Manage Background Checks and Requirements

You can manage background check and requirement information for students, parents/guardians, and personnel in the Safe Environment section. But first, make sure you've added keywords in the Background Check Descriptions and Requirement Descriptions lists.

Background Checks through Verified First

If you order background checks through our partner, Verified First, you can quickly add the results in the Safe Environment window.

1. In PDS, go to any individual's record, click **Safe Environment** in the navigation pane, and click **Request Background Check**.
2. Read the information. To find out more, including pricing, check out our website. When you're ready, click **Sign Up**.
3. If you have not already signed up for eBilling, click **Sign up for eBilling**. In the Client Portal, follow the instructions to enroll in automatic payments.
4. Click **Sign up for background checks**. Note that you are agreeing to our Terms of use agreement.
5. Complete and submit the online agreement for service to Verified First. Verified First will contact you to review and process the agreement.

> **Useful Information**
>
> You only need one Verified First account. Each staff member who requests or reviews background checks can use this account.
>
> You can control which staff members have access under Users & Passwords.

After Verified First processes your agreement, you can order background checks in the Safe Environment window.

1. Locate the individual's record.
2. In the navigation pane, click **Safe Environment**.
3. Under the Background Check grid, click **Request Background Check**.
4. Click **Yes** to open the Verified First website.
5. Log in using your account credentials, then follow the steps to order the background check.

Once a background check is complete, you'll receive an email from Verified First. Then, you're ready to check the results and add the information in the grid.

1. Locate the individual's record.
2. In the navigation pane, click **Safe Environment**.
3. Under the Background Check grid, click **Check Results**.
4. Click **Yes** to open the Background Check Result dialog box.
5. Any results display in the list.
    - If a background check has been ordered but not approved through Verified First, it shows a status of "Pending".
    - If a background check has been approved through Verified First, it shows a status of "Complete".

6. Select the approved background check item(s) to add to the Safe Environment grid, and click **Add Approved**.

The approved items display in the grid. The Note field indicates the Verified First status and file number for your reference.

Manually-Entered Background Checks and Requirements

If you use a background check service other than Verified First, you can manually enter results in the grid.

1. Locate the individual's record.
2. In the navigation pane, click **Safe Environment**.
3. In the Background Check or Other Requirements grid, click the add icon +, and enter the background check or requirements information. If you set up templates, click **Use Template** to quickly insert the necessary background check items or requirements.

   Useful Information

   These lists use entries from the Background Check and Requirement Descriptions keyword lists.

4. Click **Save**.

Related Topics

Post Student Background Check Information
Post Legal Requirements
Post Personnel Background Check Information
Post Other Requirements
Define Safe Environment Templates
Keyword Descriptions