

DISA DRUG AND ALCOHOL SCREENING

Collection hours are 6:00am until 2:00pm Monday – Friday.

All DISA Drug and Alcohol Screening should be scheduled via eCCF through the DISAWorks website at <u>https://disaworks.disa.com/</u>.

Utilizing WalkMe is the fastest way for those unsure how to place an order. WalkMe is great new innovative training resource available. It is found in the upper right side when logged into DISAWorks. WalkMe will take (walk) you step by step through a task.

	How can we help you?	How can we help you?	
	Help	Tasks	
lkMe will take	Type in your question		1
step by step	Drug Testing	~	
through a task	Order a Drug Test (eCCF)	Order a Drug Test (eCCF)	
	Find and assign Collection	Find and assign Collection Sites	
	Search for an eCCF order	Search for an eCCF order	
	C eCCF Order: Reprint Auth	C eCCF Order: Reprint Authorization Form	
	Find Pending Test Result	 Find Pending Test Results 	
	Search Test Results	Search Test Results	
	View Completed Random	View Completed Random Programs	
	Upicad Universal Member	Upload Universal Membership/NABSC Forms	
	Beckground Check		
	Placing a Standard Backg	Placing a Standard Background Order	
	Placing Applicant Entry Ba	Placing Applicant Entry Background Order	
	Place a FMCSA Clearing	Place a FMCSA Clearing House Background Order	
	O Search for a Pendina Bac	Search for a Pending Background Order	

Should more information or guidance on the use of eCCF be required contact DISA Support: support@disa.com or 281.673.2400