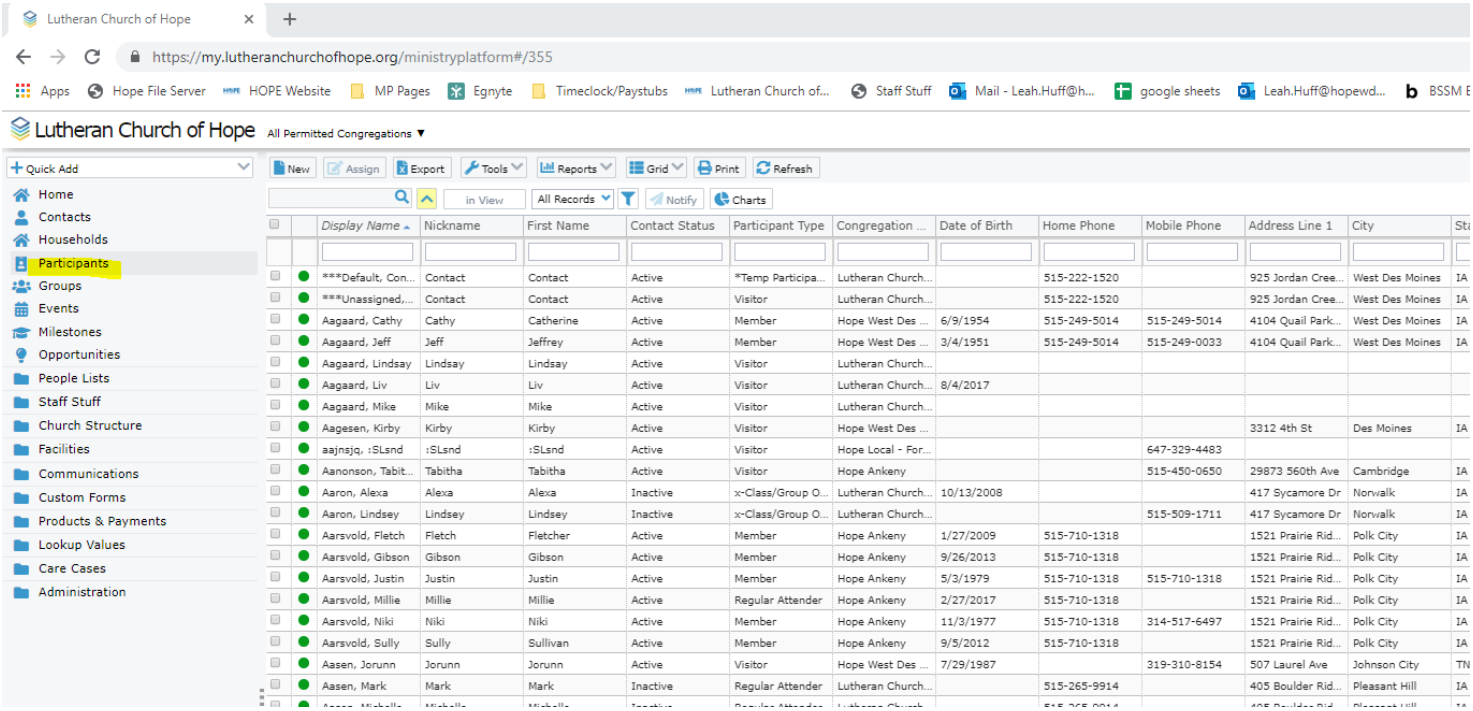
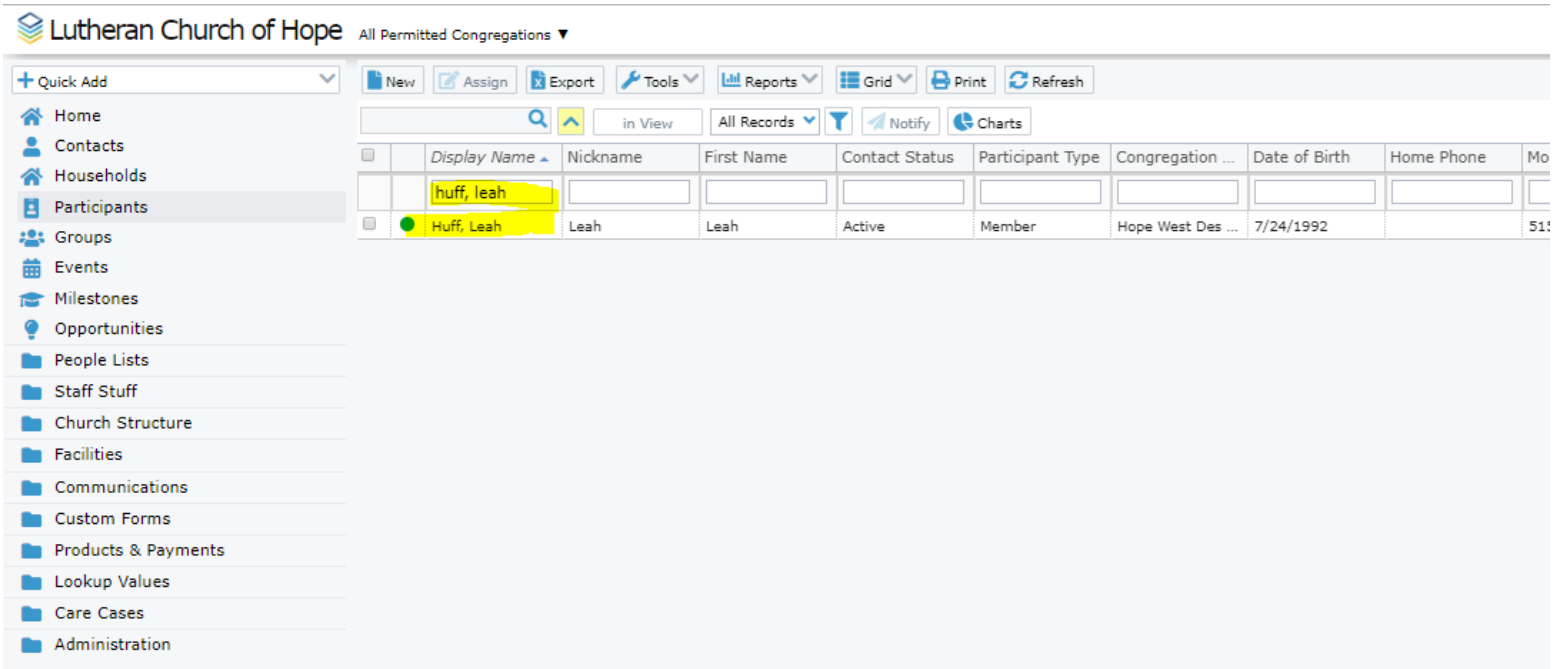
Where to see if we have a current background check for someone

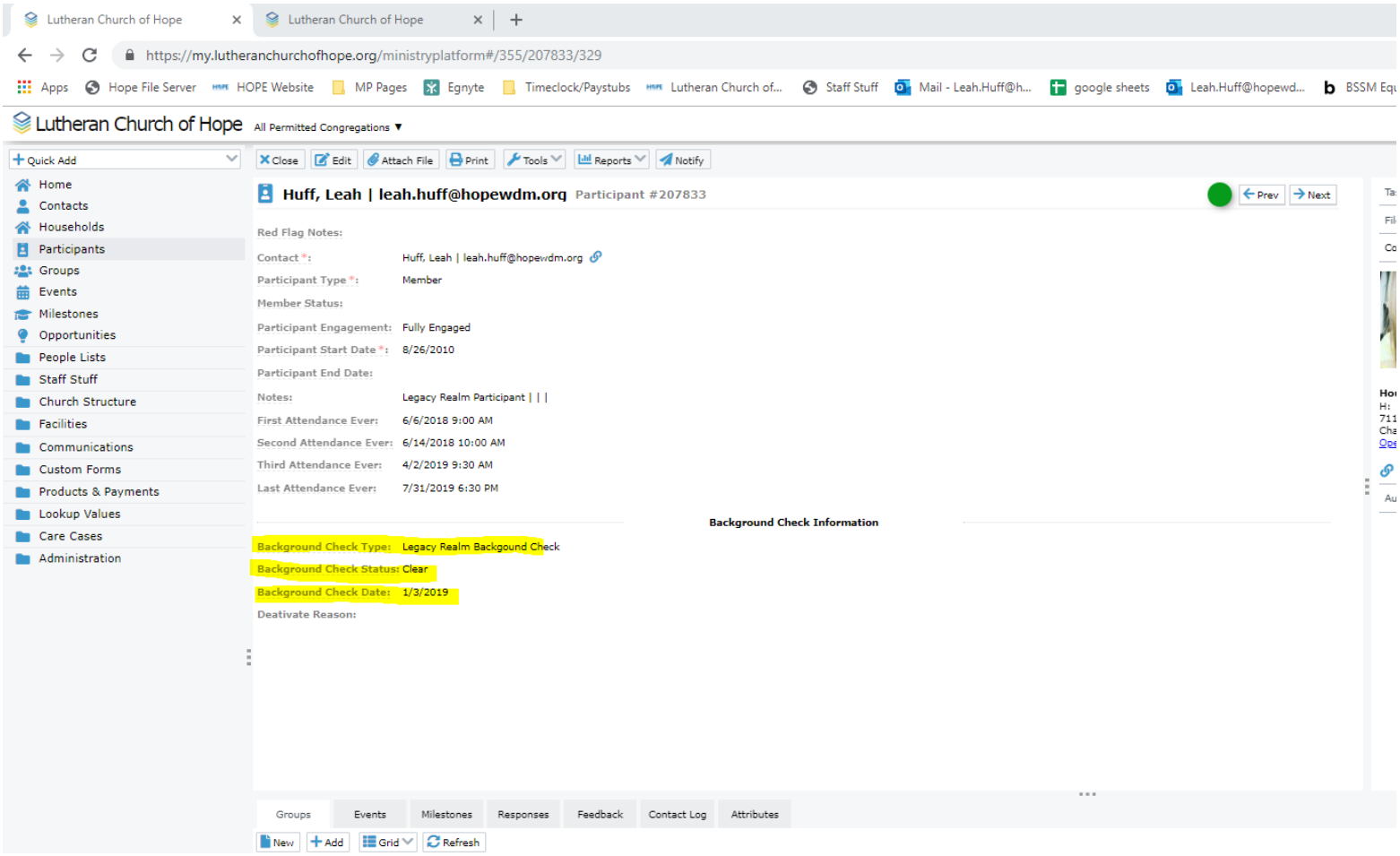
1. Go to Participants tab (on the left)



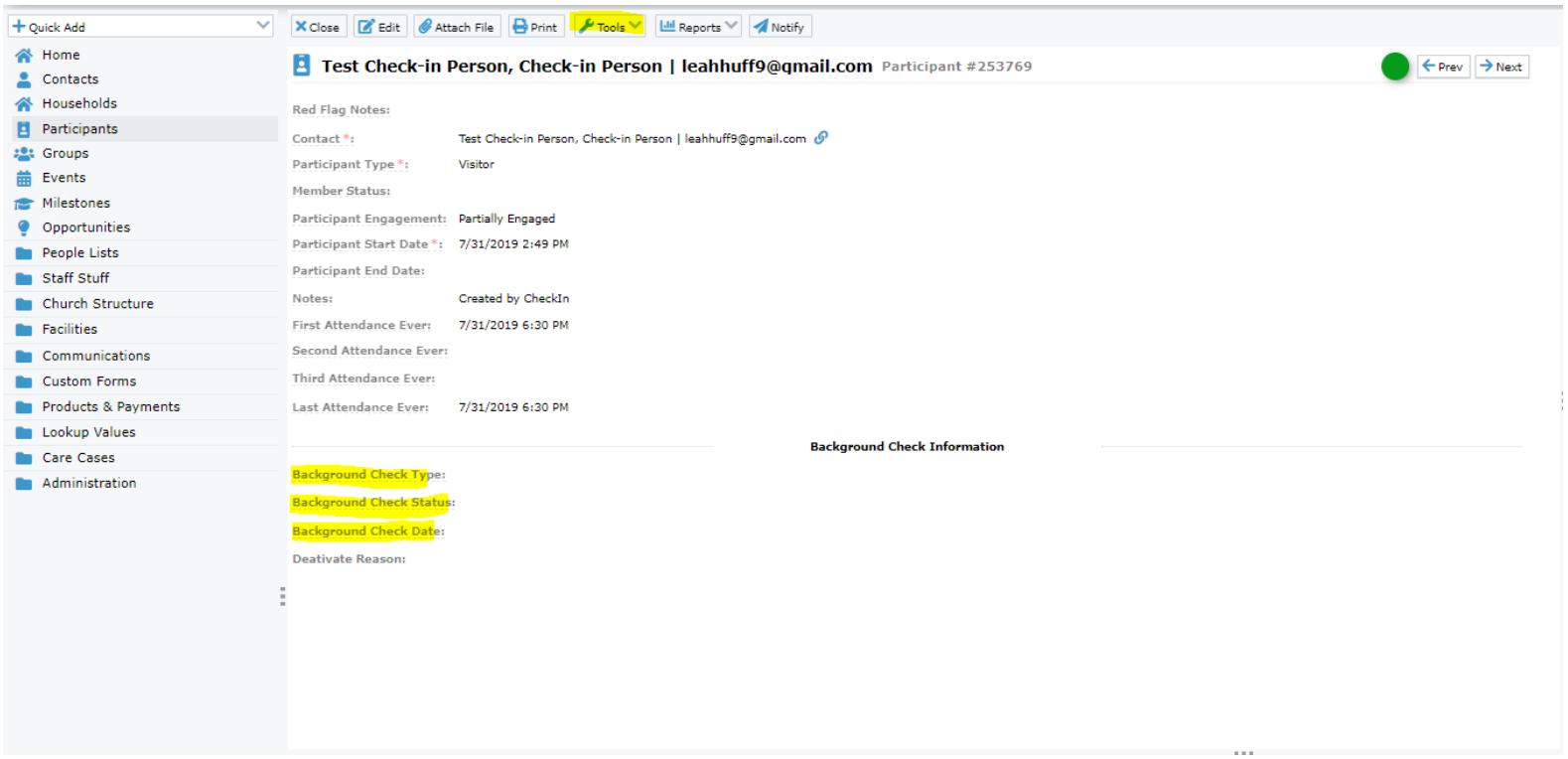
2. Search for who you're wanting to check. (last name, first name)

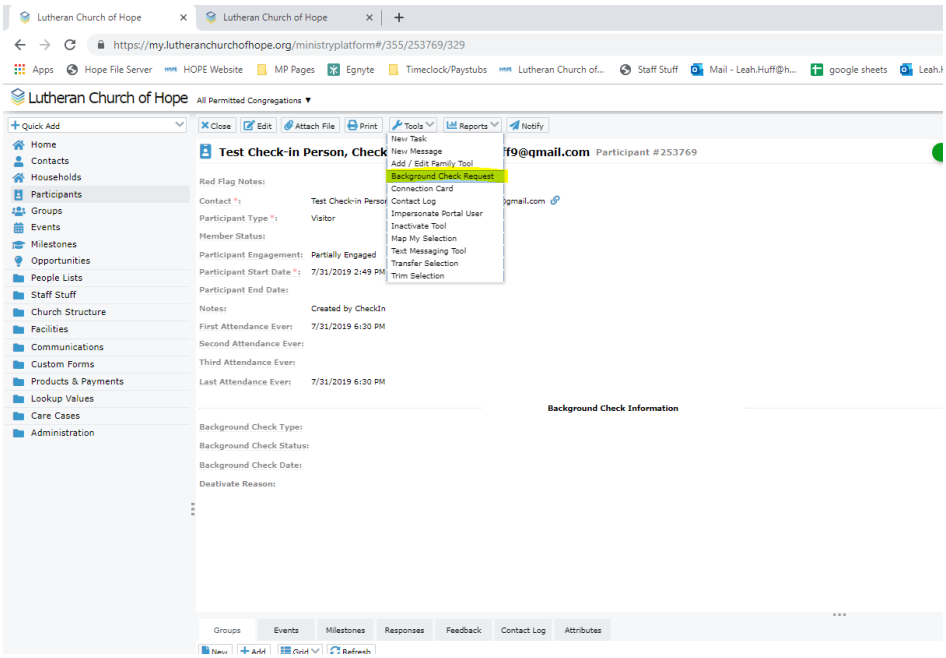


3. Select that person, and all their background check information will be on that page

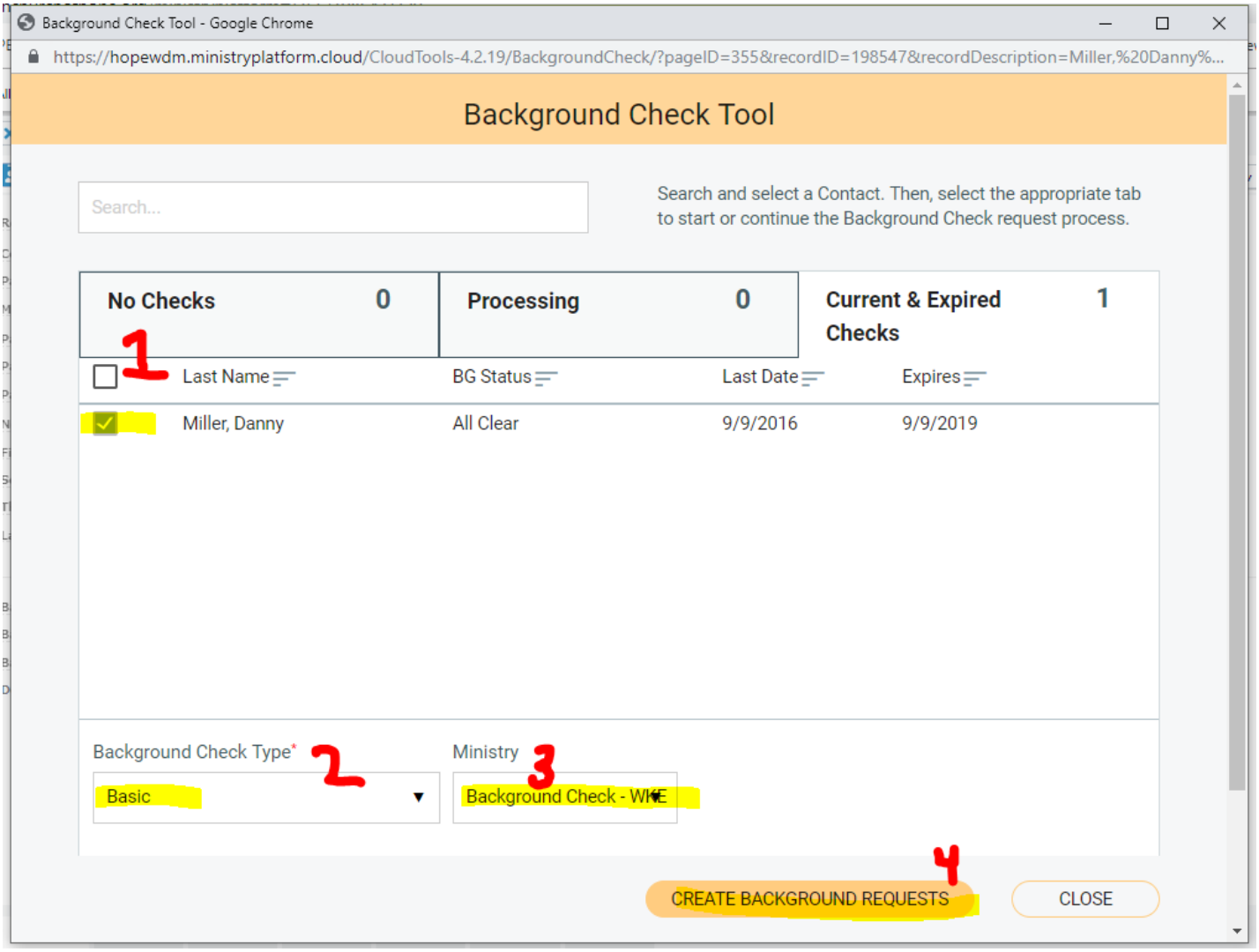


4. IF they have no information or they have an expired background check – go to tools, and select the background check request tool

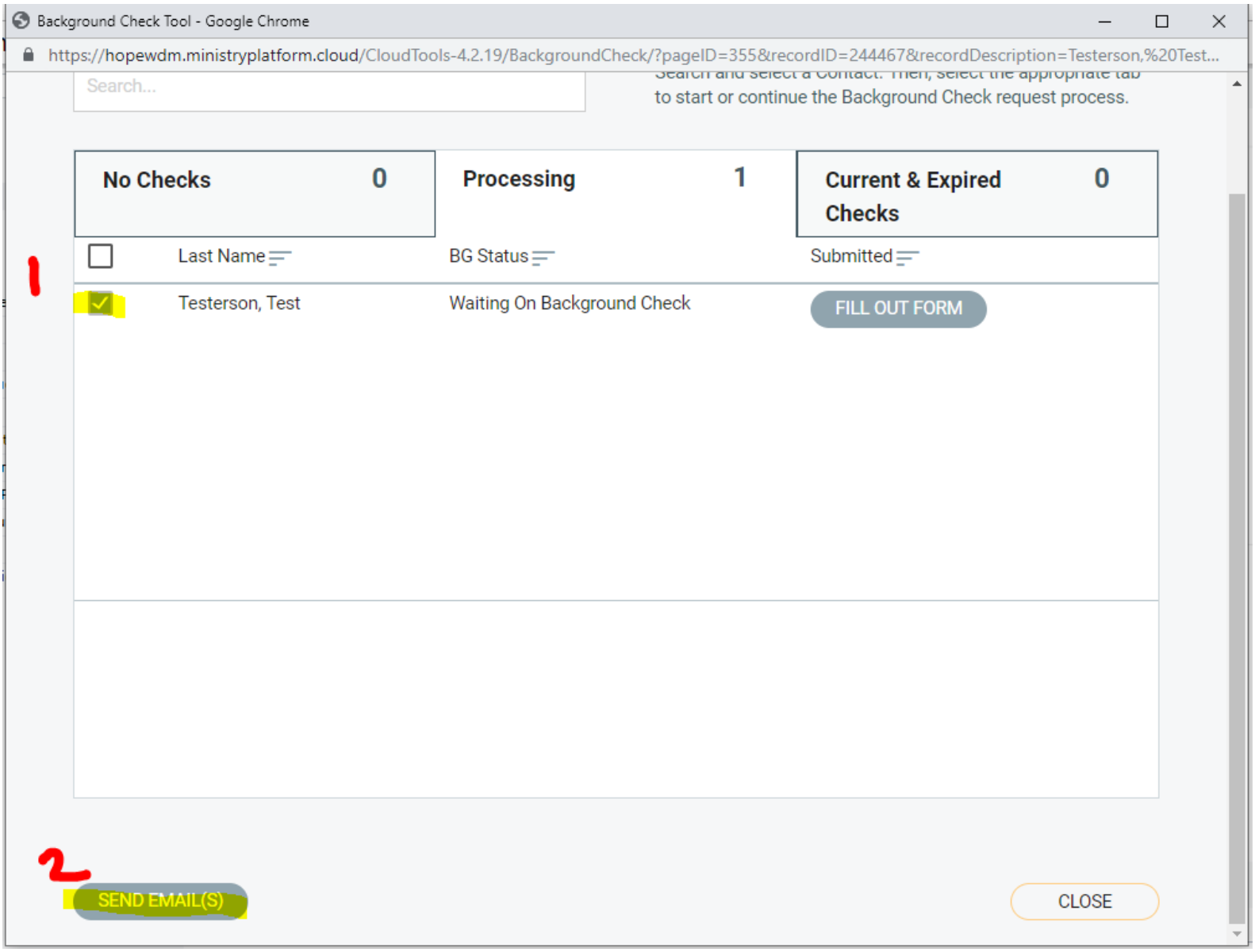




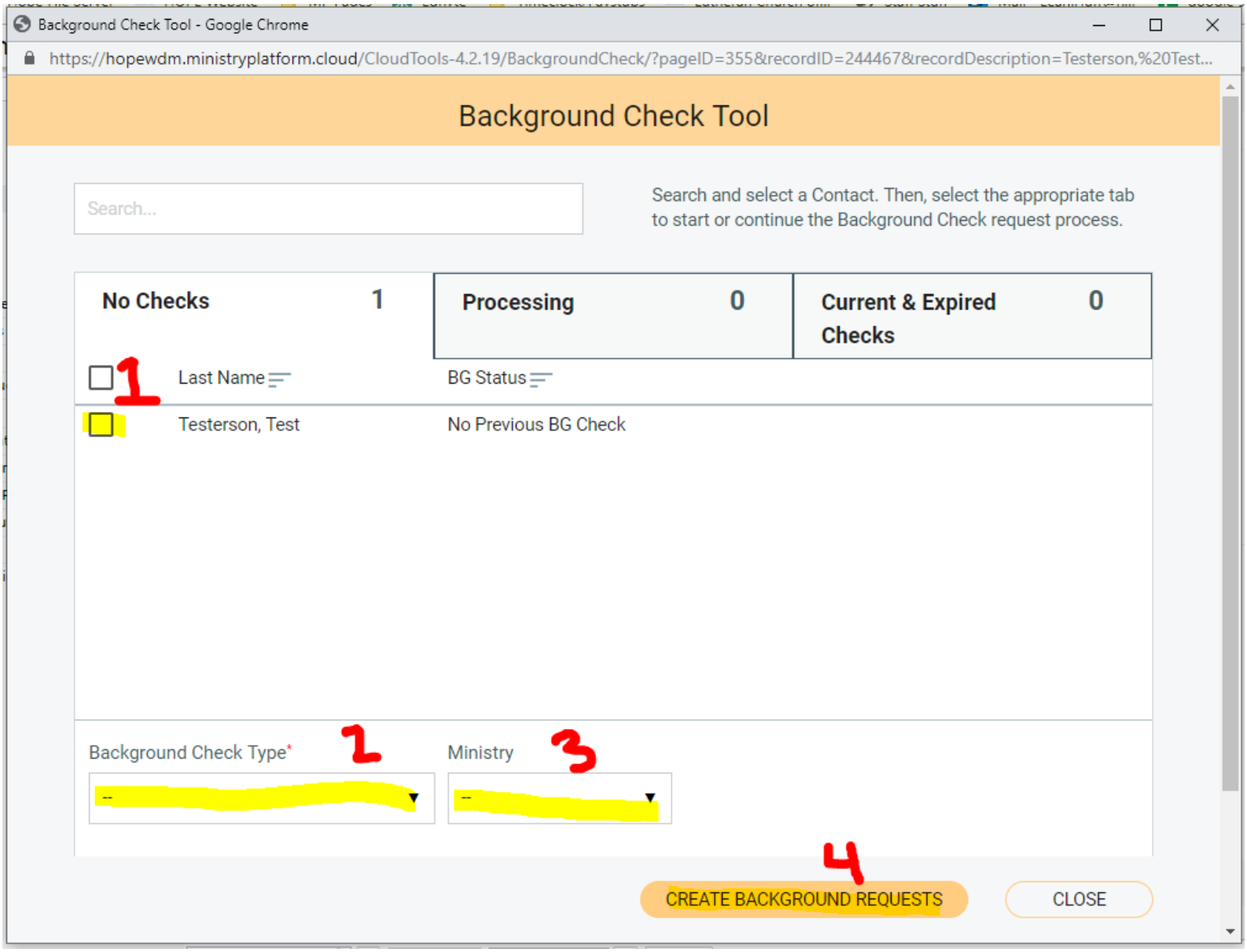
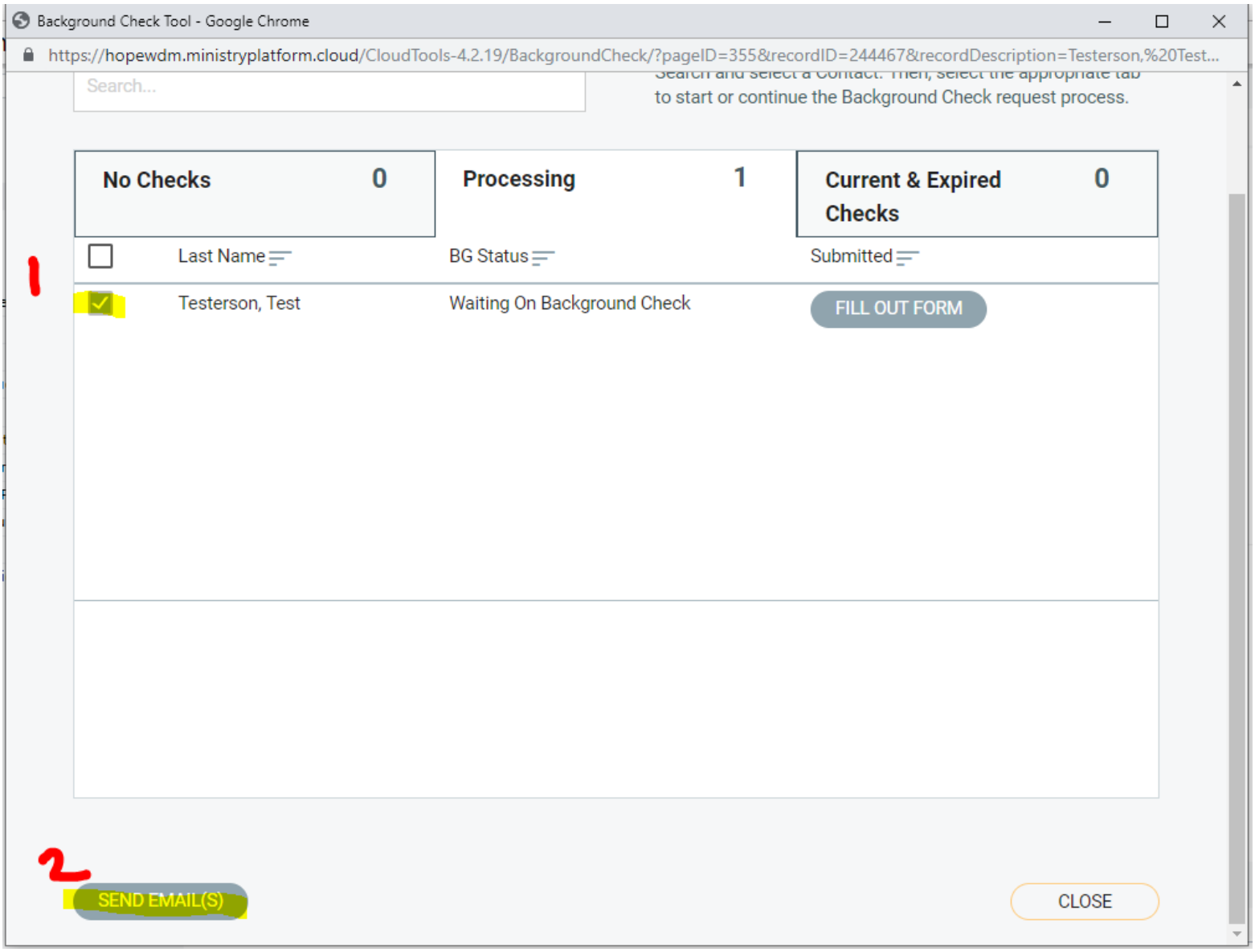
5. The tool will open in a new window
    a. if there is a current & expired background check, you'll auto land on the current & Expired checks page.
        i. Select the checkbox next to the person's name
        ii. Choose the background check type – will always be basic unless they're driving, then 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).



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



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).