

## Review Background Check Results

With adequate security rights, you can review background checks you have requested to see the status, individual who ordered the background check, date completed, and full details of the results.

### To Review Background Check Results

1. On the Home screen, click **Other People, Parents, Staff, or Teachers**.
2. Double-click an individual's record.
3. On the **Safeguard** tab, click **Review Background Checks**.
4. In the Review Background Checks window, select the result you want to view, then click **View**.
5. If prompted, enter your Verified First **Username** and **Password** in the fields and click **Log In**. If you want to save your user name and password, select **Remember Me**.
6. After you log in, expand the **Complete** tab to view background checks results.

After reviewing the full results, you can use [Safeguard Tasks](#) to enter and track when an individual had a background check and any other information about the results. Staff members who do not have full access to request and review background checks within Verified First can view these tasks, dates, and comments.

### Related Topics

- [Sign up for Background Checks](#)
- [Request Background Checks](#)