

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 <u>noreply@hireright.com</u>", 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".

A warm welcome from Hire	Right.
Let's set up your account. All fields before are	. beiuper
Create New Password	Draz Passord You particul regime. V Logar enteren V more their Detaration
	Carfern Passauret * Passauret
Text Notifications	Vouid you like to subscribe to bent messages for notifications and password resold Yes Lachnowledge and agree shart may rearie tests for notifications and password mess, and mit candidations and test sharges may apply. Country Code
	🕷 +1 USA 👻
	Phone Number (000) 000 0000
	No Evenue like to reactive emails only for rectifications and personnel reasts.

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

background venincation inseractions.	
Welcome to Applicant Center! This is your personal site w	hich will assist you through the background verification
process, so deglo peake provide the information require. University.	I III LUMprese your background ventication for incluma
This is the first of three distinct phases of the background	verification process.
Parts 14	Marine Report & Review
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Voca care cause server server, and suit this smellication by vicibits	the Sear factors. This addication must be considered and
submitted within 7 days of receiving the background verifi-	fation request email. Once you submit your application
you will not be able to make any modifications, and HineR	ight will start working on your verifications.
While your background verification is in process you may	be concacted by HireRight to provide additional
information necessary to complete this request. Peake re quickly as possible in order to expedite completion of you	spond to any of HireRight's requests for information as in background verification.
Additional Instructions	
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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.

such as your Passport, Driver's License or National Identification Document First Name * Test	
First Name * Test	
Test	
Middle Name	
I certify that I do not have a Middle Name on my official identification document	
Last Name *	
Test	
D. // .	
Sunix	

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

Current Mailing Address and	Contact In	nforma
Country *		
USA		
Street Address *		
1234 Internet Streeet		
City *		
Bloomington		
State or Territory *		
Indiana	\sim	
ZIP Code *		
47408		
When did you start living at this addres	ss?	
Month	Year	
August 🗸	2018	\sim
Phone *		ext.
📑 +1 ▾ (000) 000 0000		
+ Add phone number		
E-mail * 🕜		
geninfo@iu.edu		

- 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.

Date of Birth * (?			
Month		Day	Year
August	\sim	13 🗸	1998 🗸
Re-enter Date of Birth	• 🕐		
Month		Day	Year
August	\sim	13 🗸	1998 🗸
USA Social Security N	lumber (SSN)*	Re-enter USA SSN *
***_**			***_**
I don't have a Soci	ial Security N	umber	

- 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".

Form Steps	Progress	Previous Address	Remove
Instructions	Residence History	USA V	
ersonal Information	Please tell us where you have lived during the last 7 years	400 E Teo Cr	
Residence History	Current Address	400 6 /01 30	
Candidate Self-Reported Information		Oy*	
Review Your Information	County *	Bioomington	
Screening Disclosure and	034	State or Territory *	
Authorization	Dreat Address *	Indiana	
Other Disclosures and Authorizations	1234 Internet Streeet		
	Cty*	27 134	
End Annual O	Bioomington	4/4/3	
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Contact Us	Indiana	From To	New
Live Chat	2P Cele*	former of M12 of Lab	14F
E-mail & Phone Numbers	47408	nogost + zvi3 + joy	2010
	When \$4 are shall be able with a strength		
	From *		
	North Year		
	August 2018	← PREVIOUS	Save NEXT
	Der fun Addeurs		

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.

Form Steps	Progress
Instructions	Candidate Self-Reported Information
Promot Information Review Starr Confidence Self Reserved Autoritation Review Tour Information Sovering Disclosure and Autoritations Autoritations	Have you ever been convicted of a criminal offense hist has not been expurged, restricted, or saaked by a judge? (Convicted means you vere declared pully by a) table or you breaked pully in court. A conviction mult have you taken a convict of the second seco
Contoct Us Live Chas E-mail & Phone Numbers	
	← PREVIOUS Save NEXT

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

Case Pending Offense Date *	
Month Day	Year Vear
Disposition *	
(2000 characters left)	li)
Disposition Date [*] Month Day	Year
You must enter a City or County for all office County *	enses listed in the USA.
County	
State or Territory *	
Name offense committed under (if differen	nt than current)
First Name Middle Name	Last Name
	Offense Date * Month Deprestion * Deprestion * Deprestion * Deprestion * Deprestion Tate * Month Deprestion Date *

 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".

KE KIONT Myanam cone		Heat Heat 1 (10/300)
Form Steps	Progress	
intradient	Review Your Information	
Personal Information		
Busidence Hoters	Personal information	
Carolitius Self-Reacted, information	Name	
Besine Xour Information	First Name	24
Screening Disclosure and Authorization	Midde Name	
Other Disclosures and	Leartify that I do not have a Middle Name on my	8
Authorizations	official identification document	
	Last Name	Test
Find Answers Q	Suffix	
	I centify this is my current legal name, exactly as it is	P
Contact Us	displayed on my povenment-issued identification	
Line Char	document	
Email & Phone Numbers	Current Mailing Address and Contact Inf	lormation
	Country	USA
	Street Address	1234 Internet Street
	City	Bisonington
	State or Territory	Indana
	ZIP Code	47408
	When did you start fulne at this address?	Aug. 2018

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

		Full Name: "
RIGHT LADDRAIN GENER	HERE HERE 1 KON DOL	Test, Test
		E-Mail Address: *
n Steps	Progress	geninfo@iu.edu
1223	Screening Disclosure and Authorization	HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is
	Screening Disclosure and Authorization	correct.
n fillings in Soft Hamarton(Information inge information	Indiana University will obtain one or more consumer reports about you for the following purposes. It for employment purposes which may include hring, m-assignment, or promotion; or 2) for any employee, student or inclument affiliated with Indiana University who will be working in a program involving sholen for whom the University has not statement background new with the cases the wars.	I certify I am the person identified above, and I understand that clicking "I Accept" below constitutes m electronic signature to the agreement above. *
<u>e Disclosure and</u> ation docurse and tions	Indiana University will astain these reports through General Internation Sancess (Hwillight), or another consumer reporting approxy Hwillights address in P.O. Box 351, Dought, 50 30006, Hwillight's Weighters number in (JMI) 205-4477. Hwillight's website is weargeneits zon, where you can find internation about Hwillight's princip process.	I understand that I am using electronic means to sign this agreement. I have reviewed the following <u>electronic lowards disclosure</u> , and I consent to signing this agreement electronically and receiving electri disclosures as described. ¹
	To prepare the reports. HrwRight may investigate your address history, social security number validity, oriminal records, driving record, and any other publicly held information.	Click here to get Adobe Re.
Answers Q	You may inspect HineRights files about you (in parison, by mail or by phone) by providing identification to HearBigst. ThineRight tables any information about you by relevance, you have the right to obtain a complete and accurate disclosure of the scale and notice at the investigation and/mont.	
	Print unsigned document	C PREVIOUS Decline ACCEPT & CONTINU

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

rm Steps	Progress	Full Name: *
awaters	Other Disclosures and Authorizations	Test, Test
stead.identitiet	Other Disclosures and Authorizations	E-Mail Address: *
	Indiana University requires a background check for the following individuals: () all new employees, including these that have second a constituted offer of employment: () current employees as may be second for	geninfo@iu.edu
vin, Text Information received Disclosure, and there address here. Disclosuress and there is a times	continuer employment provants the to University's Bockground Childs public, and it live respanse, student, or varianter additional with the University and public table studies para poper moving address in when the University has not distanced as background chicks when the public hey parts. Indexed, University will obtain these regions through Conterel Interdiosi Contexes (Felderig), or a whole consumer regional groups (Development and the Services) (Felderig), or a whole contexer regional groups callered in the University of the	HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is correct.
Find Answers Q minor Un er Zhat mail & Phone Numbers	The Connect and Autorozona dates is relefight to regard interaction acids you from may public internantes source is anyone to anyone conversion internantism acids anyone in the public indexes (shoreing) one or even reports tased on the information (Baciground Cencis); gares) the towney in a bacing coli Baciground Cencis with other to leightmets barressing public sources and the contrast, antionation regarding the public barressing public sources and the set information and the public sources and the public barressing public sources and the set there are also a baciground Cencis with other barressing sources and a set and the set of the public sources and the set of t	electronic signature to the agreement above. " I understand that I am using electronic means to sign this agreement. I have reviewed the following electronic signature disclosure, and I consent to signing this agreement electronically and receiving electro disclosures as described. * Citick here to get Addeb Rea
	Please review the Background Check Consent Statement below that is applicable to you.	

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

	Thank you for your information	on!
	Your request ID: HA-062220-X	F5WZ
This c	completes phase 1 of your backgrou	nd verification.
There is not	t enough historical data to provide a Turnaround	Time (TAT) for this order.
	Form Merification	Derevel & Deview
	This is your Applicant Cente	
Here you can trac	ck the progress of your report and co	ommunicate with HireRight.
Communication Prefer	rences	
Communication Prefer	rences is updates to your mobile phone (text charges maj	y apply).
Communication Prefer We can text alerts and status Would you like us to send no	rences is updates to your mobile phone (text charges may otifications to:	y appły).
Communication Prefer We can text alerts and statut Would you like us to send no 191 +1 • County Code Prefer Sumber	supdates to your mobile phone (text charges may opfications to:	v apply).