

# Student & volunteer background check request tool

Departments use this tool to initiate background checks for individuals meeting the University's [Criteria for running a student, volunteer or contractor background check](#). This reference guide describes how to request a background check and what to expect after it is received.

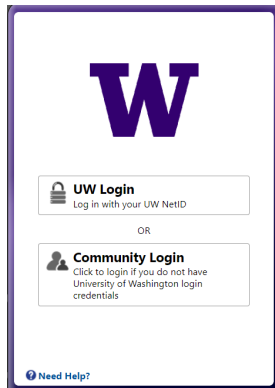
## STEP 1: ACCESS THE TOOL

Access the [Student & Volunteer Background Check Request Tool](#).

Use your UW NetID to complete the UW Login.

Access to the tool is limited to HR professionals who manage student hiring and volunteer placements for their departments.

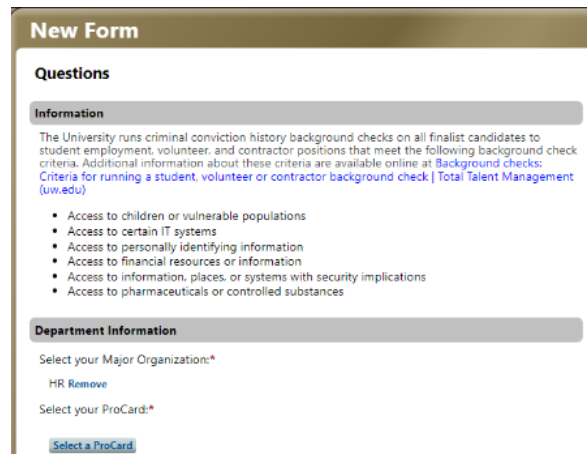
If you need assistance, please email [ttmchbc@uw.edu](mailto:ttmchbc@uw.edu).



## STEP 2: SELECT YOUR HR ORG

On the **New Form** screen, select your **Major Organization** (e.g., school/college/central administrative unit) from the dropdown menu.

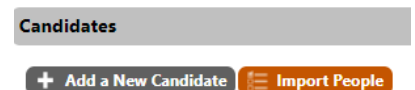
Then, select the **ProCard** to be charged for the background check. If the ProCard you need to use is not listed, please email [ttmchbc@uw.edu](mailto:ttmchbc@uw.edu) for assistance.



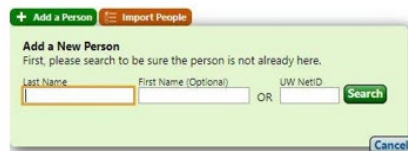
## STEP 3: ADD CANDIDATES

To add names individually, follow steps 3a–3c. To upload a list of multiple names, skip to Step 4.

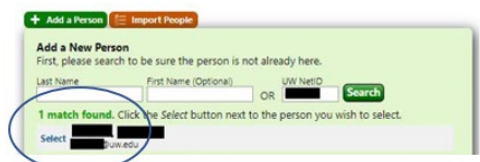
- To add names individually, click **+ Add a New Candidate**.
- Type in **Last Name, First Name, or UW NetID** (without the uw.edu) to check if the candidate is already in the system. *Tip:* Always use NetID if the individual has one.
  - If they are in the system, you will be prompted to use the existing spelling of their name and email address, which will help reduce errors and minimize delay.
  - If there is no match, you'll be prompted to enter their name and email address.



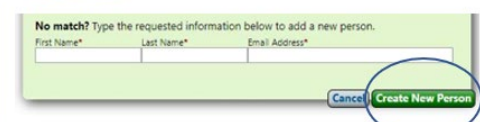
1. Type Last Name, First Name, or UW NetID to check for a match.



2. If it shows **match found** and it is a correct match, click **Select**.



3. If there is **No match**, enter the candidate's First Name, Last Name, and Email Address, then click **Create New Person**.



### STEP 3: ADD CANDIDATES, CONT.

- c. After selecting or adding a name, review your entries and Save for Later or Submit Form.

The information just added is shown on a list on the page. Add additional people, if needed (each gets a separate notification).

Last Name	First Name	Email Address	Actions
Sample	Sample	Sample	

All done? Click **Submit Form** to confirm the submission (not shown).

The form can also be cancelled or you can save it for later.

**Cancel Form** **Save for Later** **Submit Form**

**+ Add a Person** **Import People**

### STEP 4: IMPORT PEOPLE

Select **Import People** to add multiple names. Follow the instructions in the screenshot to download and complete a spreadsheet, upload it to the background check tool and submit it.

**Candidates**

**+ Add a New Candidate** **Import People**

*No Candidates have been added.*

1. Download a sample spreadsheet.

2. Enter in the information and Save As to a secure location per your department's policy.

3. Attach the file (just like adding an attachment to an email).

4. Click **Done Importing** to add names. Information added will appear on a list for your review (see above).

**Import Spreadsheet**

**1. Build Spreadsheet**

The first step is to get your data into spreadsheet form. The list below shows the columns that should be in your spreadsheet. The names of the columns should be in the first row. You can download a sample spreadsheet and fill it in if you would prefer.

**Download a Sample Spreadsheet**

**Data Field**

First Name  
Last Name  
Email Address

**2. Upload Your Spreadsheet**

You may upload an Excel file (.xls or .xlsx), an OpenOffice/Libre Office file (.ods), or a Comma-Separated Value file (.csv).

**Select Files to Upload** or **Drop Files Here**

**Done Importing**

### WHAT HAPPENS NEXT?

You can login to the background check request tool to monitor your applicants' status. The system will also send the following emails as the process progresses:

- **After you submit a name** ► The individual will receive an email with the subject line is "ACTION REQUIRED: Complete Background Check Authorization Form." The system will send a reminder email every 24 hours until the form is submitted.
- **After UWHR reviews the authorization form** ► We will initiate the background check. The applicant will receive an email with the subject line "UW Background Check instructions" and, if needed, they will receive a reminder to submit required information. Concurrently, you will receive an email confirming the applicant completed their disclosure form and UWHR has initiated the background check.
- **After the background checks are complete and clear** ► UWHR will notify the applicant and hiring manager by email. We will also follow-up if the background check returns disqualifying findings.