-3252

## IMPORTANT NOTE:

Please note, to support timely processing of Complio orders, when creating your Complio account or placing your order, all information, including your email and legal information, must match **exactly** with the information you provided on your MBS Bookstore order.

Legal first name, Legal last name, and Liberty University email address are all required and Liberty University approved information criteria needed when placing both student bookstore and Complio orders.

Ensuring consistency will help prevent delays with payment processing and background check reordering due to discrepancies.