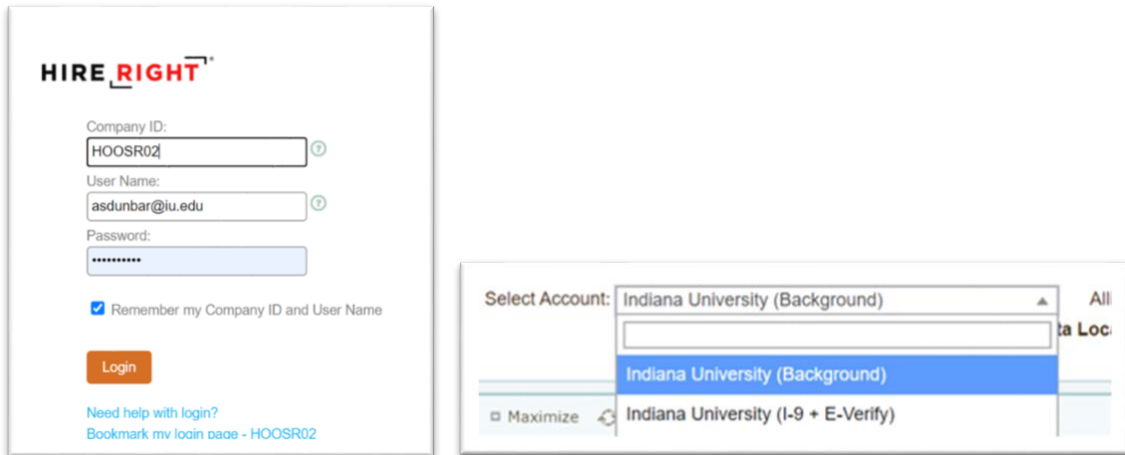
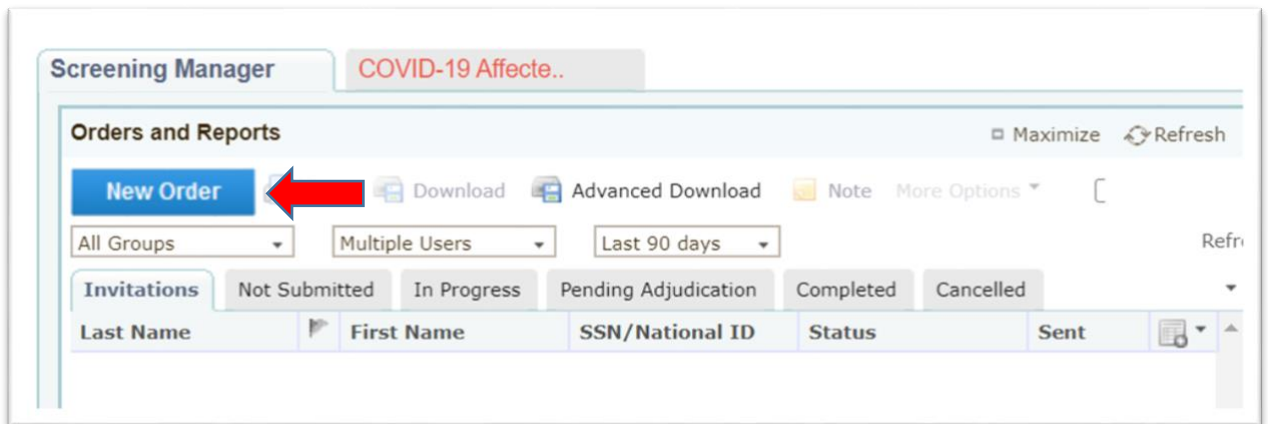


How to Initiate a Background Check in HireRight

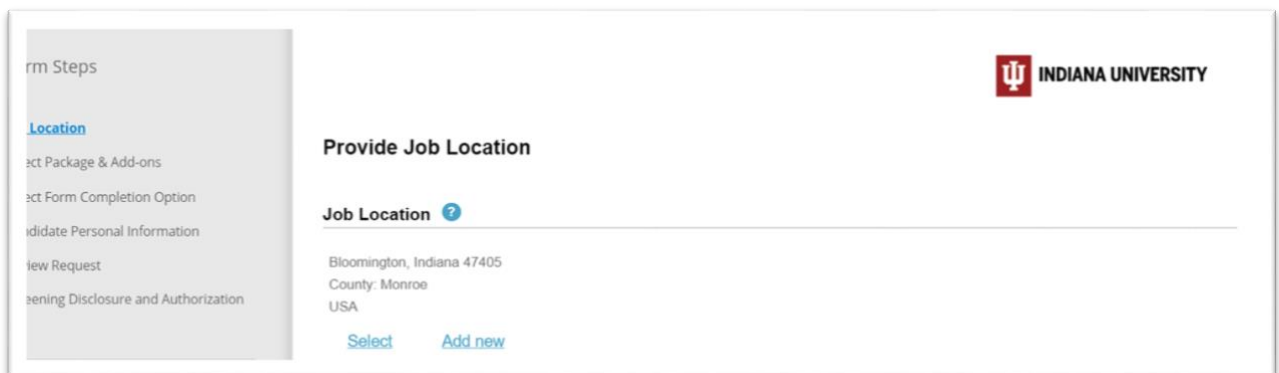
1. Log into HireRight using HOOSR02 as the company ID (or use HOOSR01 and toggle to the background check page using the dropdown in the upper right hand corner)



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



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



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

5. Choose “Email applicant information to log on and complete 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.

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.

The screenshot shows a web form with the following fields:

- IU Location ***: A dropdown menu with "-- Select From List --" and a downward arrow.
- Department ID (e.g. UA-HUMM) ***: A text input field.
- Account ***: A text input field.
- Subaccount**: A text input field with "(optional)" below it.
- Employee ID**: A text input field with "(optional)" below it.
- Position Type ***: A dropdown menu with "-- Select From List --" and a downward arrow.
- PIC Position ***: A dropdown menu with "-- Select From List --" and a downward arrow.
- 5-year PIC Check for Current Employee ***: A dropdown menu with "-- Select From List --" and a downward arrow.

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:

