PROTOCOL VIRTUAL ONLINE DRUG URINE SCREEN ORDERING

1. Log in at https://www.mroresultsonline.com/login/
2. Enter your Login and Password supplied to you by MCI Diagnostic Center
3. Select "Occupational Health Screening "
4. Then, select "Schedule New Order"
5. Order Information
   Company Location: Your location will auto populate to the Company Location
   Packages: Select the test you are ordering: DOT 10 Panel Drug Screen
6. Reason for Test: "Entry or Repeat"
7. Select "Next" in the bottom right hand corner of the page
8. Participant Information
   First Name – Student First Name
   Last Name – Student Last Name
   SSN/EID - SSN or Student ID Number
   DOB – Student Date of Birth
   Email: - Job Corp Staff Email
   CC: - Students Email
   Phone: - Students Contact Phone #
   Order Expires: - Select Date and Time for expiration
   Observed Collection Required: - Select "Yes or No"
9. Participants Address – Enter Students complete address
10. Custom Message For Participant On Order Confirmation Form
11. Order Handling Options
    Complete Order and Send Email of Order Details to Participant "Recommended"
12. Select "Next" in the bottom right hand corner of the page
13. Choose a Collection Site
    Starting Location: Use Participant Address when choosing a collection site
    Preferred Network: Select Location you would like the student to attend for the drug screen
14. Select "Next" in the bottom right hand corner of the page
15. Schedule Test Date: Pick first date donor can go to the collection site
16. Select "Next" in the bottom right hand corner of the page
17. Confirm Information | Order
    a. Make sure all information entered is correct
18. Select "Submit Order" in the bottom right hand corner of the page