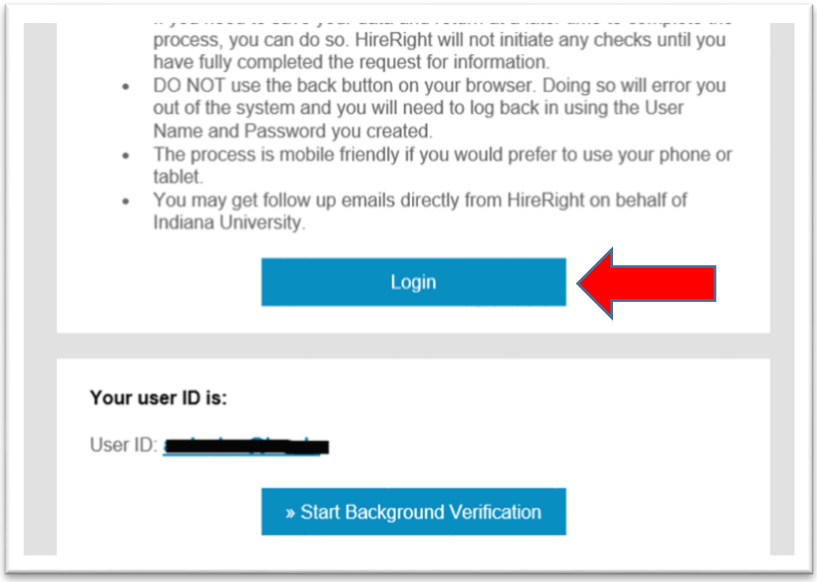
INDIANA UNIVERSITY
HUMAN RESOURCES

HireRight Background Check Applicant Guide

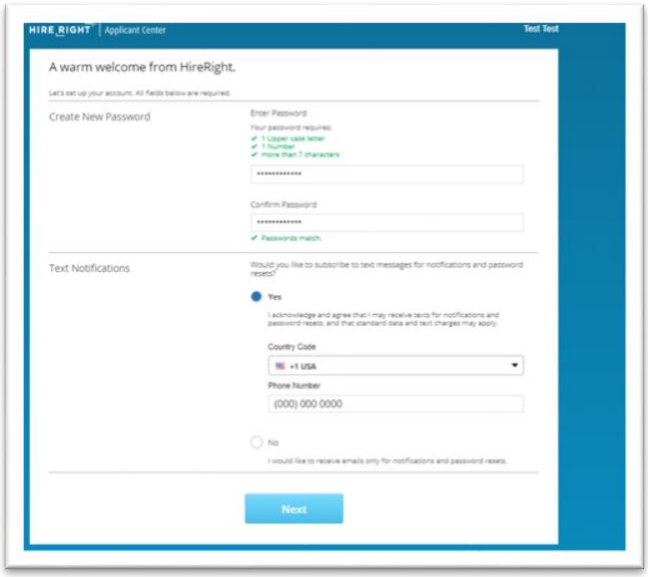
- If you encounter any problems or have any questions while completing the background check form, please reach out to **HireRight at: 1-877-990-4473**.
- You can also utilize the **live chat function** on the left hand side of the background check application at any point during the process.
- Be sure to only use the "Back" and "Next" buttons at the bottom of the page to navigate through the check. Using the browser back button will log you out with an error.

1. You will receive an e-mail from "HireRight Customer Support noreply@hireright.com", that will look similar to this:

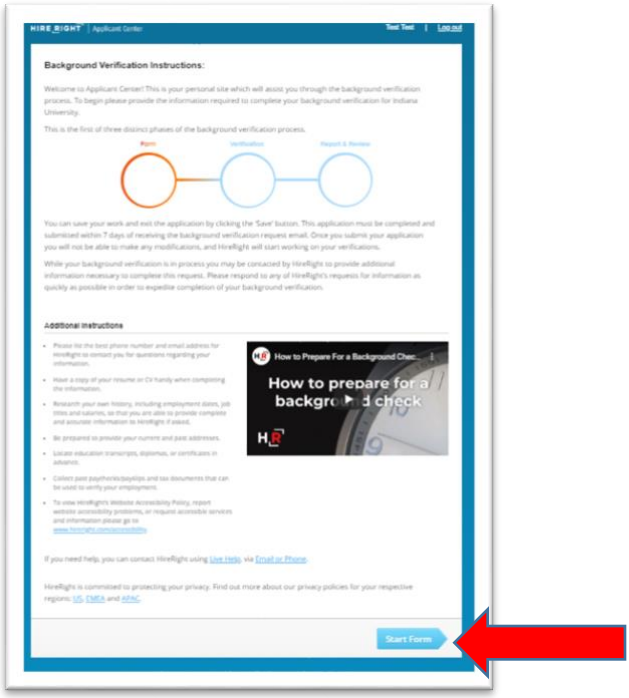
2. After reading the message, scroll down and click, "Login". This will open a web browser window.



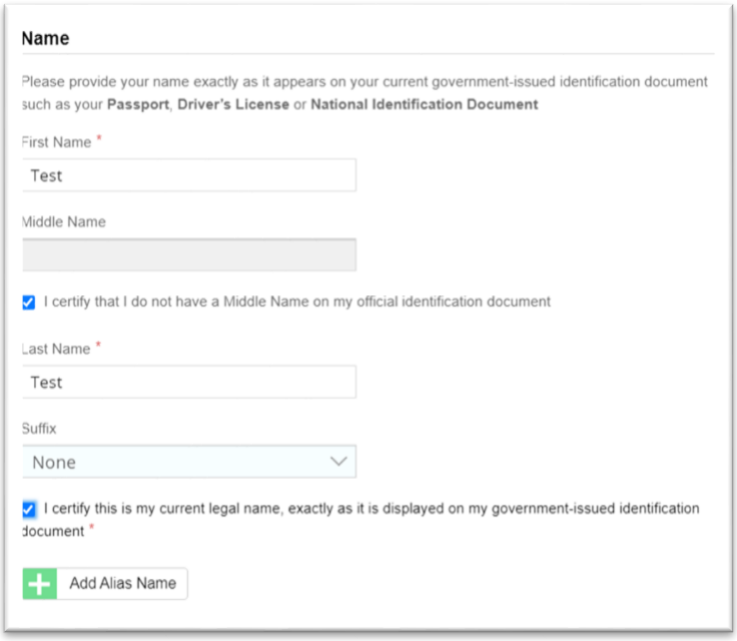
3. Create a password, and have the opportunity to opt in to text messages that will help you follow the progress of your background check. Click “Next”.



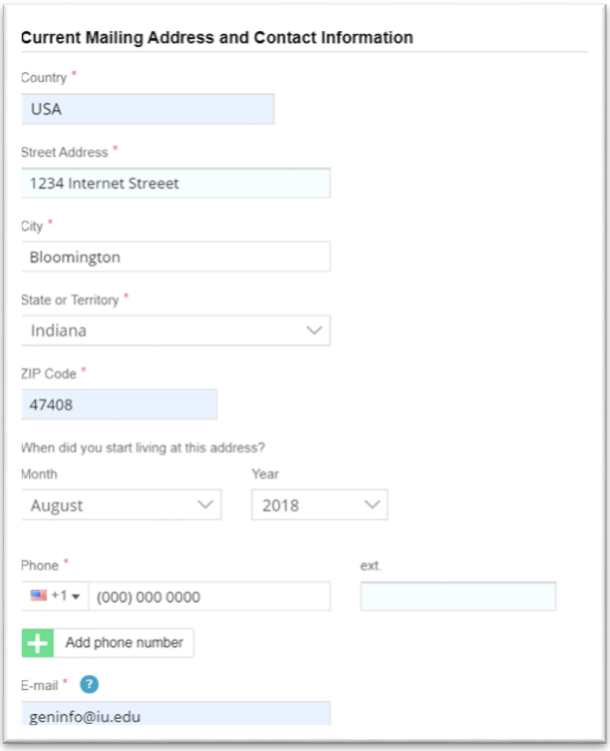
4. Next you will see the HireRight welcome page. Read through and then click “Start Form” at the bottom of the screen.



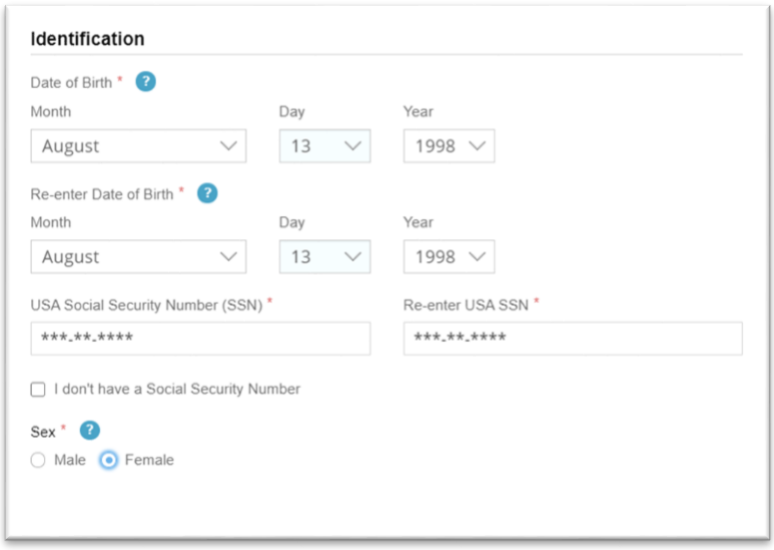
5. Enter the required personal information exactly as it appears on your government issued ID (first name, middle name, last name and any aliases). If you do not have a middle name, check the box stating this. Make sure you also have the additional certification boxes checked.



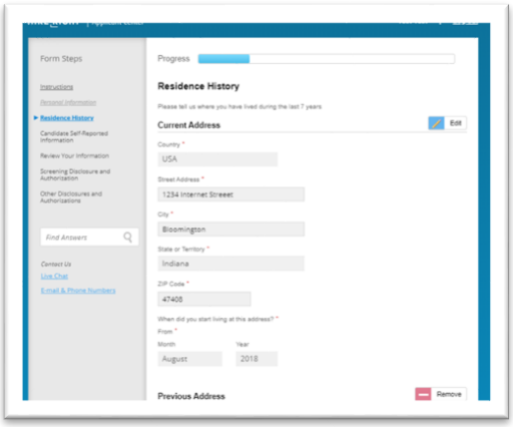
6. Enter your current address and e-mail address.
   Click "Next".

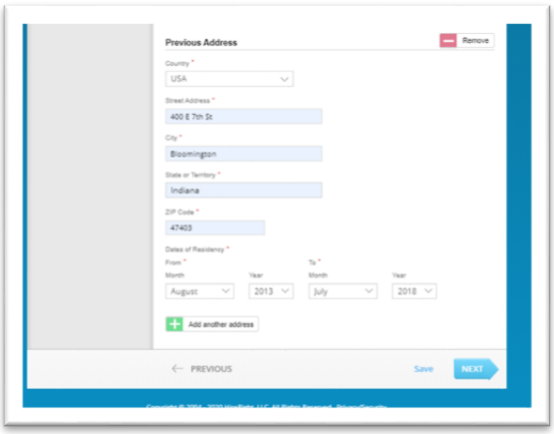


7. Enter your personal identification data, including your date of birth, social security number and sex.
    a. If you do not have a SSN, be sure to select “I don’t have a Social Security Number”.
    b. If you do not identify with either of the sexes listed, please contact HireRight support to determine the best way to continue.

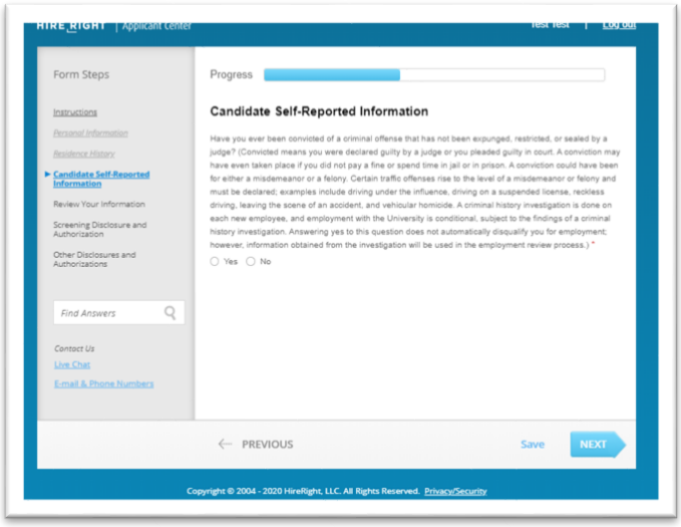


8. Next, enter your address history. IU requires you to enter 7 years of address history. These entries must be entered end-to-end (example: *August 2013 to September 2014*, then, *September 2014-July 2020*).
    a. If you leave any gaps, you will be asked to provide a reason for this address gap.
    b. To add another address, click “+Add Another Address”
    c. Once you have completed entering all 7 years of address history, click “Next”.

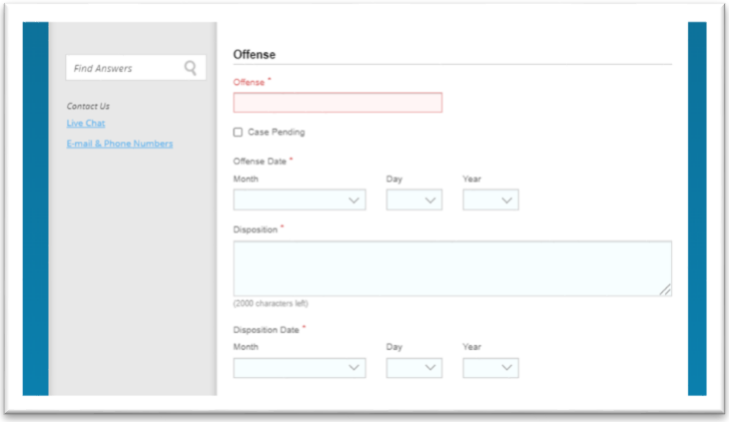


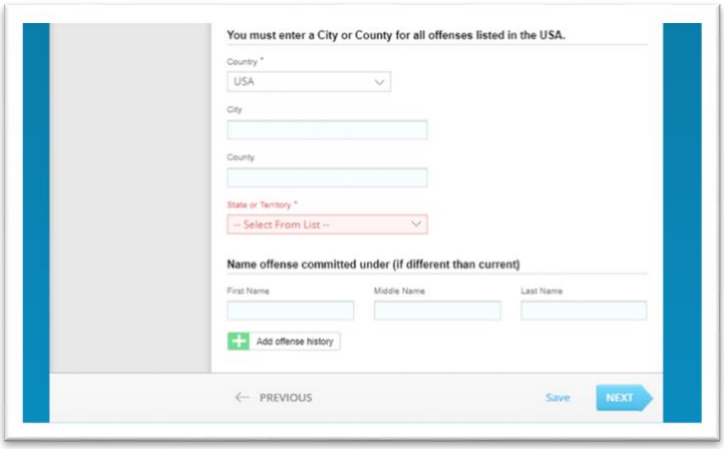


9. The next portion of the check will ask you about any criminal history. Read the statement on Candidate Self-Reporting, and select “Yes” if you have information to disclose, and “No” if you do not.

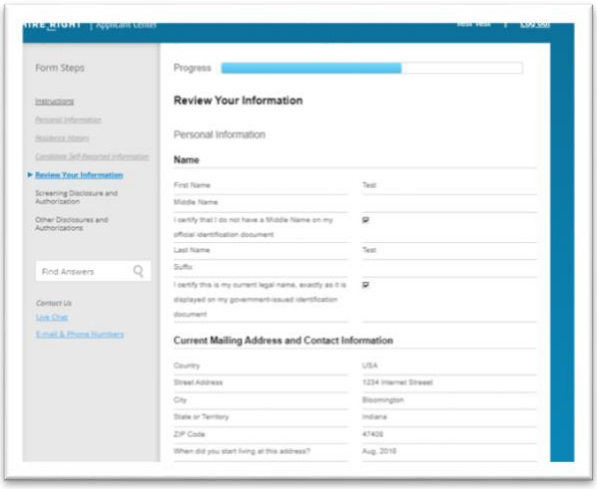


a. If you have criminal history to disclose, enter the offense information as accurately as possible. Then click “Next”.

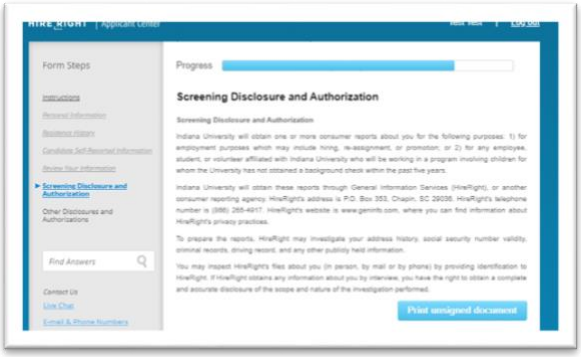


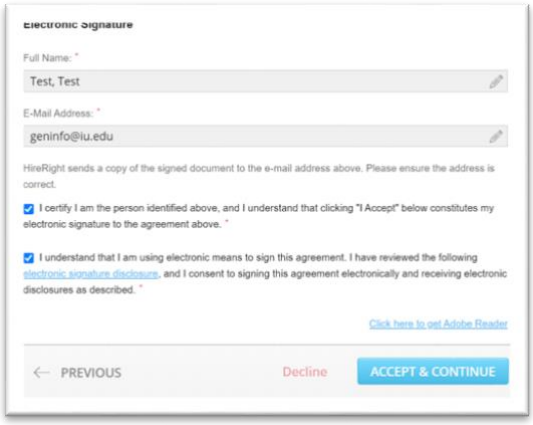


10. Review all of the information you have entered on the background check forms for accuracy. You can return to any section and make changes as needed.
    Once you are satisfied that all information looks correct, hit “Next”.

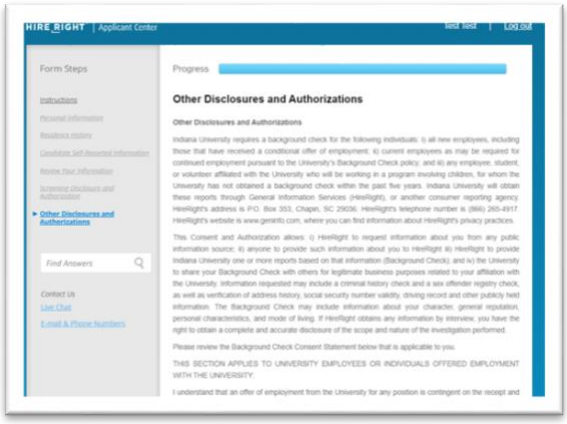


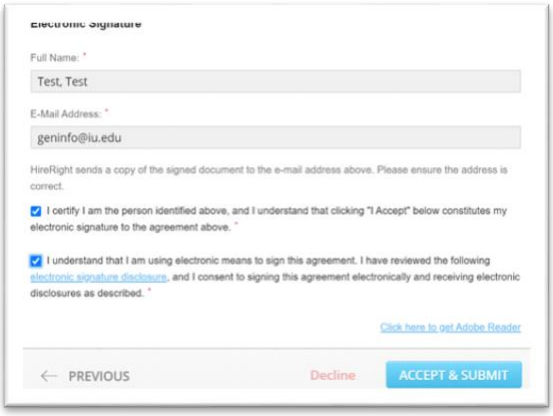
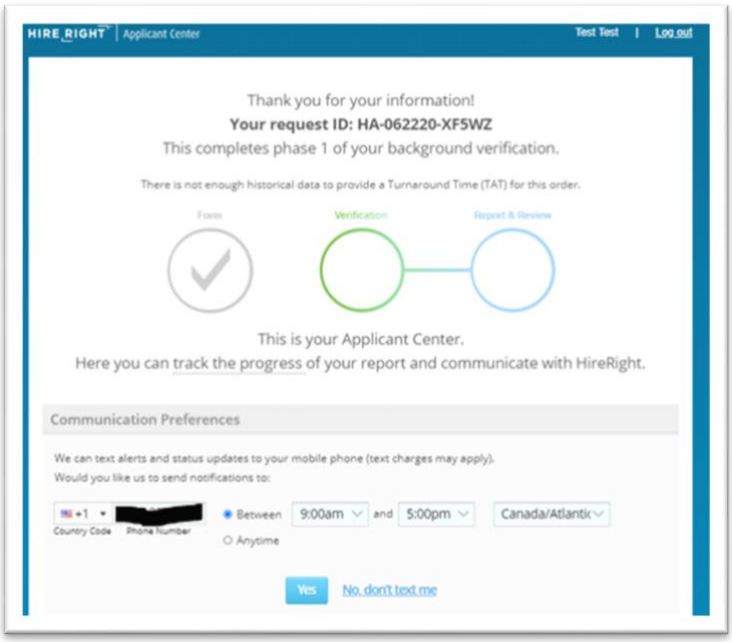
11. Review the screening disclosure forms and electronically sign them at the bottom of the page. Then click “Accept & Continue”.





12. Review the authorization form and electronically sign this at the bottom of the page. Then click, “Accept and Submit”.





13. If you background check forms have been fully completed, signed and submitted, you will see the following confirmation page: