All students and faculty, regardless of state of residency that are involved in clinical placements are required to submit an annual MN background study. The study must be completed and returned with a “clear” status before the student may participate in clinicals.

The MN Department of Human Services has developed an internet-based application that allows user to submit studies via the Internet. The application requires that you use one of the following browsers: Internet Explorer version 5.5 or higher, Netscape version 6.0 or higher, or Mozilla version 1.1 or higher.

Log-in to the MN Department of Human Services NETStudy site
Navigate to https://bgs.dhs.state.mn.us/a/Login.asp
- The CSS “Facility ID” is 900147
- The “User ID” is cssrnbsonline
- The “Password” is rnbs1
- Select “Login”
- Login using the UserID and Password provided to you.

Note: The User ID and Password are case-sensitive
If you have any questions, please contact the Nursing office at 218-723-6025.

Select “Create Background Study Request”

Privacy Notice
- Review “Privacy Notice”
- Select “General Information” Tab
General Information Tab

- **Name – First**: Required field. Enter your legal first name. Do not enter nicknames. Do not enter generational indicators (e.g. “Jr.”, “Sr.”, etc.)
- **Middle**: Optional field. Enter your legal middle name.
- **Last**: Required field. Enter your legal last name. Again do not enter generational indicators.
- **Gender**: Required field. Click the appropriate button to indicate your gender.
- **MN Driver’s License or MN State ID**: Optional field. Only enter MN driver’s license or state identification number. Do NOT enter numbers from other states. If you do not have a MN driver’s license or state id, leave this field blank.
- **Race**: Optional field. Enter your race from the drop-down menu.
- **SSN**: Optional field. Enter your social security number in the format 123456789.
- **Phone**: Optional field. Enter your phone number in the format 2185555555.
- **Date of Birth**: Required field. Enter your date of birth in the format mm/dd/yyyy (ex: 01/01/1976).

Address Tab

- **Address**: Required field. Enter your complete permanent address.
- **State**: Required field. Select your state from the drop-down menu.
- **City**: Required field. Enter your city. Note: If your state is Minnesota, the application will present you with a list of valid city names. You must chose one from this list.
- **Zip**: Required field. Enter your five-digit zip code. **NOTE: IF YOU ARE A CANADIAN RESIDENT, ENTER “00000”**

Aliases Tab

- **This information is required if you have used any other first or last name(s) either formally or informally in the past.** Examples would include, but not be limited to: changes of name as a result of marriage or divorce, other legal changes of name, and English-language names informally adopted as substitutes for foreign-language names. Enter any aliases you have used.
- **Select “Create Study” button.**

Submission Confirmation

- A message will be displayed that confirms that the study has been created.
- If your browser has pop ups blocked, you will not see the confirmation message, and instead you will return to the main menu. Your study will still be created and saved. You do not need to re-do the study.