

Where to see if we have a current background check for someone

1. Go to Participants tab (on the left)

The screenshot shows the 'Lutheran Church of Hope' ministry platform interface. The left sidebar has the 'Participants' tab selected. The main area displays a table of participants with columns for Display Name, Nickname, First Name, Contact Status, Participant Type, Congregation, Date of Birth, Home Phone, Mobile Phone, Address Line 1, City, and State. The table lists various individuals such as Cathy Aagaard, Jeff Aagaard, Lindsay Aagaard, Liv Aagaard, Mike Aagaard, Kirby Aagesen, and others.

Display Name	Nickname	First Name	Contact Status	Participant Type	Congregation	Date of Birth	Home Phone	Mobile Phone	Address Line 1	City	State
***Default, Con...	Contact	Contact	Active	*Temp Participa...	Lutheran Church...		515-222-1520		925 Jordan Cree...	West Des Moines	IA
***Unassigned...	Contact	Contact	Active	Visitor	Lutheran Church...		515-222-1520		925 Jordan Cree...	West Des Moines	IA
Aagaard, Cathy	Cathy	Catherine	Active	Member	Hope West Des ...	6/9/1954	515-249-5014	515-249-5014	4104 Quail Park...	West Des Moines	IA
Aagaard, Jeff	Jeff	Jeffrey	Active	Member	Hope West Des ...	3/4/1951	515-249-5014	515-249-0033	4104 Quail Park...	West Des Moines	IA
Aagaard, Lindsay	Lindsay	Lindsay	Active	Visitor	Lutheran Church...						
Aagaard, Liv	Liv	Liv	Active	Visitor	Lutheran Church...	8/4/2017					
Aagaard, Mike	Mike	Mike	Active	Visitor	Lutheran Church...						
Aagesen, Kirby	Kirby	Kirby	Active	Visitor	Hope West Des ...				3312 4th St	Des Moines	IA
aajnsjq, i:SLsnd	i:SLsnd	i:SLsnd	Active	Visitor	Hope Local - For...			647-329-4483			
Aanonson, Tabit...	Tabitha	Tabitha	Active	Visitor	Hope Ankeny			515-450-0650	29873 560th Ave	Cambridge	IA
Aaron, Alexa	Alexa	Alexa	Inactive	x-Class/Group O...	Lutheran Church...	10/13/2008			417 Sycamore Dr	Norwalk	IA
Aaron, Lindsey	Lindsey	Lindsey	Inactive	x-Class/Group O...	Lutheran Church...			515-509-1711	417 Sycamore Dr	Norwalk	IA
Aarsvold, Fletch	Fletch	Fletcher	Active	Member	Hope Ankeny	1/27/2009	515-710-1318		1521 Prairie Rid...	Polk City	IA
Aarsvold, Gibson	Gibson	Gibson	Active	Member	Hope Ankeny	9/26/2013	515-710-1318		1521 Prairie Rid...	Polk City	IA
Aarsvold, Justin	Justin	Justin	Active	Member	Hope Ankeny	5/3/1979	515-710-1318	515-710-1318	1521 Prairie Rid...	Polk City	IA
Aarsvold, Millie	Millie	Millie	Active	Regular Attender	Hope Ankeny	2/27/2017	515-710-1318		1521 Prairie Rid...	Polk City	IA
Aarsvold, Niki	Niki	Niki	Active	Member	Hope Ankeny	11/3/1977	515-710-1318	314-517-6497	1521 Prairie Rid...	Polk City	IA
Aarsvold, Sully	Sully	Sullivan	Active	Member	Hope Ankeny	9/5/2012	515-710-1318		1521 Prairie Rid...	Polk City	IA
Aasen, Jorunn	Jorunn	Jorunn	Active	Visitor	Hope West Des ...	7/29/1987		319-310-8154	507 Laurel Ave	Johnson City	TN
Aasen, Mark	Mark	Mark	Inactive	Regular Attender	Lutheran Church...		515-265-9914		405 Boulder Rid...	Pleasant Hill	IA

2. Search for who you're wanting to check. (last name, first name)

The screenshot shows the same interface as above, but with a search filter applied. The search bar contains 'huff, leah'. The table now only displays one result: Leah Huff, who is an active member at Hope West Des Moines, born 7/24/1992.

Display Name	Nickname	First Name	Contact Status	Participant Type	Congregation	Date of Birth	Home Phone	Mobile Phone	Address Line 1	City	State
huff, leah											
Huff, Leah	Leah	Leah	Active	Member	Hope West Des ...	7/24/1992					515...

3. Select that person, and all their background check information will be on that page

The screenshot shows the Lutheran Church of Hope ministry platform. The browser address bar displays the URL: <https://my.lutheranchurchofhope.org/ministryplatform#/355/207833/329>. The page title is "Lutheran Church of Hope" and the sub-header is "All Permitted Congregations". The main content area displays the profile for "Huff, Leah | leah.huff@hopewdm.org Participant #207833". The profile includes the following information:

- Red Flag Notes:
- Contact *: Huff, Leah | leah.huff@hopewdm.org
- Participant Type *: Member
- Member Status:
- Participant Engagement: Fully Engaged
- Participant Start Date *: 8/26/2010
- Participant End Date:
- Notes: Legacy Realm Participant | | |
- First Attendance Ever: 6/6/2018 9:00 AM
- Second Attendance Ever: 6/14/2018 10:00 AM
- Third Attendance Ever: 4/2/2019 9:30 AM
- Last Attendance Ever: 7/31/2019 6:30 PM

The "Background Check Information" section is highlighted in yellow and contains the following details:

- Background Check Type: Legacy Realm Background Check
- Background Check Status: Clear
- Background Check Date: 1/3/2019
- Deactivate Reason:

The left sidebar contains a navigation menu with options such as Home, Contacts, Households, Participants, Groups, Events, Milestones, Opportunities, People Lists, Staff Stuff, Church Structure, Facilities, Communications, Custom Forms, Products & Payments, Lookup Values, Care Cases, and Administration. The top navigation bar includes options like Close, Edit, Attach File, Print, Tools, Reports, and Notify. The bottom navigation bar includes options like New, Add, Grid, and Refresh.

4. IF they have no information or they have an expired background check – go to tools, and select the background check request tool

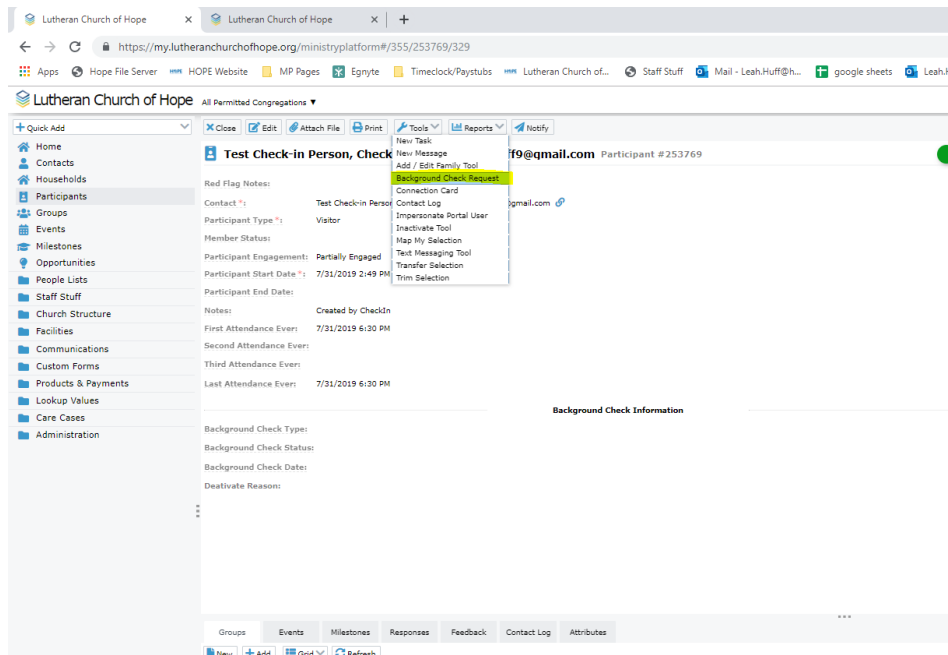
The screenshot shows the Lutheran Church of Hope ministry platform. The browser address bar displays the URL: <https://my.lutheranchurchofhope.org/ministryplatform#/355/207833/329>. The page title is "Lutheran Church of Hope" and the sub-header is "All Permitted Congregations". The main content area displays the profile for "Test Check-in Person, Check-in Person | leahhuff9@gmail.com Participant #253769". The profile includes the following information:

- Red Flag Notes:
- Contact *: Test Check-in Person, Check-in Person | leahhuff9@gmail.com
- Participant Type *: Visitor
- Member Status:
- Participant Engagement: Partially Engaged
- Participant Start Date *: 7/31/2019 2:49 PM
- Participant End Date:
- Notes: Created by CheckIn
- First Attendance Ever: 7/31/2019 6:30 PM
- Second Attendance Ever:
- Third Attendance Ever:
- Last Attendance Ever: 7/31/2019 6:30 PM

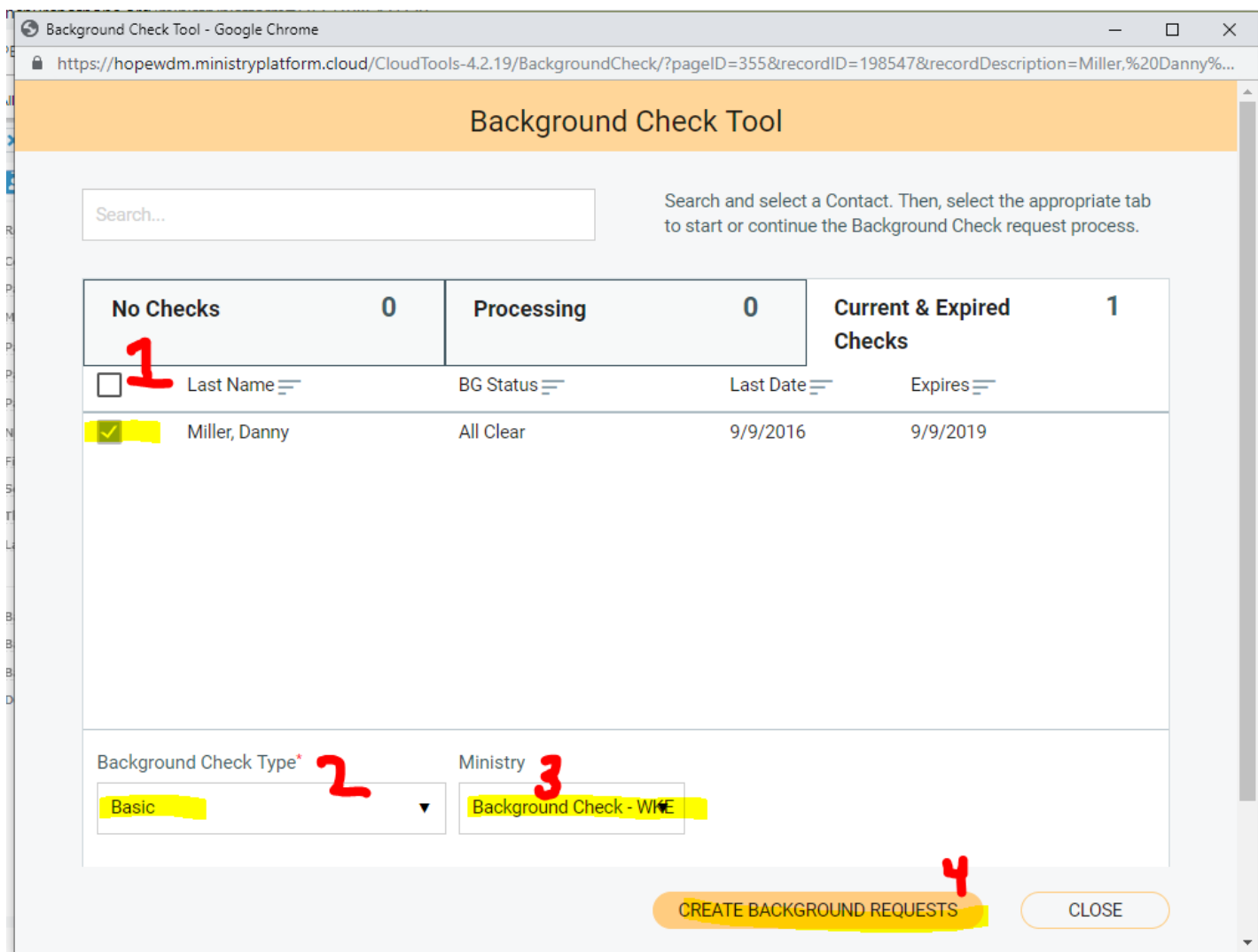
The "Background Check Information" section is highlighted in yellow and contains the following details:

- Background Check Type:
- Background Check Status:
- Background Check Date:
- Deactivate Reason:

The left sidebar contains a navigation menu with options such as Home, Contacts, Households, Participants, Groups, Events, Milestones, Opportunities, People Lists, Staff Stuff, Church Structure, Facilities, Communications, Custom Forms, Products & Payments, Lookup Values, Care Cases, and Administration. The top navigation bar includes options like Close, Edit, Attach File, Print, Tools, Reports, and Notify. The bottom navigation bar includes options like New, Add, Grid, and Refresh.



5. The tool will open in a new window
 - a. if there is a current & expired background check, you'll auto land on the current & Expired checks page.
 - i. Select the checkbox next to the person's name
 - ii. Choose the background check type – will always be basic unless they're driving, then you choose MVR
 - iii. Ministry will be background check – with your campus initials.
 - iv. Once everything is filled out, select the Create Background Request button.



- b. After you create the background check request, you'll land on the processing page, on this page, you'll want to check the box next to their name and hit send email(s).

Background Check Tool - Google Chrome

https://hopewdm.ministryplatform.cloud/CloudTools-4.2.19/BackgroundCheck/?pageID=355&recordID=244467&recordDescription=Testerson,%20Test...

Search...

Search and select a contact. Then, select the appropriate tab to start or continue the Background Check request process.

No Checks	0	Processing	1	Current & Expired Checks	0
<input type="checkbox"/>	Last Name	BG Status		Submitted	
<input checked="" type="checkbox"/>	Testerson, Test	Waiting On Background Check		FILL OUT FORM	

[SEND EMAIL\(S\)](#) [CLOSE](#)

- c. If there is no current background check, you'll auto land on the No Checks page –
 - i. Select the checkbox next to the persons name
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Background Check Tool

Search...

Search and select a Contact. Then, select the appropriate tab to start or continue the Background Check request process.

No Checks 1	Processing 0	Current & Expired Checks 0
<input type="checkbox"/> 1 Last Name <input type="text"/>	BG Status <input type="text"/>	
<input checked="" type="checkbox"/> Testerson, Test	No Previous BG Check	

Background Check Type* **2**

Ministry **3**

4 CREATE BACKGROUND REQUESTS CLOSE

- d. After you create the background check request, you'll land on the processing page, on this page, you'll want to check the box next to their name, and hit send email(s).

Background Check Tool - Google Chrome

https://hopewdm.ministryplatform.cloud/CloudTools-4.2.19/BackgroundCheck/?pageID=355&recordID=244467&recordDescription=Testerson,%20Test...

Search and select a Contact. Then, select the appropriate tab to start or continue the Background Check request process.

Search...

No Checks	0	Processing	1	Current & Expired Checks	0
<input type="checkbox"/>	Last Name	BG Status	Submitted		
<input checked="" type="checkbox"/>	Testerson, Test	Waiting On Background Check		FILL OUT FORM	

1

2

SEND EMAIL(S)

CLOSE