

## **CRIMINAL BACKGROUND CHECK INSTRUCTIONS**

1. Go to the secure link: <https://www.ejobapp-validityscreening.com/p/fhsuteacher1896>
2. You will need to create a New User account by client link in the upper right hand corner (previous credentials will not work for this updated site)
3. Create a User Registration by completing the required fields and clicking **SAVE**
4. An authentication message will be dispatched to your email. Follow the link within the email to set password and begin application.
5. Locate your needed package by selecting the **SUBMIT** link
6. Complete each section of the screening profile
  1. Review the screening profile to ensure all sections are complete and click **NEXT** (bottom right)
  2. Read the “Notice” and check the confirmation box, click **NEXT** (bottom right)
  3. Read the “Summary of Rights under the Fair Credit Reporting Act” and check the confirmation box, click **NEXT** (bottom right)
  4. Complete the Disclosure and enter your signature in the electronic signature box, click **NEXT** (bottom right)
  5. Complete the required fields in the Authorization and enter your signature in the electronic signature box, click **NEXT** (bottom right)
  6. Complete Credit Card payment options (AMEX, Discover, MasterCard or Visa)
    - i. **Cost is \$35.50 plus \$2.00 administrative fee**
    - ii. **Receipt of payment will be emailed to you once submitted**
  7. Select **SUBMIT** to complete application

**\* Your results will not be released to your institution until you successfully submit your request and payment to Validity.**

Results will be forwarded to **Fort Hays State University**. Instructions on how to access your completed report via your profile page will also be sent via email once your profile has been submitted.

If you have any questions please feel free to contact **Kerry Schuckman** at **785-628-4542** or [kschuckm@fhsu.edu](mailto:kschuckm@fhsu.edu). You may also contact Validity Screening Solutions with technical questions at 913.322.5995, toll-free at 866.920.5995 or via email at [students@validityscreening.com](mailto:students@validityscreening.com).