**Ordering a Background Investigation**

2. The Notification and Access Security Requirement screen will appear. This screen will appear once per day. Click “Agree”

![Notification and Access Security Requirements](image)

3. Active bulletins will display on the next screen. Click “Next”

![Bulletin](image)

4. From the navigation window, click “Order Reports”

![Main Navigation](image)
5. From the “Job Class” drop down, choose the appropriate package

<table>
<thead>
<tr>
<th>Category</th>
<th>Package</th>
<th>Adjudicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Academic Employee for Programs Involving Children (PIC)</td>
<td>Academic PIC Standard Package</td>
<td>University Public Safety Office</td>
</tr>
<tr>
<td>New Hire Academic Employee</td>
<td>Academic Standard Check</td>
<td>Campus Academic Affairs Office (campus HR office at some regional campuses)</td>
</tr>
<tr>
<td>Student (Non-Academic or Temporary employee) and Volunteer for Programs Involving Children (PIC)</td>
<td>Student/Volunteer PIC Standard Check</td>
<td>University Public Safety Office</td>
</tr>
<tr>
<td>Staff and Temporary (including Student Temporary)</td>
<td>Staff/Temporary Standard Check</td>
<td>Campus HR office</td>
</tr>
</tbody>
</table>

6. From the Work State drop down, choose the state in which the employee will work. Click Next.

7. Enter the SSN (If no SSN—refer to full instruction guide)

8. *Optional* Indicate if the employee admitted to any criminal convictions
   a. If yes, the next screen will display required fields regarding the crime information

9. Special instructions
   a. If you are running a background check that will include searching in Puerto Rico, please provide the mother’s maiden name of the employee in this field.

10. Click Next
11. If the social security number you entered is already in the system, the “Duplicate Services Check” screen will appear. Refer to full instruction guide for details on duplicates.
12. If no duplicates, you will be directed to the Identification Information screen.
13. Complete the Identification Information screen. Yellow shaded fields are required.
14. The Admitted Criminal History Information fields will only appear if you select “yes” to the “Did the applicant admit to any criminal conviction other than minor traffic violations?” question on the previous screen.
15. Enter the employee's current address
   a. *Optional* If you have more than one address, you may enter it below.
16. Click “Next

17. The “Order Confirmation” screen will appear. Review all data entered. If you need to
    make changes, click the edit button located next to each section.

19. When you are confident with your entries, click “Process Order”
   b. You cannot make changes once you click “Process Order”

20. The screen will verify your order was successfully submitted.
21. You will receive an email notification once the background report is complete. Typical
    turnaround time is 1-3 days.
22. Meets University Standards Emp & PIC = No records on the report
23. Pending = The SSN could not be validated and/or a criminal record is on the report.
24. A pending background check will need to be reviewed and adjudicated by the applicable
    office.