

ShareFaith

Ordering Background Checks



- To start ordering a background check, please click on the “My Account” link in the upper right hand corner, which will take you to “My Products”.



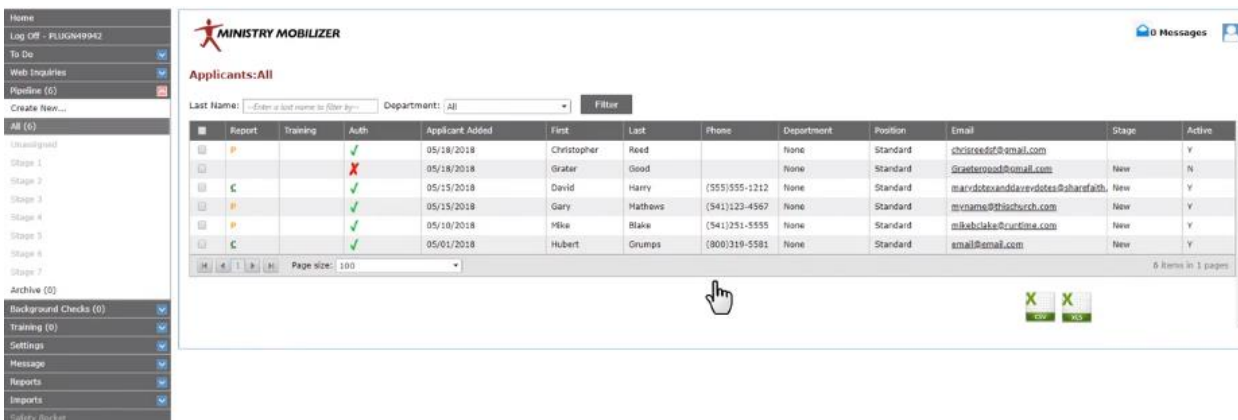
- Click on the Background Checks option on this page.

- There will be two ways to order background checks Not Volunteer Teachers and Volunteer Teachers:

-Not Volunteer Teachers:



- If you are ordering a background check on a candidate that is not a Volunteer Teacher, please click “Background Checks Dashboard”. This will take you to Ministry Mobilizer, where you are able to order checks on other types of candidates.



- To order a background check here, click on either “New Order” under the Background Checks tab to the left of your screen, or “Create New” under the Pipeline tab to the left,

depending on the Bundle subscription you have.

- If you have a Bundle 2 subscription, you will be allowed to send out the Online Consent Form to your candidates, so they will be able to enter in the rest of their information and give consent online.
- If you do not have at least a Bundle 2 subscription with Protect My Ministry, you will need to get consent from your candidates on paper and enter their information manually.
- If you are interested in upgrading your account to a Bundle 2 subscription, please contact Protect My Ministry at 800-319-5581

-Volunteer Teachers:

Quick Media Search: [Filter +](#)

[My Products](#) [My Media Favorites](#) [Membership & Billing](#) [My Designs](#)


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BACKGROUND CHECKS

[Background Checks Dashboard](#)

[Manage My Teachers](#)

[Background Check Tutorials](#)



- If you were ordering a background check for your Volunteer Teachers, you will need to click on “Manage My Teachers”.

Add a Teacher Account (2 of 16 active teacher accounts created)

Email First Name Last Name

*Upon creation an email will be sent to this teacher regarding Sharefaith Kids access information.

[Request Background Check](#) [Create Teacher](#)

Manage Your Teacher Accounts

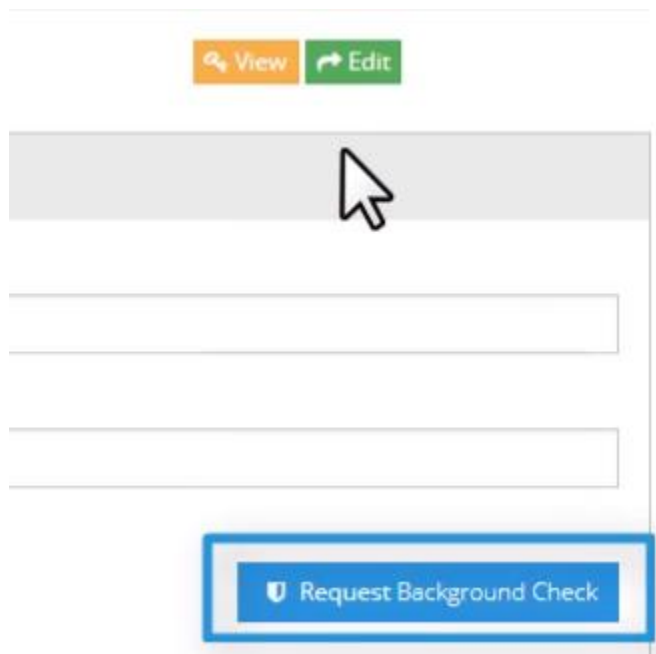
Teacher	Background Check	Email	Last Login	Options
7762 to You	Submitted View Dashboard	chrisreedf@gmail.com	6/5/2018 8:55 AM	View Edit
694 Gary Matthews	Submitted View Dashboard	chrisreedrocks@sharefaith.com	6/1/2018 1:08 PM	View Edit
76 Thomas Laymont	None Request Background Check	tdmora@sharefaith.com	6/5/2018 9:09 AM	View Edit

-Existing Teachers:

- There are two ways that you can order a new background check on an existing Teacher:

Manage Your Teacher Accounts	
Teacher	Background Check
TS <i>This Is You</i>	Submitted View Dashboard
GM Gary Matthews	Submitted View Dashboard
TL Thomas Laymont	None Request Background Check

- Either click on the “Request Background Check” under the Background Check column



- Or click on the “Edit” button to the right of the Teacher’s name, and click on “Request Background Check” under the Teacher’s name.

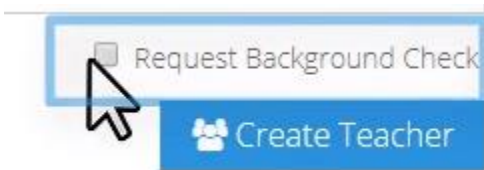
-New Teachers

- To add a new Teacher, please enter in the Teacher's email address, first name, and last name, under the "Add a Teacher Account"

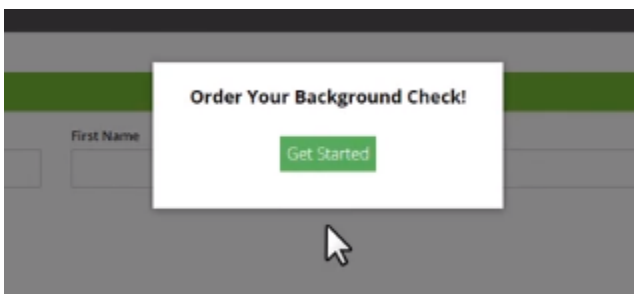


The screenshot shows a form titled "Add a Teacher Account (2 of 16 active teacher accounts created)". It has three input fields: "Email", "First Name", and "Last Name". Below the "Email" field, there is a small asterisk and the text: "*Upon creation an email will be sent to this teacher regarding Sharefaith Kids access information." To the right of the "Last Name" field, there is a checkbox labeled "Request Background Check" and a blue button labeled "Create Teacher".

- To order a background check on the new teacher, make sure to click on the "Request Background Check" check box before the "Create Teacher" button.



- You will receive a pop up when you check off to request a background check and clicked on Create Teacher.
 - To continue with the background check process, please click on "Get Started" on the Pop up box



- If you have the Bundle 2 subscription with Protect My Ministry, you will be able to send an Online Consent Form to your Teacher, in order to enter in their own information and give consent online.

Confirm Details

****NEW OPTION FOR BUNDLE 2 AND HIGHER CLIENTS**** To obtain an online consent form from your applicant, only the following information is required before you click on the "Send Link to Applicant" button (First/Last Name and Email). You will then be asked to select your package and will have the option to customize the email being sent. To upgrade your Bundle, please contact Support at 800-319-5581 or email support@protectmyministry.com.

First Name: * (Do not include punctuation. Ex: , ' -)
Middle Name: (Do not include punctuation. Ex: , ' -)
Last Name: * (Do not include punctuation. Ex: , ' -)
Email: (required for Child Safety Training)

If you prefer to submit the details and collect the authorization yourself, scroll to the below section, complete the required fields and click submit.

- If you do not have a Bundle 2 subscription with Protect My Ministry, you will need to get consent from your candidates on paper and enter their information manually. Click on the Submit button to continue the background check process.

if you prefer to submit the details and collect the authorization yourself, scroll to the below section, complete the required fields and click submit.

Date:

Other Names Used:

Social Security: * (enter 111111111 if SSN is unknown)

D.O.B.:

Sex:

Ethnicity:

Phone:

Drivers License: (Do not include punctuation. Ex: , ' -)

D.L. State: (required if Drivers License is filled in)

Addr. From:

Street: (Required for credit checks)

City:

State: *

Zip Code:

* Note: The Social Security Number, Date of Birth, full name, email address and State are required fields.

- Click on the Submit button, once you have entered the information, to go to the Order Screen

Order Background Check

Name: Chris Reed

Billing Ref: [None]

Package: A La Carte
 Basic
 Plus * Minimum Recommendation - Click [here](#) for explanation.

A la Carte: National Criminal Database Search
 Criminal Search (County or Statewide)
 MVR Driving History Search
 SSN Verification & Address History
 Credit History (Current physical address must be supplied for applicant)
 Education Verification
 Employment Verification
 National Sex Offender Registry
 Child Abuse Registry Search
 OIG/GSA Level I
 OIG/GSA Level II
 OIG/GSA Level III
 Federal Criminal District
 Federal Criminal Statewide
 10-Panel Urine with MRO

Search AKA (Malden) (Additional Charges Apply--Applies to all Court Searches)
 Name:

Order and Email Invite for Training

Child Safety Training (Free with background check)

Employee (Extended Series-Approved by the Texas Department of State Health Services)
 Volunteer
 Spanish (Extended Series-Approved by the Texas Department of State Health Services)

Check here if you would like to be contacted about upgrading your Bundle to include Child Safety Training.

-View Results

There are two ways that you can view the results of the background check:

Manage Your Teacher Accounts

Teacher	Background Check	Email	Last Login	Options
This is You	Submitted View Dashboard	chrisreedrocks@sharsfaith.com	6/5/2018 4:02 PM	View Edit
Mike Blake	Submitted View Dashboard	mikeblake@runtime.com	3/10/2018 2:42 PM	View Edit
George Strate	Submitted View Dashboard	hordigman12@hunner.org	3/10/2018 3:40 PM	View Edit

Edit This Teacher

Photo (jpeg, jpg or png)

Email

Role

First Name

Phone Number

Scheduling Color

Last Name

Church Name

Background Check
Completed - 2018-05-15

Repair Teacher
Resend Password
View Results
Update Teacher

- Under Manager Your Teacher Accounts, click on the Edit button to the right of the Teacher's name. You will see the date that the background check was ran on under "Background Check". To view the results, click on the "View Results" button.

Teacher	Background Check	Email
DT This is You	Submitted View Dashboard	chitneedrocks@sharefaith.com
MB Mike Blake	Submitted View Dashboard	mikeblake@runtime.com
BS George Strate	Submitted View Dashboard	hodgegman12@hunter.org
DH David Henry	Completed View Results	marydonesanddevedotes@sharefaith.com

- Or, under Manage Your Teacher Accounts, you can click on the “View Results” under the Background Check column.