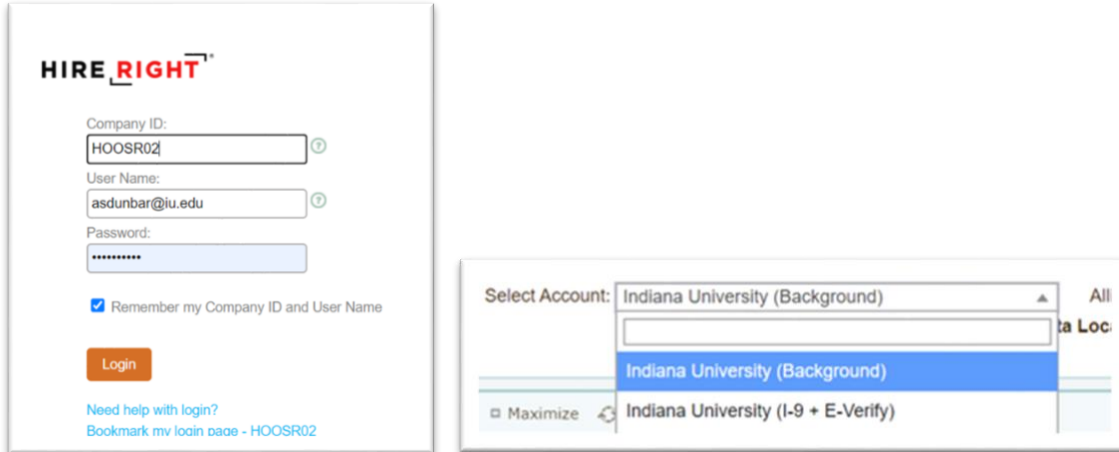
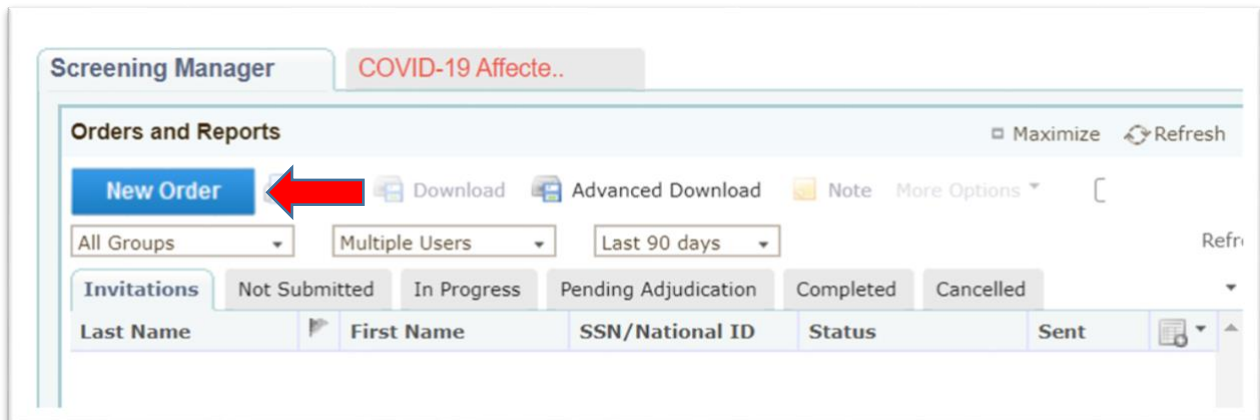


How to Initiate a Background Check in HireRight

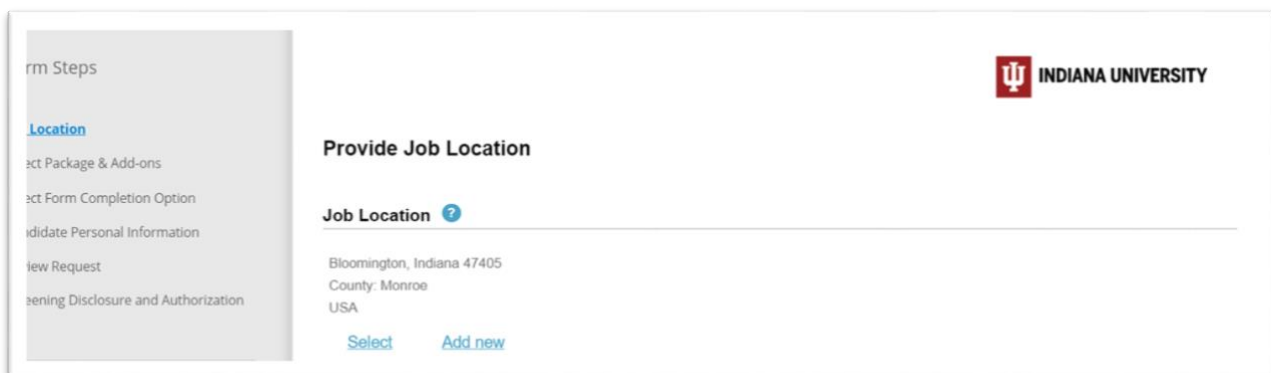
1. Log into HireRight using HOOSR02 as the company ID (or use HOOSR01 and toggle to the background check page using the dropdown in the upper right hand corner)



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.

Screening Manager New Order x

Background Request — Select Package & Add-on Services

Packages

Select Package *

- NO PACKAGE (Custom Request)
- NO PACKAGE (Custom Request)
- A La Carte Package
- Credit Check Only (Restricted to IU HR)
- Education Verification Only
- Professional Credentials Only
- Standard Check**

report

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

Define Order

Who will complete the background forms?

- Complete background forms myself
- 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.

Applicant Information 1

First Name * Last Name * E-mail *

Text Message Opt-In

Has the candidate authorized you to subscribe to text messages on their behalf?

- Yes, I have the candidate's authorization and the candidate acknowledges that standard data or text charges may apply.
- No

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.
 - b. Choose the appropriate message to send to applicant
 - i. **IU Default** is used for standard package criminal checks (this will default)
 - ii. **IU Education Check** is used when ordering an Education Verification
 - iii. **IU Professional Credentials** is used when doing a Credentials Verification

Click Next.

Other Information

IU Location *
 -- Select From List --

Department ID (e.g. UA-HUMM) *

Account *


Subaccount
 (optional)


Employee ID
 (optional)

Position Type *
 -- Select From List --

PIC Position *
 -- Select From List --

5-year PIC Check for Current Employee *
 -- Select From List --

 Upload documents

 (1 / 5)

Choose Message to Email Applicant

Language
 US English

IU default
 IU default
 Default Invitation Letter HTML
 IU Education Check
 IU Professional Credentials
 Default Invitation Letter

[Preview / Edit](#)

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:

