

Minnesota NETStudy 2.0 Background Study

The Minnesota Department of Human Services (DHS) and Mayo Clinic policy require a Minnesota NETStudy 2.0 be completed for every student, employee and contractor prior to start date at Mayo Clinic. Background study must be completed within 12 months of student's rotation begin date.

If your school/university does not yet have an account NETStudy account, you will need to request one by emailing: dhs.netstudy2@state.mn.us. Your email must indicate that *you need to set up a new account because your students will be completing educational rotations at a health care facility in Minnesota*. DHS will then provide you the electronic forms to set up your account.

After your account is active, you will initiate a background study for each student completing a rotation/internship at Mayo Clinic. Refer to the DHS Quick Start Guide for instructions:

https://mn.gov/dhs/assets/quickstart_guide_tcm1053-165815.pdf

NETStudy 2.0 consists of two parts:

- Applicant Background Study Form that student completes online after you've entered them into the system (cost = \$20)
- Verification of identify via fingerprint and photograph done within the state of Minnesota (cost = \$9.10)

When setting up your account, you will have the option to indicate if you or the student will be responsible for respective costs. There is not a fee for setting up your account.

Below is a sample instruction sheet to provide to your student(s). You should edit these to reflect responsibility for fees prior to distributing to students (i.e., you will be covering fees or student needs to submit payment information upon log-in).



Instructions for Students (Sample)

Step 1: Read the [Background Study Notice of Privacy Practices](#) form

Step 2: Go to NETStudy 2.0 Applicant Portal at <https://netstudy2.dhs.state.mn.us/Applicant>

Step 3: Follow steps 1-4 on the **Applicant Background Study Form** (A separate form provided to you).

Step 4: Log into the DHS website and locate the **MNDHS Fingerprint Authorization Form**. Review your name and date of birth for accuracy. Then you **MUST** take this form either electronic or printed along with your acceptable Form of Identification, which is one of the following:

- State issued Driver's License – the issuing authority must be a U.S. state or territory
- State-Issued Identification Card – the issuing authority must be a U.S. state or territory
- U.S. Passport or U.S. Passport Card

*****NOTE***** There is an expiration Date on the MNDHS Fingerprint Authorization Form. You must complete the fingerprinting by the expiration date or you will have to complete the process over and pay for any additional incurred costs.

Step 5: Locate an authorized fingerprint and photo service location by going to <https://cogentid.3m.com/index.htm>. Select the Minnesota icon in the lower right.

Fees: \$20.00 Background Study

\$9.10 Identity Verification (fingerprinting and photograph).