Employee/Applicant eLink Quick Guide

WELCOME TO INDIANA UNIVERSITY

- It is the policy of Indiana University that all new Staff and Temporary employees have certain credentials and criminal and other background information verified as a condition of employment.
- Indiana University has partnered with a third-party vendor, General Information Services (GIS), to manage and conduct your background verifications. The background verification includes a criminal history check, and may also include an education, professional credentials, and/or credit check. Contact your department for more information regarding what background verifications are being performed by GIS.
- Please make every effort to accurately provide GIS with the information requested and to complete the process as soon as possible, as delays could potentially impact your start date and/or your participation in a program involving children with the university.
- After your department representative completes your setup, you will receive an invite email from eServices@geninfo.com.
- Please make sure to check your Junk folder for the invite email. If you do not receive the email within 12 hours, contact your department.

The email will provide you with several important tips. Please see below:

To ensure that you are able to complete the request for information required by GIS, please have the following information available before you begin the process:

1. Your Social Security number.
   a. If you are an international individual and do not have a Social Security number, you may enter 999-99-9999 to proceed with your submission.
2. Any criminal history.
3. Your date of birth.
4. Your current and previous addresses within the last seven years, including zip or postal codes.

The invite email also outlines several system tips.

Here are few more important items of note for you when submitting your information online:

- The submission process could take as long as 10-15 minutes. Allow yourself enough time to complete the process.
- If you need to save your data and return at a later time to complete the process, you can do so. GIS will not initiate any checks until you have fully completed the request for information.
- DO NOT use the back button on your browser. Doing so will error you out of the system and you will need to log back in using the User Name and Password you created.
- The process is NOT mobile friendly. You will NOT be able to complete it from a mobile phone. You should use a laptop computer, desktop computer, or a tablet to enter your data.

Once you have reviewed the invite email, begin the process by clicking the link provided in the email to enter the GIS secure website. You may also copy and paste the entire link into your web browser. The GIS system will guide you through the screens where you will be required to provide additional information and give your consent for the requested search.

Should you have any questions while completing the online form, please contact GIS Client Relations. Client Relations is available five days per week (Monday through Friday) from 8 am to 8 pm Eastern Time. You can reach them at (855) 626-7345, or you can email them at bigtenssupport@geninfo.com.
After you click the login link, the welcome page will appear. Please review the directions and click Start Here.

After clicking Start Here, you will be prompted to enter your User Name (this is the email address to which your invite was sent). You will also be asked to create a password and select the answer to your security question.

After clicking Next, the Address screen will appear. You are required to provide seven years of address history.

- All fields with a red asterisk are required.
- Dates must be concurrent or the system will not let you proceed (see example below and how dates should bookend). If you need to add dates, click Add and enter more information.
- Provide address information to the best of your ability—this includes dates and addresses (City and State are most important).
After clicking Next, you will progress to the Personal Information screen. Complete all required fields and select if you have ever been convicted of a criminal offense, per instructions. Click Next.
After clicking Next, if you have selected Yes to the question “Have you ever been convicted of a criminal offense...” the Admitted Criminal screen will appear.

- Please review directions and Conviction definition (noted with asterisk)
- Enter the date and location of the conviction
- Enter conviction details in the provided text box. Describe the conviction to the best of your ability. If you do not know exact dates you may use the beginning of the month (see example below).
- Additional criminal admissions may be made by clicking Add and entering the information as detailed above.

Click Next.

Note: DO NOT use the back button on your browser as it will log you out of the system. You will be given a chance to review and edit all of your entries before submitting your final record.

If you need technical assistance on this page, contact GIS Customer Service Support at (855) 626-7345.

Criminal conviction admissions may not automatically bar you from employment and/or participating in Programs Involving Children (PIC). However, failure to disclose criminal convictions will disqualify you from further consideration. Additionally, you will be prohibited from participating in Programs Involving Children if you have been convicted of a sexually based crime or crimes against children.

Admitted Criminal

Please provide all information requested pertaining to any conviction(s) you have received for criminal offenses that have not been expunged, restricted, or sealed by a judge. Click on "Add" below to indicate more than one record. Once all information is provided, click on "Next" to continue.

* Convicted means you were declared guilty by a judge or you pleaded guilty in court. A conviction may have even taken place if you did not pay a fine or spend time in jail or in prison. A conviction could have been for either a misdemeanor or a felony. Certain traffic offenses rise to the level of a misdemeanor or felony and must be declared; examples include driving under the influence, driving on a suspended license, reckless driving, leaving the scene of an accident, and vehicular homicide.

![Admitted Criminal Screen]

After clicking Next, you will see the Name screen.

- Please enter information in all required fields.
- Note that Middle Name is not required. However, if you have a middle name, please enter it.
- If you only have one name or just a last name, enter the name in both the First Name and Last Name fields.
- Here you should add any maiden or other names used in the last seven years by clicking Add and entering information if applicable.
Click Next.

After Clicking Next, the Summary screen will be presented. If you wish to make any changes to your entries, click the appropriate section link listed across the top in blue and make your edit. Click Next.
After clicking Next, you will see the Disclosure document. Please review this document by scrolling to the bottom and acknowledging the form in the check box.

Click Next.

After clicking Next, you will be presented with the Authorization to Consent to a Background Check document.

Please review by scrolling through the document and checking the two consent boxes. The system will provide a mouse signature box. Please note that this function can be bypassed by selecting, “I cannot use a mouse.” After completing the signature or clicking to bypass, click OK. After clicking OK, scroll down slightly and click Next.
Be sure to go to the bottom of the form and click "I ACKNOWLEDGE" and then click "NEXT".

Authorization

If you select "I CONSENT" at the bottom of the form you will then be prompted for mouse signature. If you select "I DECLINE" then this will end your process and your background will not be submitted for processing. After making your selection click "NEXT".

CONSENT TEXT:

To CONSENT to the Release of background information for employment-related purposes by General Information Services.

DECLINE TEXT:

To DECLINE the release of background information will result in your application for employment being withdrawn from consideration.

- I further understand that if the Background Check indicates that an outstanding warrant has been issued against me, the University will share this information with the proper authorities.

You acknowledge that Indiana University is required by law to obtain a criminal history record from the Federal Bureau of Investigation for any such reports that may be necessary to verify the truth of the information or for any such reports that may be necessary to verify the truth of the information.

For international students:

To perform background checks, a company may transfer this information to the United States for the purposes of use of criminal records.

Report Copy: If you are checking this box, you will receive a copy of the report by email.

To CONSENT to the release of background information for employment-related purposes by General Information Services, Inc.

☐ I CONSENT
☐ I AM SURE I Wrote the Signature

The image above represents my actual signature, which I intend it to be.

Next

OK Cancel
After clicking Next, you will be taken to the Fair Credit Reporting Act (FCRA) document. Please review by scrolling down and indicating receipt of the document by clicking in the provided check box.
If a resident of New York, you will be provided the New York Corrections Law Article 23-A. If the document is presented, please acknowledge receipt to proceed.

After clicking Next, you will be directed to the successful submission page that informs you your eLink has been completed. At this point, you may either log off by clicking the blue link in the upper right corner, or close the page.