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

1. Go to Participants tab (on the left)

See Lutheran Church of Hope	+												
← → C	eranchur	chofhope.org/m	inistrvplatform#	#/355									
		,	51					-			_		
Apps 🚷 Hope File Server 🔤 H	OPE Web	site 📙 MP Pag	jes 🔀 Egnyte	Timeclock/	Paystubs 👐 Lu	theran Church of	Staff Stuff	💁 Mail - Lei	ah.Huff@h 📋	google sheets	Leah.Huff@ho	pewd b BS	SM E
😂 Lutheran Church of Hope	All Permi	tted Congregations	•										
+ Quick Add	New 1	📝 Assign 📘	export 🔑 Tools 🔪	Reports 🗸	🔚 Grid 🗡 🔒 P	rint 📿 Refresh							
삼 Home		Q	∧ in View	All Records 💙	🝸 🖪 Notify 🕻	Charts							
Contacts		Display Name 🔺	Nickname	First Name	Contact Status	Participant Type	Congregation	Date of Birth	Home Phone	Mobile Phone	Address Line 1	City	Sta
🕋 Households			· · · · · · · · · · · · · · · · · · ·						1	1		· · · · · · · · · · · · · · · · · · ·	iTF.
Participants		***Default Car	Crahad	Contract	0.000	STerre Destinier	Lutharas Church		E1E 222 1E20		02E Jandara Cons	West Des Maines	1
set Groups		***Upaggigned	Contact	Contact	Active	Visitor	Lutheran Church.	•	515-222-1520		925 Jordan Cree	West Des Moines	TA
Events		Apapard Cathy	Cothy	Cothorino	Active	Member	Hope West Dec	6/9/1954	515-249-5014	515-249-5014	4104 Quail Dade	West Des Moines	TA
🞓 Milestones		Asgaard, Catry	laff	leffray	Active	Member	Hope West Des	2/4/1951	515-249-5014	515-249-0022	4104 Quail Park	West Des Moines	10
Opportunities		Aagaard, Jen	Lindsav	Lindeav	Active	Visitor	Lutheran Church	3/ 4/ 1331	515 245 5014	515 245 0005	4104 Quali Park	West Des Montes	
People Lists		Aagaard, Liv	Liv	Liv	Active	Visitor	Lutheran Church	8/4/2017					_
Staff Stuff		Aagaard, Mike	Mike	Mike	Active	Visitor	Lutheran Church						
Church Structure		Aagesen, Kirby	Kirby	Kirby	Active	Visitor	Hope West Des				3312 4th St	Des Moines	IA
Facilities		aainsio, ;SLsnd	:SLsnd	:SLsnd	Active	Visitor	Hope Local - For			647-329-4483			
Communications		Aanonson, Tabit	Tabitha	Tabitha	Active	Visitor	Hope Ankeny			515-450-0650	29873 560th Ave	Cambridge	IA
		Aaron, Alexa	Alexa	Alexa	Inactive	x-Class/Group 0	Lutheran Church	10/13/2008			417 Sycamore Dr	Norwalk	IA
Custom Forms		Aaron, Lindsey	Lindsey	Lindsey	Inactive	x-Class/Group 0	Lutheran Church			515-509-1711	417 Sycamore Dr	Norwalk	IA
Products & Payments		Aarsvold, Fletch	Fletch	Fletcher	Active	Member	Hope Ankeny	1/27/2009	515-710-1318		1521 Prairie Rid	Polk City	IA
Lookup Values		Aarsvold, Gibson	Gibson	Gibson	Active	Member	Hope Ankeny	9/26/2013	515-710-1318		1521 Prairie Rid	Polk City	IA
Care Cases		Aarsvold, Justin	Justin	Justin	Active	Member	Hope Ankeny	5/3/1979	515-710-1318	515-710-1318	1521 Prairie Rid	Polk City	IA
Administration		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
	in 🔺	A 84:-L-II-	Makalla	Markelle	Town address	Describes Askender	Listerer Chinak		E1E 3/E 0014		ADE D	Discount USU	TA

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

😂 Lutheran Church of Hope	All Permitted Congregations	•							
+ Quick Add	New Assign	xport 🦯 Tools 🗸	Reports 🗸	📕 Grid 💙 🔒 Pri	int 📿 Refresh				
🕋 Home	Q	in View	All Records 💙	🍸 🖪 Notify 🕔	Charts				
Contacts	Display Name	Nickname	First Name	Contact Status	Participant Type	Congregation	Date of Birth	Home Phone	Mo
🕋 Households	buff leah							1	TE
Participants									
😫 Groups	Hurr, Lean	Lean	Lean	Active	Member	Hope West Des	7/24/1992		51:
📅 Events									
🞓 Milestones									
🥊 Opportunities									
People Lists									
Staff Stuff									
Church Structure									
Facilities									
Communications									
E Custom Forms									
Products & Payments									
🖿 Lookup Values									
Care Cases									
Administration									

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

😂 Lutheran Church of Hope 🛛 🗙	See Lutheran Church of Hope X +
← → C 🔒 https://my.luther	ranchurchofhope.org/ministryplatform#/355/207833/329
Apps 🔇 Hope File Server 🚥 H	OPE Website 📙 MP Pages 🔀 Egnyte 📙 Timeclock/Paystubs 🚥 Lutheran Church of 📀 Staff Stuff 🧕 Mail - Leah.Huff@h 담 google sheets 🧕 Leah.Huff@hopewd b BSSM Ec
😂 Lutheran Church of Hope	All Permitted Congregations V
+ Quick Add	X Close 📝 Edit 🖉 Attach File 🔒 Print 🖌 Tools 🗸 🔛 Reports 🗸 🖈 Notify
 Home Contacts 	I Huff, Leah leah.huff@hopewdm.org Participant #207833
🕋 Households	Red Flag Notes:
Participants	Contact*: Huff, Leah I leah.huff@hopewdm.org 🖉
😫 Groups	Participant Type *: Member
🛗 Events	Member Status:
The Milestones	Participant Engagement: Fully Engaged
Opportunities	Participant Start Date *: 8/26/2010
People Lists	Participant End Date:
Church Churchurg	Notes: Legacy Realm Participant [] H
Excilition	First Attendance Ever: 6/6/2018 9:00 AM 17
Communications	Second Attendance Ever: 6/14/2018 10:00 AM
Custom Forms	Third Attendance Ever: 4/2/2019 9:30 AM
Products & Payments	Last Attendance Ever: 7/31/2019 6:30 PM
Lookup Values	
Care Cases	Background Check Information
Administration	Background Check Type: Legacy Realm Backgound Check
-	Background Check Status: Clear
	Background Check Date: 1/3/2019
	Deativate Reason:
:	
	Groups Events Milestones Responses Feedback Contact Log Attributes
	New + Add EGrid V C Refresh

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

+ Quick Add	🔨 🔀 Close 📝 Edit 🔗 Attach File 🎴 Print 🧚 Tools 🖌 🕍 Reports 🏹 🖉 Notify	
 Home Contacts 	E Test Check-in Person, Check-in Person leahhuff9@gmail.com Participant #253769	← Prev → Next
🕋 Households	Red Flag Notes:	
Participants	Contact*: Test Cherk-in Person. Cherk-in Person. Lieabhuif9@mmail.com	
📇 Groups	Darticinant Tune ** Visibur	
📅 Events	Participant Type . Viano	
🞓 Milestones	member status:	
Opportunities	Participant Engagement: Partially Engaged	
People Lists	Participant Start Date *: 7/31/2019 2:49 PM	
Staff Stuff	Participant End Date:	
Church Structure	Notes: Created by CheckIn	
Facilities	First Attendance Ever: 7/31/2019 6:30 PM	
Communications	Second Attendance Ever:	
Custom Forms	Third Attendance Ever:	
📄 Products & Payments	Last Attendance Ever: 7/31/2019 6:30 PM	
Lookup Values		
Care Cases	Background Check Information	
Administration	Background Check Type:	
	Background Check Status:	
	Background Check Date:	
	Deativate Reason:	

😂 Lutheran Church of Hope 🛛 🗙	Sutheran Church of Hope	× +							
← → C 🔒 https://my.luther	anchurchofhope.org/ministry	' platform#/355/25376	59/329						
Apps 🔇 Hope File Server 🚥 HO	DPE Website 📙 MP Pages 🚦	🕻 Egnyte 📙 Timecl	ock/Paystubs	🚥 Lutheran	Church of	Staff Stuff	o Mail - Leah.Huff	@h 🚹 google sheets	o Leah.
SLutheran Church of Hope	All Permitted Congregations V								
Quick Add	🗙 Close 📝 Edit 🕜 Attach File	Print / Tools V	Reports V	🖪 Notify					
A Home Contacts	Test Check-in Perso	on, Check New Messa Add / Edit F	ge Family Tool	if9@qma	il.com Parti	icipant #2537(59		
A Households	Red Flag Notes:	Background	d Check Request						
Participants	Contact*: Test C	heck-in Persor Contact Log	,	gmail.com d	<i>p</i>				
Events	Participant Type *: Visito	Impersonat Inactivate 1	te Portal User Tool						
Milestones	Member Status:	Map My Sel	lection	1					
Opportunities	Participant Engagement: Partia	ly Engaged Text Messag	ging Tool Jestion						
People Lists	Participant Start Date*: 7/31/	2019 2:49 PM Trim Select	ion						
Staff Stuff	Participant End Date:								
Church Structure	Notes: Creat	id by CheckIn							
Facilities	First Attendance Ever: 7/31/	2019 6:30 PM							
Communications	Second Attendance Ever:								
Custom Forms	Third Attendance Ever:								
Products & Payments	Last Attendance Ever: 7/31/	2019 6:30 PM							
Lookup Values						. Toformation			
Care Cases				в	sckground Chee	ck Information			
Administration	Background Check Type: Background Check Status: Background Check Date:								
:	Deativate Reason:								
	Groups Events M	lestones Responses	Feedback	Contact Log	Attributes				
		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.

🕙 Backg	ground Check Tool - Google Chrome					-		\times
🔒 htt	ps://hopewdm.ministryplatform.clo	ud/CloudTo	ols-4.2.19/Backgroun	dCheck/?pageID=355&reco	ordID=198547&recordDescri	ption=Miller,%2	0Danny	y%
			Backgrou	nd Check Tool				^
2	Search			Search and select to start or continu	a Contact. Then, select the e the Background Check red	appropriate tab quest process.)	
2:	No Checks	0	Processing	0	Current & Expired Checks	1		
	Last Name ==		BG Status 🔤	Last Date	Expires			
5 5 7 8 8 8 8 8	Miller, Danny		All Clear	9/9/2016	9/9/2019			
	Background Check Type [*]	•	Ministry Background Che	ck - WHE				1
				CREATE BACKG	ROUND REQUESTS	CLOSE	\supset	-

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).

🕙 Back	ground Check	: Tool - Google Chrome						-	o ×	
🗎 htt	ps:// <mark>hopew</mark>	dm.ministryplatform.clc	oud/CloudToo	ls-4.2.19/Backgrour	ndCheck/?pageID=	:355&reco	ordID=244467&recordDescript	ion=Testerson,%	20Test	
	Search			to start or continue the Background Check request process.						
	No Checks 0		Processing		1	Current & Expired Checks	0			
1		Last Name 🔤		BG Status 🔤			Submitted			
		Testerson, Test		Waiting On Backg	ground Check		FILL OUT FORM		-	
2	SEND E	MAIL(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
 - 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

🕙 Back	ground Check Tool - Google Chrome							×
🔒 htt	tps://hopewdm.ministryplatform.c	loud/CloudTo	ols-4.2.19/BackgroundChe	ck/?pageID=355&rec	ordID=244467&recordDescripti	ion=Testersor	1,%20Tes	st
			Background (Check Tool				^
	Search			Search and select to start or continu	a Contact. Then, select the ap the Background Check reque	opropriate tab est process.)	
e	No Checks	1	Processing	0	Current & Expired Checks	0		
l.	Last Name		BG Status					
t F I	Testerson, Test		No Previous BG Check					
	Background Check Type*	1	Ministry 3	Y	4			l
				CREATE BACKG	ROUND 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).

0	Backg	ground Chec	k Tool - Google Chrome						_		\times
Ê	httj	ps://hopew Search	/dm.ministryplatform.clc	oud/CloudToc	ols-4.2.19/Backgrour	ndCheck/?pageID Search to start	ion=Testersor propriate tai est process.	n,%20Te	st		
		No C	hecks	0	Processing		1	Current & Expired Checks	0		ł
1			Last Name 🔤		BG Status 🚍			Submitted			
	2		Testerson, Test		Waiting On Backs	ground Check		FILL OUT FORM			
		SEND	EMAIL(S)						CLOSE		-