**Safe Hiring Solutions (SHS) – Criminal History Background Report Instructions**

Please use Chrome or Firefox. Internet Explorer MUST be running current version to work properly (IE is not the browser of choice due to security issues).

1. **BE SURE to read the instructions (below) as you go through the application because they will help you with the application process. You are responsible for reading the entire contents of this instruction page.**

   Click on this [link](#) to start your report application. You will need to log in using your First Name then Last Name (please do not select Jr. or Sr. or any other suffix unless that is actually part of your legal name), and your email address. In the Position box, select Expanded Criminal History EMP, then enter the security code and press the next step button.

2. Another box will come up that will tell you that they have sent you an email with instructions to complete your background check. If you encounter any difficulty during the application process please **do NOT call the school.** Call Safe Hiring Solutions directly at 1-888-215-8296.

3. Next, check your email that you used in Step 1. You should have an email that says it’s from orders@safehiringsolutions.com. If you don't receive it within 10 minutes, call Safe Hiring Solutions.

   THE NEXT STEP IS A TWO STEP PROCESS:

   **Step 1:** Click on the DCS link within the email letter and fill out the information contained within that link. The school district you need to select is **IUPU Fort Wayne.** Make sure you include address history back to January 1998. There cannot be any gaps or overlapping of dates.

   **Step 2:** Scroll to the bottom of the email page and you will find your user name and password that you will need to use when you click on the link that says “click here to start your application”.

4. After you click the link to start your application, enter your user name and password as found at the bottom left hand corner of your email letter.

5. Carefully read the page that comes up. When you are finished, press the “click here” link. **NOTE:** Once your application is submitted the process begins instantly and there are no options for refunds.

6. Fill in the application and click on the “next step” box when finished.

7. The next page will show you what your fee will be for the report you are requesting. Also click on the “Applicant Details” tab and review that screen. Make any additions or corrections and click save when done. Go back to the report tab. Click on the “next step” box when finished.

8. Read the disclosure & authorization statement. Click the box that you agree to the terms of the agreement and use your mouse to sign in the signature box. Click next when done.

9. Fill in credit card information, authorize them to charge your card, then authorize payment and order your report.

Your criminal report will be electronically sent to the IPFW EPIC office (Neff Hall #243). You will not receive a copy of the report. It can take anywhere from 1 day up to 2+ weeks for the EPIC office to receive your report. You can go back in and check the status of your report but you cannot print it. If you need a copy of your report, contact the IPFW EPIC office and they will provide you with a copy. **Watch your email in case SHS or the DCS needs more information from you.** This will cause a delay in processing your report if SHS or the DCS is waiting to confirm or obtain more information from you.

(continued on next page)
FYI:

SHS conducts a Social Security Number trace search, which helps them confirm that you are who you say you are plus it gives SHS any additional name(s) you may have previously used (i.e. maiden name). It also helps SHS verify your DOB as well. We discovered there is a glitch in the system and occasionally a search will come up for a place you never lived. If this happens, contact SHS at 1-888-215-8296 and they will refund you the cost of the inaccurate search.

It is VERY common for students to receive an email regarding the DCS check portion of the application. DCS is extremely picky with the information they ask for. If anything is incorrect and/or missing they will email you and ask you to submit the information they need before they will complete the application process. Please keep checking your email until you know your report is complete and has been sent to IPFW.

5/11/17   EPIC mw