Requesting a background check

1. Log in to the Accurate Background website using the credentials you were provided by Accurate.

2. Take note of any possible office closures or other news that might delay your request.
3. Select the ‘Order’ link in the left-hand navigation.

4. Select the Business Partner assigned to your department
5. Select ‘Candidate Entry’ to send an email request to the new employee
6. Select ‘New Employee’ from Type of Search dropdown and entered required information, indicated by a blue asterisk. For reference number, use the pictured format (Dept ID – Lecturer – Term/Year). For new Tenure/Tenure Track, enter Dept ID – Search Number – Term/Year. For student employees, enter Dept ID – Last Name – Term/Year.
7. Select ‘Submit New Request’ button if you are not including additional items to the base package. Select ‘Submit and Add A La Carte Search’ if you need additional information checked.

8. Once submitted, you will receive a confirmation number and the opportunity to print the confirmation page. Keep the confirmation number for reference.