

Georgia Tech Candidate Experience: Completing the Online Form

1. After a Recruiter has ordered your Background and/or Credit Check, you will receive an email invitation like the one below:

SOGA - Georgia Institute of Technology has invited you to complete an online Screening Information Form in order to conduct a background check.

Please log into your account to fill out the information or click on the following link:
<https://myportal.accuratebackground.com/#/security/login/sub/W4UGBAQaLLb5cY40Kifseg/can/OeKsXLWhilw>

Please ensure you have all information necessary to fill out the online Screening Information Form, which may include information like employment and education history, driver's license or other relevant information, depending on the type of checks performed.

Clicking on the link above will take you to a secure website protected by an encrypted Secure Sockets Layer (SSL). Your browser settings can affect the ability of the link to open a browser window correctly. If the link doesn't connect properly, copy and paste the URL to a new browser window to access the login page.

Thank You,
Accurate Background
Irvine, CA
[Contact Us](#)
[E-mail Customer Service](#)

Accurate Background
Information you can trust. People you can trust.
 Please consider the environment before printing this email.

This email and any attachments thereto may contain private, confidential, and privileged material for the sole use of the intended recipient named in the original email to which this message was attached. Any review, copying, or distribution of this email (or any attachments thereto) by others is strictly prohibited. If you are not the intended recipient, please return this email to the sender immediately and permanently delete the original and any copies of this email and any attachments thereto.

2. After clicking on the link provided in the email, you will be redirected to our MyPortal Login Page. You may create an Account using your email address, Facebook, LinkedIn, or Google. Enter your login credentials, and click "Login."

MyPortal Login

Sign in with Google

Sign in with Facebook

Sign in with LinkedIn

OR

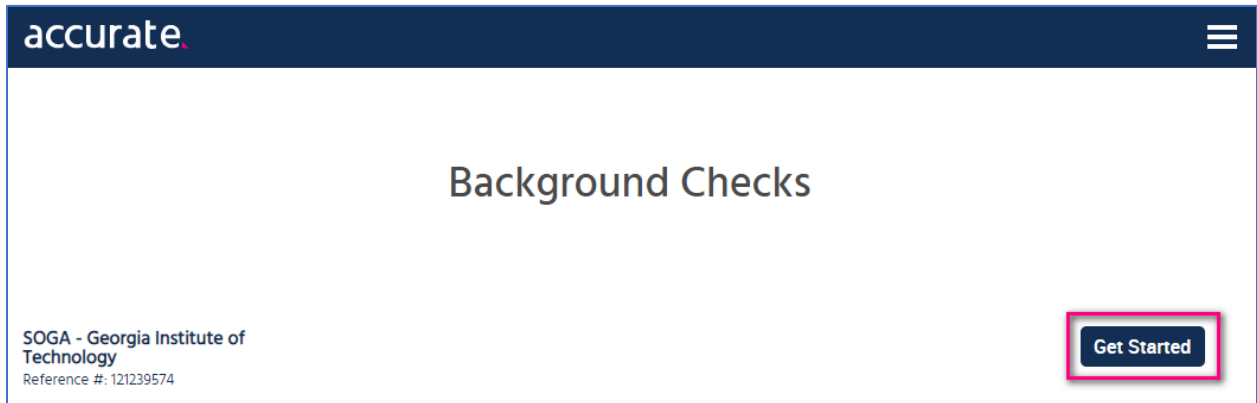
Email Address
test@testemail.com

Password
.....

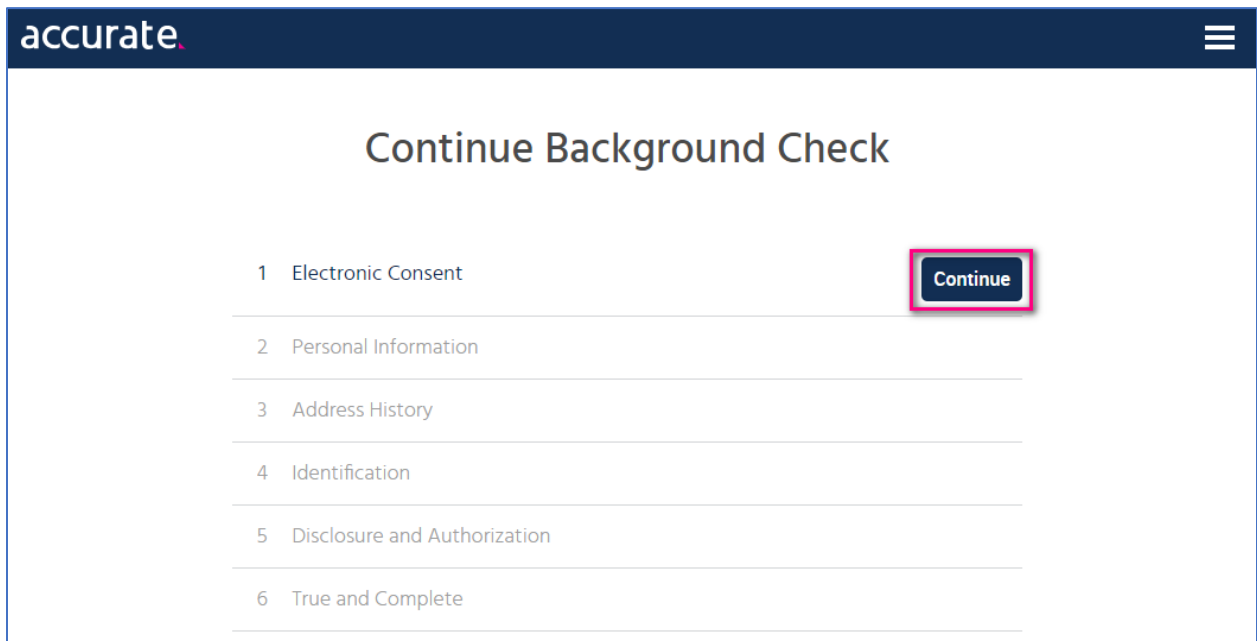
Login

[Forgot Password](#)

3. Once logged in, you will be taken to the "Background Checks" Home Page. This is where you can view the Reference/Confirmation number for your screening. Click on the "Get Started" button to begin the Online Form process.



4. You will be taken to an Overview of your Online Form. Click on "Continue" to proceed.



- The first step is signing the Consent for Electronic Signature and Delivery form. Read through the document, and enter your Electronic Signature at the bottom of the Page.

accurate
☰

Screening Process

- 1 Electronic Consent
- 2 Personal Information
- 3 Address History
- 4 Identification
- 5 Disclosure and Authorization
- 6 True and Complete

Consent for Electronic Signature and Delivery

You have been authorized to complete online background check screening documents in connection with your interest in an employment/assignment opportunity. During this process, you will be asked to "sign" one or more of the online documents with an electronic signature. Please read the following carefully regarding the electronic signature process for the documents you will sign throughout this process.

You are the only person permitted to electronically sign the specified document(s); you may not delegate this responsibility to another person. If you agree to the terms stated in the documents, and consent to electronically receiving these documents, submitting them electronically, and authorizing your electronic signature, please sign the document(s) by entering your name as it appears and click the "I Agree and Continue" or "Next" button, as applicable, appearing at the bottom of the document to proceed to the next screen. Your electronic signature will be dated as of the time when you click the "I Agree and Continue" button. Your electronic signatures will be binding as your physical signature with the same legal effect as your handwritten signature on paper.

Printed Name:

eSignature (Alexis Test) *

Type name as shown above

Date/Time: 03/22/2019 23:04:01 UTC

IP Address: 70.169.248.254

I Agree and Continue

[I Disagree and Cancel Background Check](#)

6. You will then be asked to enter your Personal Information. You may be prompted with the Previous Conviction Question as well. Once this Page is completed, click on "Next".

accurate ☰

Screening Process

- 1 Electronic Consent
- 2 Personal Information**
- 3 Address History
- 4 Identification
- 5 Disclosure and Authorization
- 6 True and Complete

Personal Information

* Indicates required field

First Name *
Alexis

Middle Name I certify that I don't have a middle name.

Last Name / Surname *
Test

Suffix

Date of Birth (MM/DD/YYYY) *
01/01/1990

Mobile Number *
 (949) 222-3333

Criminal History

Have you ever been convicted of, plead guilty, no contest or nolo contendere, to a misdemeanor or felony? *

* Do not report a record of any arrest, detention, process, diversion, supervision, adjudication or court disposition that was subject to the process and jurisdiction of a juvenile court.

* Do not report a record of any conviction that has been sealed, expunged, statutorily eradicated, annulled, impounded, erased, dismissed, dismissed under a first offender's law, pardoned by the Governor or which state law allows you to lawfully deny as set forth below. **You must review the state law information below before answering.** You are also not required to disclose violations, infractions, or summary offenses.

A conviction will not necessarily be a bar to employment. This information will only be used for job-related purposes consistent with applicable law and is only relevant in determining whether the conviction is related to the job for which you are applying. Factors such as age at the time of the offense(s), recency of the offense(s), seriousness of the offense(s), nature of the violation(s), its relation, if any, to the job you are seeking, and rehabilitation will be taken into account. Failure to honestly answer this question may result in discontinued consideration of your application or termination of employment.

Next

- The next step is entering your Current Address. When you are on the "Address History" Page, click on the plus sign to enter in your Current Address information. Then, click "Save."

The screenshot shows the 'Address History' page in the accurate system. On the left is a 'Screening Process' sidebar with steps: Electronic Consent, Personal Information, Address History (highlighted with a '3'), Identification, Disclosure and Authorization, and True and Complete. The main content area is titled 'Address History' and contains the text 'No address entered'. Below this is a horizontal line with the label 'Add Current Address' on the left and a blue square button with a white plus sign on the right. The plus sign button is highlighted with a red rectangular box. Below the line is a 'Save and Continue Later' link.

The screenshot shows the 'Address History' page with the form fields filled out. The 'Screening Process' sidebar is the same as in the previous screenshot. The main content area is titled 'Address History' and includes a note '* Indicates required field'. The form fields are: 'Country/Region *' with 'United States' selected; 'Address *' with '7515 Irvine Center Drive'; 'Address 2 / Apt.' (empty); 'City *' with 'Irvine'; 'State *' with 'CA' selected; and 'Zip Code *' with '92618'. At the bottom of the form is a dark blue 'Save' button, which is highlighted with a red rectangular box.

- Next, we will prompt you to enter your Identification information. If you are a current resident of the United States, this will be your Social Security Number. Use the plus sign to enter in the requested Information, then click "Save" when done.

The screenshot shows the 'accurate' logo in the top left and a hamburger menu in the top right. On the left, a 'Screening Process' sidebar lists: Electronic Consent (locked), Personal Information (checked), Address History (checked), 4 Identification (current step), 5 Disclosure and Authorization, and 6 True and Complete. The main content area is titled 'Identification' and contains the text 'Add Identification' followed by a red-bordered button with a white plus sign.

The screenshot shows the 'accurate' logo and hamburger menu. The 'Screening Process' sidebar is identical to the previous screenshot. The main content area is titled 'Identification' and includes the text '* Indicates required field'. Below this are three form fields: 'Country/Region of Issuance *' with a dropdown menu showing 'United States', 'Social Security # *' with a masked input field (seven dots), and 'Re-Enter Social Security # *' with a masked input field (seven dots). At the bottom center, a dark blue 'Save' button is highlighted with a red box.

- At this point, we will ask for any additional information that pertains to the Screening that is being run on you. For example, we may ask for your Driver's License information, Employment History, Education Verification, etc.

10. Once all required Information is entered, we will prompt you with a warning that states: "You will not be able to edit any previously entered information beyond this point." You may go back and review all information that was previously entered, or, you can click on "Proceed."

You will not be able to edit any previously entered information beyond this point.

Back to Tasks

Proceed

11. This is when we will present the appropriate Pre-Screening documents to you, like the Disclosure and the Authorization forms. Many factors play into what forms we present – like your current address, your position's location, and even what type of screening we are running.
 - a. Ensure that you read through each document carefully, and enter your signature at the bottom when prompted.

accurate
☰

Screening Process

- Electronic Consent
- Personal Information
- Address History
- Identification
- 5 Disclosure and Authorization**
- 6 True and Complete

Disclosure Regarding Background Check

SOGA - Georgia Institute of Technology ("Company") may obtain information about you from a third-party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks.


You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by Accurate Background, 7515 Irvine Center Drive, Irvine, CA 92618, 800-216-8024, <http://accuratebackground.com/>.

Printed Name:
eSignature (Alexis Test) *


Alexis Test

Signature:

Digital Signature (Please draw a signature using mouse, pen, or finger) *



Screening Process

 Electronic Consent Personal Information Address History Identification5 Disclosure and
Authorization

6 True and Complete

A Summary of Your Rights Under the Fair Credit Reporting Act

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment -- or to take another adverse action against you -- must tell you, and must give you the name, address, and phone number of the agency that provided the information..
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

12. At the end of signing all necessary documentation, we will offer the PDF versions of each document that you can print or download for future reference. You may also access these forms at a later time through the "Documents" portion of your account.

The screenshot shows the Accurate website interface. On the left is a sidebar titled "Screening Process" with a list of steps: Electronic Consent, Personal Information, Address History, Identification, 5 Disclosure and Authorization, and 6 True and Complete. The current step, "5 Disclosure and Authorization", is highlighted. The main content area displays a message: "Your digital signature has been processed. Please open and print these pages for future reference. After printing, please select 'Next' to proceed with the rest of the background check process." Below this message is a dark header for "Disclosure and Authorization Forms". Underneath, there is a list of six forms, each with a "Download PDF" link:

- Georgia Statewide Criminal History Consent Form
Download PDF
- Disclosure Regarding Background Check
Download PDF
- Notice Regarding Background Checks per California Law
Download PDF
- A Summary of Your Rights Under the Fair Credit Reporting Act
Download PDF
- Acknowledgment and Authorization Regarding Background Check
Download PDF
- Consent for Electronic Signature and Delivery
Download PDF

13. Click on "I Agree and Continue" when you arrive at our "True and Complete" Statement. This certifies that all information provided now, and throughout the process for your background check, are true, complete and correct to the best of your knowledge and belief.

The screenshot shows the 'True and Complete' statement page. On the left is a 'Screening Process' sidebar with a list of steps: Electronic Consent, Personal Information, Address History, Identification, Disclosure and Authorization, and '6 True and Complete'. The main content area has the heading 'True and Complete' and a paragraph: 'I certify that all information provided now, and throughout the process for my background check, are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I have received a separate disclosure and I understand that the information and/or statements provided by me are subject to verification which I have previously consented to in accordance with the Fair Credit Reporting Act.' Below the text is a large dark blue button labeled 'I Agree and Continue' and a smaller link labeled 'I Disagree and Cancel Background Check'.

14. At the end of the Online Form, you will receive the Confirmation/Reference number for your screening, and our Customer Service Department contact information.

The screenshot shows the 'Confirmation' page. It features a dark blue header with the 'accurate' logo and a hamburger menu icon. The main content is a white box with a dark blue header labeled 'Confirmation'. The text inside the box reads: 'Thank you. Your request has been processed. Your reference number is [121239574]. Please write down your reference number for future reference. An email notification has been sent to the requestor. If you received instructions to provide documents, please [click here](#) to proceed to the Documents page. Questions? You can contact Accurate Background Customer Service at: - United States : 1-800-216-8024 - International : +1 (949) 609-2200 - Email Customer Service'. At the bottom of the page is a dark blue button labeled 'Done'.