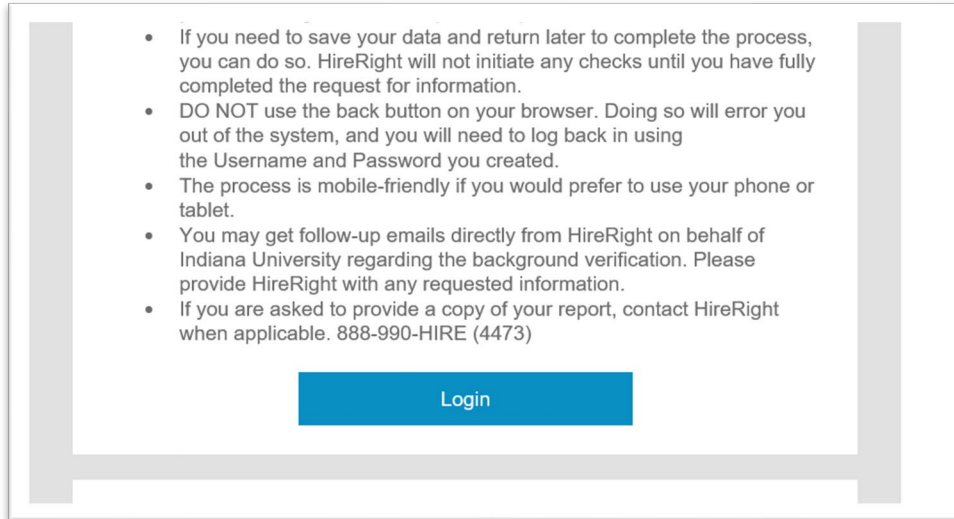


HireRight Self-Pay Account (Students/Volunteers)

1. You will receive an e-mail from HireRight titled “Indiana University Background Verification Request for **YOUR NAME**”.
2. Scroll down and click “Login”



• If you need to save your data and return later to complete the process, you can do so. HireRight will not initiate any checks until you have fully completed the request for information.

• DO NOT use the back button on your browser. Doing so will error you out of the system, and you will need to log back in using the Username and Password you created.

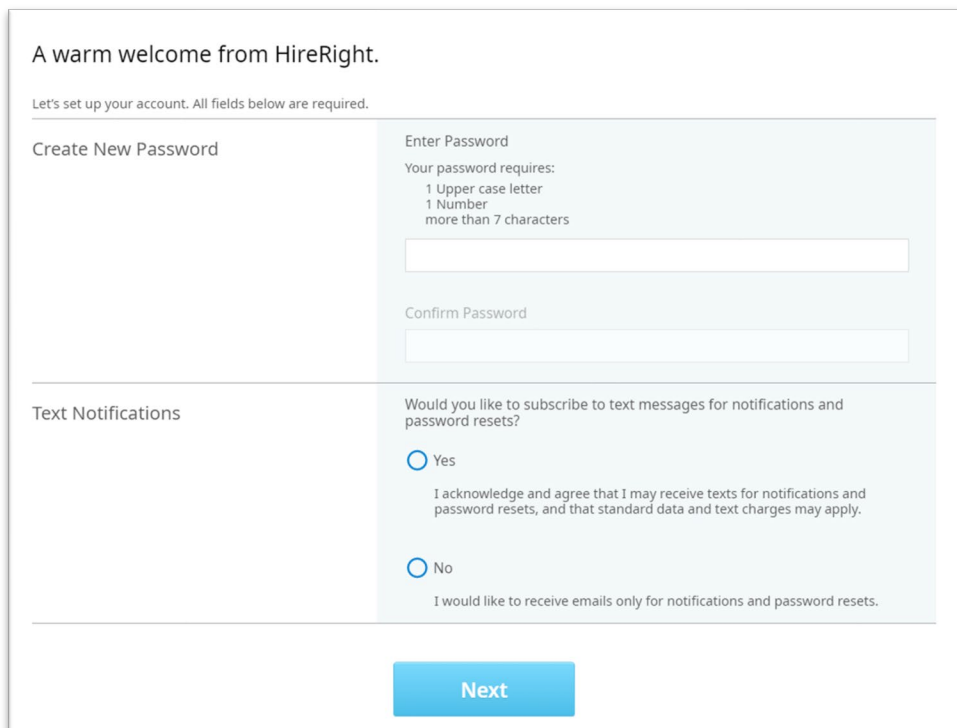
• The process is mobile-friendly if you would prefer to use your phone or tablet.

• You may get follow-up emails directly from HireRight on behalf of Indiana University regarding the background verification. Please provide HireRight with any requested information.

• If you are asked to provide a copy of your report, contact HireRight when applicable. 888-990-HIRE (4473)

Login

3. This will open a HireRight browser window. You will need to create a password. Then click next.



A warm welcome from HireRight.

Let's set up your account. All fields below are required.

Create New Password

Enter Password

Your password requires:

- 1 Upper case letter
- 1 Number
- more than 7 characters

Confirm Password

Text Notifications

Would you like to subscribe to text messages for notifications and password resets?

Yes

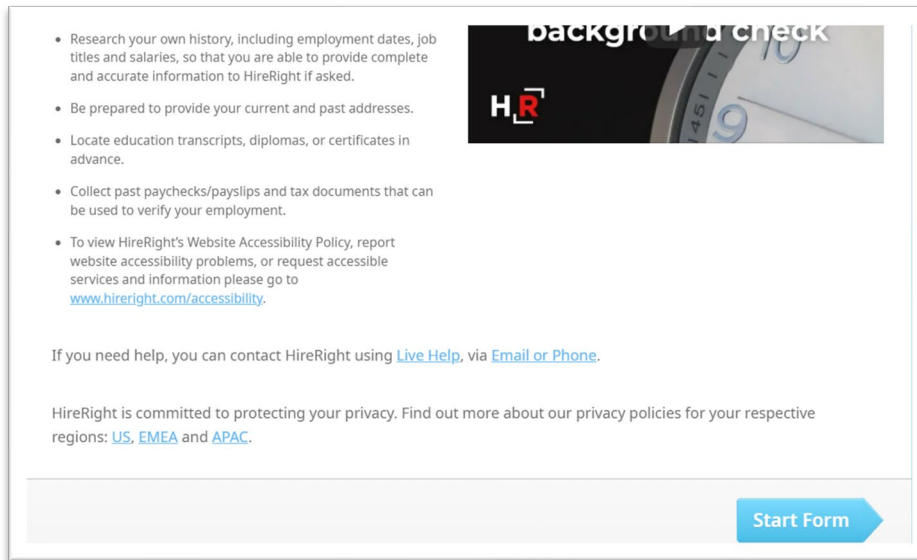
I acknowledge and agree that I may receive texts for notifications and password resets, and that standard data and text charges may apply.

No

I would like to receive emails only for notifications and password resets.

Next

4. Read through the HireRight information and click “start form” at the bottom of the page.



background check

- Research your own history, including employment dates, job titles and salaries, so that you are able to provide complete and accurate information to HireRight if asked.
- Be prepared to provide your current and past addresses.
- Locate education transcripts, diplomas, or certificates in advance.
- Collect past paychecks/payslips and tax documents that can be used to verify your employment.
- To view HireRight's Website Accessibility Policy, report website accessibility problems, or request accessible services and information please go to www.hireright.com/accessibility.

If you need help, you can contact HireRight using [Live Help](#), via [Email or Phone](#).

HireRight is committed to protecting your privacy. Find out more about our privacy policies for your respective regions: [US](#), [EMEA](#) and [APAC](#).

Start Form

5. Enter the following information on the background check form:

- a. First, middle, and last name.
 - i. Any other names used (aliases)
 - b. Current mailing address.
 - i. Date of when you started living there.
 - c. Phone number and e-mail address
 - d. Date of birth
 - e. Social Security Number
 - i. If you do not have one, select the “I don’t have a Social Security Number” box.
 - f. Sex
6. Click “next” at the bottom of the page.
7. Enter any previous address history for the last 7 years.

- If you have any criminal history to report, select, yes on the candidate self report question.

The screenshot shows the 'Candidate Self-Reported Information' section of a form. At the top right is the Indiana University logo. Below it is a progress bar. The main heading is 'Candidate Self-Reported Information'. The question asks: 'Have you ever been convicted of an offense against the law (including any conviction for driving under the influence) other than a minor traffic violation? Do not disclose any conviction for which the records have been sealed, expunged or subject to deferred adjudication. *'. There are two radio button options: 'Yes' and 'No'. At the bottom of the form are three buttons: 'PREVIOUS' with a left arrow, 'Save', and 'NEXT' with a right arrow.

- If you select "yes", you will need to enter your offense information.

- Click "next" at the bottom of your screen.
- Review all information entered and click "next".
- Read and attest to the screening disclosure forms.
 - Click "accept and continue".
- Enter payment information

The screenshot shows the 'Credit Card Payment' section of a form. It includes a disclaimer: 'Please provide your credit card information below in order to complete Trustees of Indiana University order for your background check. If you choose not to make such payment, or if your payment is not received by HireRight, HireRight will not be able to perform your background check unless otherwise instructed by Trustees of Indiana University.' Below this is another disclaimer: 'Your credit card will be charged \$27.95 when you click "Continue". A receipt will then be e-mailed to you. We do not store your credit card information.' The form fields include: Card Type (dropdown menu with 'Visa' selected), Card Number (text input), Security Code (CCV) (text input with a help icon), Expiration Date (two dropdown menus for month and year), First Name (text input), Last Name (text input), E-mail (text input), Country (dropdown menu with 'USA' selected), Address (text input), Zip Code (text input), City (text input), and State (dropdown menu with '-- Select From List --'). At the bottom are two buttons: 'Decline' and 'Submit'.

Package 3: (Cost to student/vol \$56.95).

Charges on bank statements should show up as being from HireRight.

13. Click "submit".
14. You will be notified by the Indiana University representative who initiated your check once it has been completed.
15. Contact HireRight directly to request a copy of your background check. **Phone number: 1-888-990-4473**
16. **Upload your background check into CastleBranch.**