

Act 114 Tutorial Guide

Building the Federal Criminal
History Background Check
Clearance Item

Please refer to the notes below for detailed instructions of each step.



Down here! This is where detailed instructions of the steps will appear for each slide. If you would like to make this section larger, click and drag the three grey dots above this text box upwards.

Step 1 - Creating the Act 114 Clearance Item

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BY EDULINK

Central Admin
Example School Portal
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Supervision Management

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- My Compliance Items
- User Management
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- Questionnaire Management
- Reporting
- Portal Management

My Supervision Items

[Add Item](#) [Select Tag](#) [Active](#) [Search](#)

Status	Complete	Pending	Compliance Item Name	Act	Start Date	End Date	Actions
!	0/48	48 Pending	Published 2019-2-15 School Safety Training	⌚	02/15/2019	02/22/2019	View
⌚	0/56	0 Pending	Published Wilson SD Emergency Contact Info		08/19/2019	09/05/2019	View

From the My Supervision Items page...

1. Select Templates from the navigational menu

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Supervision Management

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Compliance Items

Add Item

Select Tag

Template

Search

Q

Status	Complete	Pending	Compliance Item Name	Act 48	Start Date	End Date	Actions
<div></div>	0/0	<div>Template</div>	Acceptable Use Policy Template		08/01/2017	08/31/2017	<div>View</div>
<div></div>	0/0	<div>Template</div>	Acknowledgment and/or Sign-Off Item Template		08/15/2018	08/31/2018	<div>View</div>
<div></div>	0/0	<div>Template</div>	Act 114 Federal Criminal History Background Check Clearance		—	—	<div>View</div>
<div></div>	0/0	<div>Template</div>	Act 151 PA Child Abuse Background Check Clearance		—	—	<div>View</div>
<div></div>	0/0	<div>Template</div>	Act 34 PA Criminal History Background Check Clearance		—	—	<div>View</div>
<div></div>	0/0	<div>Template</div>	Act 44 - Emergency Drills Template		12/01/2018	12/30/2018	<div>View</div>
<div></div>	0/0	<div>Template</div>	Act 48 Item (Physical Sign-In and PD Feedback Form) Template	<div></div>	08/20/2018	08/20/2018	<div>View</div>
<div></div>	0/0	<div>Template</div>	Act 48 Item (Submission of Previously Earned Hours) Template	<div></div>	09/01/2018	09/01/2018	<div>View</div>
<div></div>	0/0	<div>Template</div>	Antihazing Law (PDE Required) Template		07/01/2018	06/30/2019	<div>View</div>
<div></div>	0/0	<div>Template</div>	Board Policy Review Template		08/01/2017	08/31/2017	<div>View</div>
<div></div>	0/0	<div>Template</div>	Bullying Prevention (Practice Item) Template		12/01/2018	12/01/2018	<div>View</div>

Central Admin

Example School Portal

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From the Item Templates page...

1. Select View next to the item labeled “Act 114 Federal Criminal History Background Check Clearance”

Central Admin

Example School Portal

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Edit Compliance Item

Draft Close Publish Save

Title: *

Act 114 Federal Criminal History Background Check Clearance

1

Make Private

On Not visible to other supervisors.

Description: *

Federal Criminal History Clearance (fingerprint-based background check)

Compliance Cycle Type: *

User Timeline

Start Date

End Date

Instructions: *

Duplicate this template to use on your portal. Once duplicated, edit as needed and assign users via the bulk upload (including individual due dates). Then publish.

2

Purpose - This compliance item is designed to track the completion of your Act 114 Federal Criminal History Background Check Clearance. According to state mandates, employees are required to complete/renew this clearance every five years. Please see your individual due date as to when this clearance must be completed/renewed.

Step 1 - Visit PDEs Federal Criminal History Background Check website (see resource link). Carefully follow the directions under the **Applicant Procedures** section. The process includes

Reminders (5) reminders

Questionnaire

Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy Template Copy

Resources (2) resources

Recurrence Recurs every 5 year(s)

Approval Stages No approval stages currently exist.

Tags

Act 48

From the Edit Compliance Item page...

1. Edit the title as needed (remove Template Copy)
2. Within the Instructions section
 - Remove the red text
 - Edit the rest of instructions as needed to meet the specific needs of your district

Edit Compliance Item

Federal Criminal History Clearance (fingerprint-based background)

Compliance Cycle Type: *

User Timeline

Start Date: [] End Date: []

Instructions: *

Purpose - This compliance item is designed to track the completion of the Federal Criminal History Background Check Clearance. According to state law, this clearance is required to complete/renew this clearance every five years. Please see your individual due date as to when this clearance must be completed/renewed.

Step 1 - Visit PDEs Federal Criminal History Background Check website (see resource link). Carefully follow the directions under the **Applicant Procedures** section. The process includes registering for a fingerprinting session (use Service Code 1KG6XN), submitting payment, and...

Owner: Central Admin

Person of Contact: *

What is required of the user? *

Completed Questionnaire

Add User(s)

Search for Users: []

Results: []

There are currently no users for the selected criteria.

Roster Preview

The following users will be added to the roster:

Central Admin (admin@centraladmin.com)

6 Add Item

5 Save Roster

4

3

2

1 + Add Person

Scroll down and for Person of Contact

1. Select +Add Person

From the Add Users pop up tool...

1. Search for the name of the person you would like to add as the Person of Contact
2. Select the green Search button or hit the Return key on your keyboard
3. Select the appropriate name from the Results column
4. Check that the name appears in the Roster Preview column
5. Select Save Roster

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Central Admin
Example School Portal
Support | Messages | Logout

Edit Compliance Item [Draft] [Close] [Publish] [Save]

Title: *
Act 114 Federal Criminal History Background Check Clearance

Description: *
Federal Criminal History Clearance (fingerprint-based background check)

Reminders (5) reminders
Questionnaire
Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy Template Copy

Resources (2) resources

Recurrence Recurs every 5 year(s)
Update Remove
Recurs every 5 year(s) . Recurrence does not end.

Approval Stages (1) approval stages
Which supervisor(s) are responsible for approving this compliance item?

Name/Position
Central Office

Approvers
+ Add Approver

+ Add Supervisor Stage of Approval and related Supervisor(s)

Tags
Act 48

Add User(s)

Search for users
central

Results
There are currently no users for the selected criteria.

Roster Preview
The following users will be added to the roster:
Central Admin (889595801-centraladmin@gmail.com)

Save Roster

Within the Approval Stages section...

1. Type Central Office for Name/Position
2. Select +Add Approver

From the Add User Pop Up menu...

1. Search for the name of the person you would like to add as the Approver
2. Select the green Search button or hit the Return key on your keyboard
3. Select the appropriate name from the Results column
4. Check that the name appears in the Roster Preview column
5. Select Save Roster

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Central Admin
Example School Portal

Support Message Mail

Draft Close Publish Save

Menu

Edit Compliance Item

Title: *
Act 114 Federal Criminal History Background Check Clearance

Description: *
Federal Criminal History Clearance (fingerprint-based background check)

Compliance Cycle Type: *
User Timeline

Start Date End Date

Instructions: *

Important Notes:

- Once your submission is reviewed and approved, you will receive an email that the current five year cycle is completed. The next day, the system will automatically generate a new five year cycle and send you an email with the new due date, indicating when this item will need to be completed again in the future.
- The district makes best effort to track clearance due dates for employees. Ultimately, the responsibility of completing/renewing clearances rests solely on each individual employee for all required clearances.

Make Private
or ☐ On Not visible to other supervisors.

Reminders (5) reminders

Questionnaire
Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy Template Copy

Resources (2) resources

Recurrence Recurs every 5 year(s)

Update Remove
Recurs every 5 year(s) . Recurrence does not end.

Approval Stages (1) approval stages

Which supervisor(s) are responsible for approving this compliance item?

Name/Position
Central Office

Approvers
Central Admin X

+ Add Approver

+ Add Supervisor Stage of Approval and related Supervisor(s)

Tags (1) tags

From the Edit Compliance Item page...

1. Select the green Save button
2. Select the blue Publish button
3. Select the white Close button

This will publish the item and take you to the item's detail page where you can view what it will look like for your end users.

Central Admin

Example School Portal

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Act 114 Federal Criminal History Background Check Clearance

Published Actions

Cycle Progress:

Description:

Federal Criminal History Clearance (fingerprint-based background check)

Instructions:

Purpose - This compliance item is designed to track the completion of your Act 114 Federal Criminal History Background Check Clearance. According to state mandates, employees are required to complete/renew this clearance every five years. Please see your individual due date as to when this clearance must be completed/renewed.

Step 1 - Visit PDEs Federal Criminal History Background Check website (see resource link). Carefully follow the directions under the **Applicant Procedures** section. The process includes registering for a fingerprinting session (use Service Code 1KG6XX), submitting payment, and sharing your UEID number with Central Office.

Step 2 - Once you receive your UEID number (as shown on the receipt provided after fingerprint capture), click the **blue Complete Questionnaire** button to share it with Central Office. With your UEID number, Central Office will be able to view your official report.

Step 3 - Click the **green Submit for Approval** button. Once your results are reviewed, this item will be approved and you will receive an email.

Important Notes:

- Once your submission is reviewed and approved, you will receive an email that the current five year cycle is completed. The next day, the system will automatically generate a new five year cycle and send you an email with the new due date, indicating when this item will need to be completed again in the future.
- The district makes best effort to track clearance due dates for employees. Ultimately, the responsibility of completing/renewing clearances rests solely on each individual employee for all required clearances.

Compliance Cycle Type:

Recurrence:

Person of Contact:

Approval Stages:

User Requirements:

Reminders:

User Timeline

Recur every 5 year(s) .

Recurrence does not end.

Central Admin

Central Office

Questionnaire Required

6 Months prior to the End Date

3 Months prior to the End Date

1 Month prior to the End Date

1 Day after the End Date

2 Weeks prior to the End Date

Before adding users to the roster, access the questionnaire and make any changes.

1. Select Questionnaire Management

	Status	Title	Created By	Last Modified	Actions
Supervision Management	Published	Acceptable Use Policy Signature	EduLink Admin	04/09/2018	Actions
My Compliance Items	Published	Acknowledgment and Electronic Signature	EduLink Admin	07/02/2018	Actions
User Management	Published	Act 114 Federal Criminal History Background Check (UEID Number Submission)	EduLink Admin	12/14/2017	Actions
Group Management	Published	Act 114 Federal Criminal History Background Check (UEID Number Submission)	Admin User	05/16/2018	Actions
Questionnaire Management	Published	Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy Template Copy	Brad Ryba	12/04/2018	Actions
Templates	Published	Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy Template Copy	Central Admin	02/18/2019	Actions
Reporting	Published	Act 151 PA Child Abuse Background Check Clearance	EduLink Admin	02/22/2018	<div> Delete </div>
Portal Management	Published	Act 34 PA Criminal History Background Check Clearance	EduLink Admin	03/13/2018	<div> Edit </div>
	Published	Act 44 - Emergency Drills	EduLink Admin	11/21/2018	<div> Duplicate </div>
	Published	Act 44 - Emergency Plan Review Acknowledgment and Electronic Signature	EduLink Admin	11/21/2018	<div> Archive </div>
	Published	Alcohol, Chemical and Tobacco Abuse Program Training Acknowledgement	EduLink Admin	01/29/2018	<div> Preview </div>
	Published	Antihazing Law - Policy Acknowledgement	EduLink Admin	01/22/2018	Actions
	Published	Board Policy Review Acknowledgement and Electronic Signature	Admin User	10/29/2017	Actions
	Published	Board Policy Review Acknowledgement and Electronic Signature	EduLink Admin	01/22/2018	Actions

From the Questionnaire Management page...

1. Select Actions next to the questionnaire labeled "Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy"
2. Select Edit from the dropdown menu

Note: Make sure that the questionnaire you select is the one that was duplicated/created by you (see Created by column)

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Example School Portal | Messages | Logout

Close Save Preview Un-publish

Edit Questionnaire

Form Title*
Act 114 Federal Criminal History Background Check

Description*
Federal background check clearance

To begin:

1. Add (grab and drop) the Section item from the panel on the right to the gray panel below. Name the section as appropriate.
2. If you want directions included on your questionnaire, add a Label/Instruction item. Rename the label and enter directions as appropriate.
3. Add questions as needed (Singleline Text, Multiline Text, Multiple Choice, Drop Down, and/or Check-Box.) You can add as many questions as you want or duplicate questions as you go. You can even add additional sections.
4. Save your work frequently. Click Preview to view your progress, and Publish (make the form active) when ready.

Signature Display Title

Acknowledgement

To allow your employer to access your official Federal Criminal History Background Check report via the electronic system, enter your UEID number (as shown on the receipt provided after fingerprint capture) below.

H Federal Background Check UEID

Enter you UEID here

Required

Add

- Section
- Label/Instructions
- A Singleline Text
- Multiline Text
- Multiple Choice
- Checkboxes
- Dropdown
- Signature

From the Edit Questionnaire page...

1. Edit the title as needed (remove template copy)
2. Review the information in the questionnaire and edit as needed
3. Select Save and Preview (if desired)
4. Select Close to exit the edit screen

Example School Portal
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Menu

1. Supervision Management

2. My Supervision Items

View All Questionnaires

Add Questionnaire Active * Q

Status	Title	Created By	Last Modified	Actions
Published	Acceptable Use Policy Signature	EduLink Admin	04/09/2018	Actions
Published	Acknowledgment and Electronic Signature	EduLink Admin	07/02/2018	Actions
Published	Act 114 Federal Criminal History Background Check	Central Admin	02/18/2019	Actions
Published	Act 114 Federal Criminal History Background Check (UEID Number Submission)	EduLink Admin	12/14/2017	Actions
Published	Act 114 Federal Criminal History Background Check (UEID Number Submission)	Admin User	05/16/2018	Actions
Published	Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy Template Copy	Brad Ryba	12/04/2018	Actions
Published	Act 151 PA Child Abuse Background Check Clearance	EduLink Admin	02/22/2018	Actions
Published	Act 34 PA Criminal History Background Check Clearance	EduLink Admin	03/13/2018	Actions
Published	Act 44 - Emergency Drills	EduLink Admin	11/21/2018	Actions
Published	Act 44 - Emergency Plan Review Acknowledgment and Electronic Signature	EduLink Admin	11/21/2018	Actions
Published	Alcohol, Chemical and Tobacco Abuse Program Training Acknowledgement	EduLink Admin	01/29/2018	Actions
Published	Antihazing Law - Policy Acknowledgement	EduLink Admin	01/22/2018	Actions

Now the the questionnaire has been edited, navigate your way back to the Act 114 compliance item. From the View All Questionnaires page...

1. Select Supervision Management from the navigational menu
2. Select My Supervision Items

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0 Expires Soon

0 Expired

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My Supervision Items

Add Item

Select Tag

Active

Search

Q

Status	Complete	Pending	Compliance Item Name	Act	Start Date	End Date	Actions
!	0/48	48 Pending	Published 2019-2-15 School Safety Training	0	02/15/2019	02/22/2019	View
0	0/0	0 Pending	Published Act 114 Federal Criminal History Background Check Clearance	—	—	—	View
0	0/56	0 Pending	Published Wilson SD Emergency Contact Info	08/19/2019	09/05/2019	—	View

From My Supervision Items page...

1. Select View next to the item labeled “Act 114 Federal Criminal History Background Check Clearance”

Step 2 - Adding Users

Step 2 - Adding Users to a compliance item once it has been published.

User Management

Group Management

Questionnaire Management

Reporting

Portal Management

Act 114 Federal Criminal History Background Check Clearance

Step 2 - Once you receive your UEID number (as shown on the receipt provided after fingerprint capture), click the [blue Complete Questionnaire](#) button to share it with Central Office. With your UEID number, Central Office will be able to view your official report.

Step 3 - Click the [green Submit for Approval](#) button. Once your results are reviewed, this item will be approved and you will receive an email.

Important Notes:

- Once your submission is reviewed and approved, you will receive an email that the current five year cycle is completed. The next day, the system will automatically generate a new five year cycle and send you an email with the new due date, indicating when this item will need to be completed again in the future.
- The district makes best effort to track clearance due dates for employees. Ultimately, tracking clearances rests solely on each individual

Bulk Add Users

Directions: To bulk add users and dates to this compliance item, upload a CSV file.

Example User Upload File - Use this example CSV file to bulk upload users to this item. The example file has three columns (email address, start date, and due date). Email address of user is required and either the start date or due date is required. The CSV file should not include any headers.

Important Note Regarding Clearances - For clearance items with five year recurrence, it is recommended that your CSV file have only two columns of data. The first column should be the email address of the user. The second column should be the start date (i.e., the date the individual last completed their clearance). Leave the third column blank. When uploaded, the system will count out five years and set a new due date. Note - Start dates for individual users that are older than five years will not be accepted. For these types of users (where the start date you have on record is older than five years), it is recommend that you identify a more current date.

Select document

Choose File : No file chosen

No file chosen

Upload File / Add Users Close

Message Remove

Upload Users

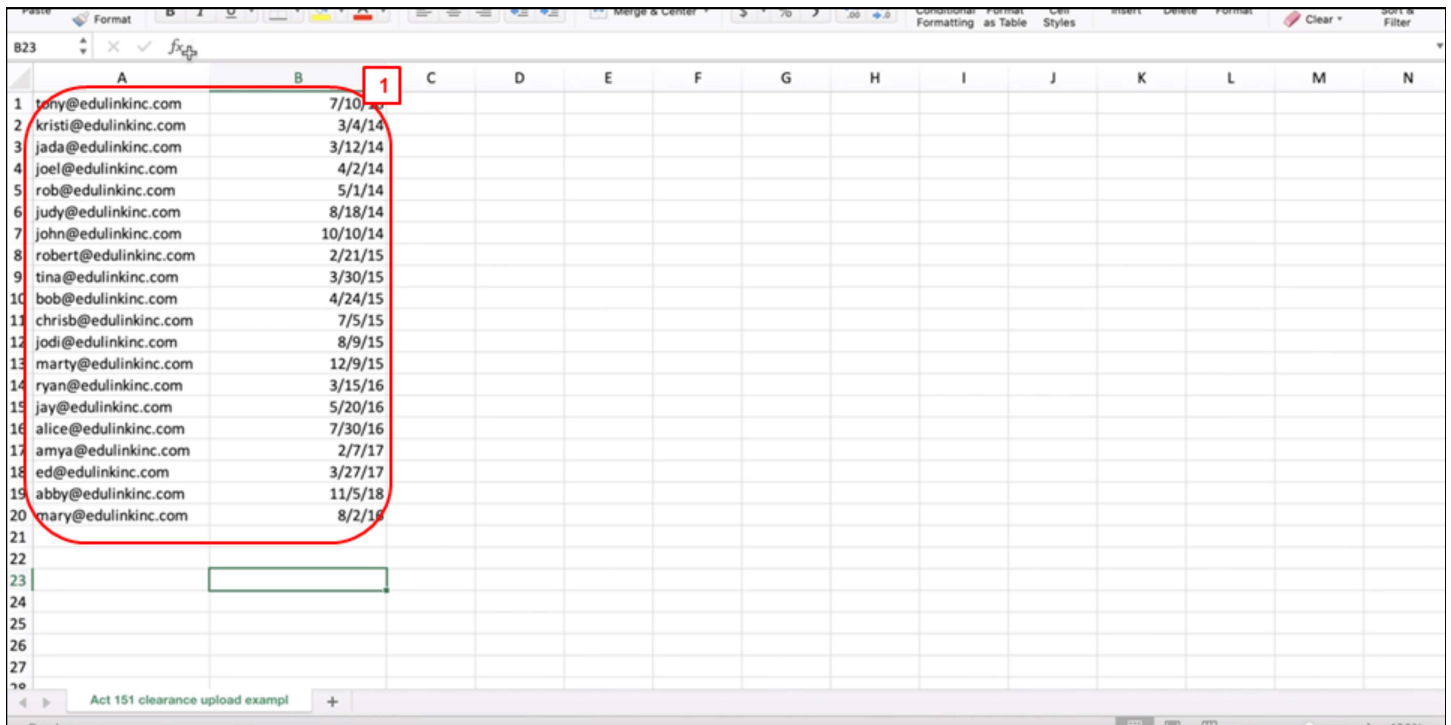
25

From the Roster section of the Item's Details page...

1. Select the blue Upload Users button

Carefully read the directions and create the necessary CSV file. Once the CSV file is created...

1. Select Choose File



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	tony@edulinkinc.com	7/10/14												
2	kristi@edulinkinc.com	3/4/14												
3	jada@edulinkinc.com	3/12/14												
4	joel@edulinkinc.com	4/2/14												
5	rob@edulinkinc.com	5/1/14												
6	judy@edulinkinc.com	8/18/14												
7	john@edulinkinc.com	10/10/14												
8	robert@edulinkinc.com	2/21/15												
9	tina@edulinkinc.com	3/30/15												
10	bob@edulinkinc.com	4/24/15												
11	chrisb@edulinkinc.com	7/5/15												
12	jodi@edulinkinc.com	8/9/15												
13	marty@edulinkinc.com	12/9/15												
14	ryan@edulinkinc.com	3/15/16												
15	jay@edulinkinc.com	5/20/16												
16	alice@edulinkinc.com	7/30/16												
17	amya@edulinkinc.com	2/7/17												
18	ed@edulinkinc.com	3/27/17												
19	abby@edulinkinc.com	11/5/18												
20	mary@edulinkinc.com	8/2/18												
21														
22														
23														
24														
25														
26														
27														
28														

The CSV file you upload should look similar to this...

1. Ensure that you have 2 columns with no headers
 - First column - email address of user
 - Second column - the date the individual last completed the clearance

Note: You must save this as a CSV file in order for COMPLY to accept it.

Act 114 Federal Criminal History Background Check

Step 2 - Once you receive your UEID number (as shown on the recapture), click the [blue Complete Questionnaire](#) button to share UEID number, Central Office will be able to view your official report.

Step 3 - Click the [green Submit for Approval](#) button. Once your submission is reviewed and approved, you will receive an email.

Important Notes:

- Once your submission is reviewed and approved, you will receive an email that your current five year cycle is completed. The next day, the system will generate a new five year cycle and send you an email when this item will need to be completed again in the future.
- The district makes best effort to track clearance due dates.

Bulk Add Users

Directions: To bulk add users and dates to this compliance item, upload a CSV file.

Example User Upload File - Use this example CSV file to bulk upload users to this item. The example file has three columns (email address, start date, and due date). Email address of user is required and either the start date or due date is required. The CSV file should not include any headers.

Important Note Regarding Clearances - For clearance items with five year recurrence, it is recommended that your CSV file have only two columns of data. The first column should be the email address of the user. The second column should be the start date (i.e., the date the individual last completed their clearance). Leave the third column blank. When uploaded, the system will count out five years and set a new due date. Note - Start dates for individual users that are older than five years will not be accepted. For these types of users (where the start date you have on record is older than five years), it is recommended that you identify a more current date.

Select document

Choose File No file chosen

Upload File / Add Users Close

Processing Details

User accounts added successfully: 19

Processing errors: 1

[bobi@edulinkinc.com](#) - Requested user doesn't have access to use Comply.

For technical support, email Comply Support at complysupport@edulinkinc.com. Copyright 2019. Comply by EduLink Inc. All rights reserved.

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Once you have selected the CSV file...

1. Select the green Upload File/ Add Users button
2. Select the white Close button to exit

When you complete this step, all the users you have added will receive an email notifying them that they are responsible for completing this item. You will also receive an email with a summary of your upload.

From the email you receive...

1. Check the Admin processing details to ensure that all users were added successfully

Step 3 - Approving Users

Step 3 - Approving Users once they have completed the compliance item and submitted it for approval

Act 114 Federal Criminal History Background Check Clearance

generate a new five year cycle and send you an email with the new due date, indicating when this item will need to be completed again in the future.

- The district makes best effort to track clearance due dates for employees. Ultimately, the responsibility of completing/renewing clearances rests solely on each individual employee for all required clearances.

Resource Links

<https://uenroll.identogo.com/>

<https://www.education.pa.gov/Educators/Clearances/CHRI/Pages/default.aspx>

Documents

Act 114 Federal Criminal History Background Check

Completed on 02/18/2019 at 2:43 PM

2

Acknowledgement

To allow your employer to access your official Federal Criminal History Background Check report via the electronic system, enter your UEID number (as shown on the receipt provided after fingerprint capture) below.

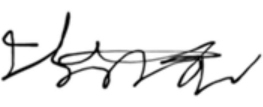
Federal Background Check UEID

123487612398476123v

Type Name

Kristi Butler

Sign Here



Remove

Due Date	Completed	History	Evidence	Notes
03/03/2019			1	Actions Approve
02/06/2022				Actions
05/19/2021				Actions
08/08/2020				Actions
10/09/2019				Actions
07/14/2023				Actions

From the Roster section of the Item Details page...

1. Select the bold View Evidence button

From the view evidence pop-up screen...

1. Review the information and use the UEID number to check the person's official record

Act 114 Federal Criminal History Background Check Clearance Published Actions

generate a new five year cycle and send you an email with the new due date, indicating when this item will need to be completed again in the future.

- The district makes best effort to track clearance due dates for employees. Ultimately, the responsibility of completing/renewing clearances rests solely on each individual employee for all required clearances.

Resource Links

<https://uenroll.identogo.com/>

<https://www.education.pa.gov/Educators/Clearances/CHRI/Pages/default.aspx>

Documents

-

Action *

Approved

Completed Date: *

February 7, 2019

3

Use the above completed date as the start date for the next cycle.

Use the original due date 03/03/2019 as the start date for the next cycle.

Important Note Regarding Clearances - When approving clearance items with five year cycles (e.g. Act 114, Act 151, and Act 34), enter the date the individual completed the clearance as shown on their official results in the Completed Date field and check the box next to "Use the above completed date as the start date for the next cycle". Once approved, the user will receive an email that the current five year cycle is completed. The next day, the system will automatically generate a new five year cycle and email the individual with the new due date when the item will need to be completed again.

4

Ok Cancel

Due Date	Completed	History	Evidence	Notes
03/03/2019				Actions
02/06/2022				Actions
05/19/2021				Actions
08/08/2020				Actions
10/09/2019				Actions
07/14/2023				Actions

1

Approve

Assuming there are no issues with the background check, it is now time to Approve the user and establish the next five year cycle...

1. From the Roster section of the item, select Approve

From the Approval pop-up screen...

1. Select the calendar icon to edit the Completed Date. Note - This date should be the date that the user officially completed their clearance (as indicated on their official Act 114 clearance record).
2. Select the check box next to "Use the above completed date as the start date for the next cycle."
3. Select Ok

Tips for Troubleshooting Clearance Items

Please review the Act 114 video tutorial for tips on troubleshooting this clearance item.

Troubleshooting tips include what to do if...

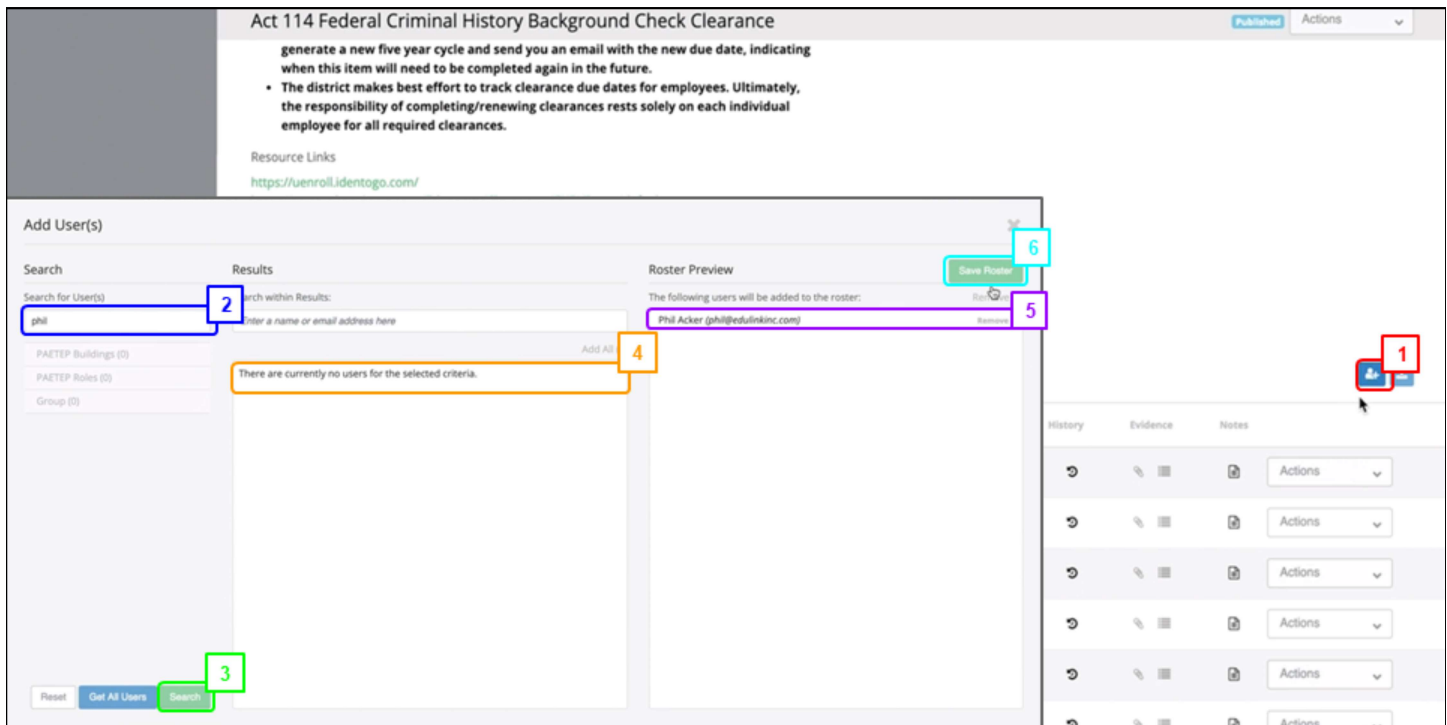
- 1) User submits something incorrectly or to early (well before their due date)**
- 2) User should not be on the roster and they need to be removed**
- 3) User has incorrect due date**

Adding Users in the Future (new hires)

Once the initial upload of users has been completed, you will need to add new users (new hires) to this item in the future. There are two options for adding new users.

1. Add new users via a new CSV file
2. Add users manually

Note - The following slides show you how to add new users manually.



From the Roster section of the Item Details page...

1. Select the Add Users button
2. Type the name of the user in the search bar
3. Select Search
4. Select the user in the results column
5. Check that the user has been moved to the roster preview
6. Select Save Roster

Act 114 Federal Criminal History Background Check Clearance

<https://uenroll.identogo.com/>
<https://www.education.pa.gov/Educators/Clearances/CHRI/Pages/default.aspx>

Documents

-

Questionnaire Preview

Act 114 Federal Criminal History Background Check

Roster

Approve

Reopen

Modify Due Date

Message

Remove

February 21, 2022

Save & Close

Cancel

Priority	Name	Due Date	Completed	History	Evidence	Notes
1	Adams, Jay	05/21/2019				Actions
	Acker, Phil	[Need Due Date]				Actions
	Adams, Amy	02/06/2022				Actions
	Adams, Jodi	08/08/2020				Actions
	Adams, John	10/09/2019				Actions
	Arnold, Abby	11/04/2023				Actions
	Baker, Robert	02/20/2020				Actions
	Baker, Ryan	03/14/2021				Actions

To enter a Due Date...

1. Select the checkbox next to the user you just added
2. Select Modify Due Date
3. Select the Calendar Icon to change the due date. Note - the due date should be five years in the future from the date the individual last completed the clearance (as indicated on their official Act 114 clearance record).
4. Select Save & Close