INDIANA UNIVERSITY HUMAN RESOURCES

How to Initiate a Background Check in HireRight

1. Log into HireRight using HOOSR02 as the company ID (or use HOOSR01 and toggle to the background check page using the dropdown in the upper right hand corner)

HIRE RIGHT		
Company ID:		
HOOSR02		
User Name:		
asdunbar@iu.edu		
Password:		
Remember my Company ID and User Name	Select Account: Indiana University (Background)	All Loc:
Login	Indiana University (Background)	
Need help with login? Bookmark mv login page - HOOSR02	Maximize Indiana University (I-9 + E-Verify)	

2. Select "New Order" from the main dashboard.

Orders and Re	eports					□ M	aximize	Refres
New Order		Download	e	Advanced Download	Note M		- C	
All Groups	-	Multiple Users	•	Last 90 days 👻				F
Invitations	Not Submi	tted In Progress	s P	Pending Adjudication	Completed	Cancelled		
Last Name	h.	First Name		SSN/National ID	Status		Sent	

3. Select the appropriate job location. (To change this, hit "Select" and choose the correct location) Click Next.

rm Steps	U INDIANA UNIVERSITY
Location	Dravida Joh Lagation
ect Package & Add-ons	Provide Job Location
ect Form Completion Option	
ididate Personal Information	Job Location
iew Request	Bloomington, Indiana 47405
sening Disclosure and Authorization	County: Monroe USA
	Select Add.new

4. Choose the correct background check package. (The most common is the standard check) Click Next.

Background Request — Select Package &	Add-on Services
Packages	
rackages	
elect Package *	
Select Package * NO PACKAGE (Custom Request)	\vee
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ieloct Package * NO PACKAGE (Custom Request) NO PACKAGE (Custom Request) A La Carte Package Credit Check Only (Restricted to IU HR) Education Verification Only	

5. Choose "Email applicant information to log on and complete background forms".

Define Order			
Who will complet	e the background for	ms?	
O Complete backgrou	d forms myself		
Email applicant info	mation to log on and comple	ete background forms	

6. Enter the applicant information (before opting in an applicant for text messages, ask their permission. The applicant can also choose to opt in on their own when they complete their portion). The background check forms ARE mobile friendly.

rirst Name	Last Name *	E-mail *
Text Message Opt-In		
Text Message Opt-In Has the candidate authorized ye	ou to subscribe to text messages on their behalf?	

- 7. Enter in the order information (required fields are: IU location; Department ID; Account number; Position Type; PIC Position; 5 Year PIC Check).
 - a. Be sure to select the appropriate position type.
 - i. Academic/SSA is used for all academic positions.

- ii. **No Pay** is used for volunteers and any person who is being hired that will not receive any type of remuneration.
- iii. **Staff/Temp** is used for any standard staff or temporary positions, including student temporaries.

Click Next.

IU Location *		
Select From List	\sim	
Department ID (e.g. UA-HUMM) *		
Account *		
Subaccount		
(optional)		
Employee ID		
(optional)		
Position Type *		
	\sim	
Select From List		
Select From List PIC Position *	-	
Select From List PIC Position * Select From List	\sim	
Select From List PIC Position * Select From List S-year PIC Check for Current Employee *	V	

8. This will submit the order. If the order was successfully submitted, an an e-mail is sent to the new hire, you will see the following message:

