

<u>Eastern Illinois University</u> <u>College of Education</u>

<u>Student Instructions - Background Screening Application</u>

EIU requires a background check on participants of the EIU College of Education Program. If you have any questions about the background screening process, please contact:

College of Education
Eastern Illinois University
(217) 581-2524
bcrienbolt@eiu.edu
1420 Buzzard Hall
600 Lincoln Avenue
Charleston, IL 61920

OR

Bushue Background Screening P.O. Box 89 Effingham, IL 62401

Phone: 217-342-3042 Fax: 217-342-5653

Office hours: Monday-Friday, 8 a.m.-5:00 p.m.

info@bushuebackgroundscreening.com

^{*}This process is mobile-friendly, but we suggest you begin with a decently-sized screen, desktop or laptop, and solid internet connection.

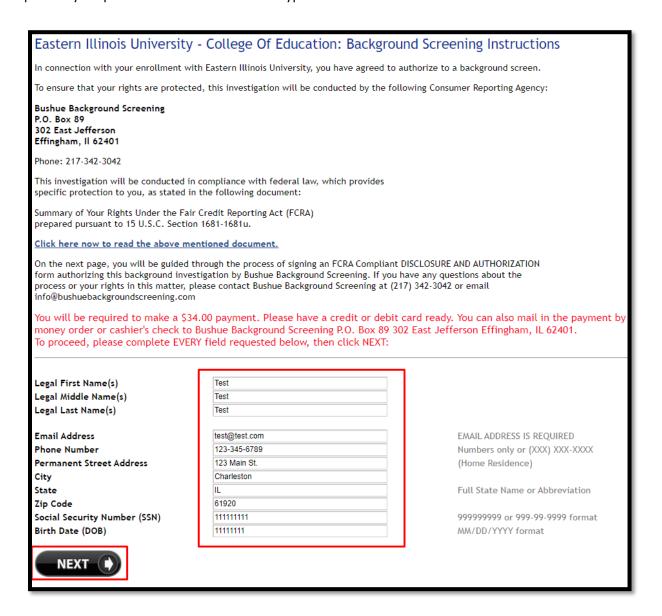


Step A:

Click on the background screening link - <u>EIU COE Criminal Background Check</u> The background screening link can also be found online at: https://www.eiu.edu/coe//index.php

Step B:

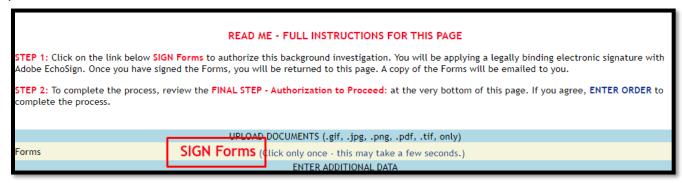
You will be directed to a webpage that informs you of your rights as a consumer and asks you to provide your personal information. Please type in all information and click "Next". Shown below.





Step C:

After clicking next, you will be directed to a new page in which you will be given instructions on how to sign a disclosure and authorization form. Click "Sign Forms" as shown below and highlighted with a yellow box:

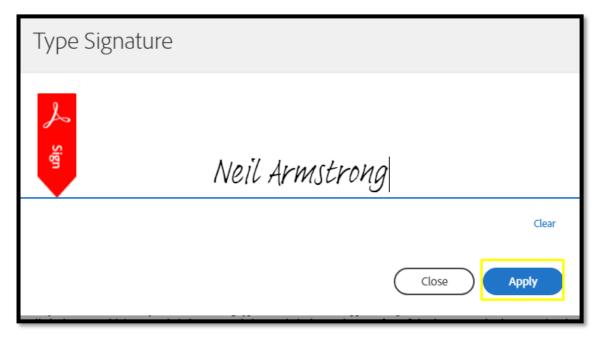


Carefully read the disclosure and authorization language. If you agree to consent to the background check click in the signature box shown below:

Next, sign your name by typing it in on your keyboard or by tracing your signature with your finger/stylus (if you're on a touchscreen device). Then, click "Apply".

Eastern Illinois University – College of Education DISCLOSURE FOR CONSUMER REPORTS READ CAREFULLY BEFORE SIGNING Eastern Illinois University – College of Education ("end-user") has contracted with Bushue Background Screening in connection with my application for employment, volunteerism, contracted services, tenancy, enrollment, acceptance into a program, and/or other reasons. I understand consumer reports will be requested by you the end-user. These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, judgments, bankruptcy proceedings, evictions, criminal records, fingerprint records etc., from federal, state, and other agencies that maintain such records. I understand the end-user can use this disclosure in connection to obtaining consumer reports throughout my employment, volunteer services, contracted service, tenancy, enrollment, etc. with the end-user.





To complete the signature process, click "Click to Sign" to finish Step C.





Step D:

You will then be directed back to the previous screen. Review the terms and conditions shown at the bottom of the page. If you understand and agree, checkmark the box "I agree" and click "Submit Order"

FINAL STEP- Authorization to Proceed

I agree that I have been provided with and have read a copy of the Summary of Your Rights Under the Fair Credit Reporting Act. Click here to review your rights under the FCRA.

I certify that I have read and signed the Disclosure and Authorization provided by Eastern Illinois University.

I understand I will be prompted to make a valid credit or debit card payment on the following page and if I prefer to make payment by money order or cashier's check, I will reach out to BBS to coordinate that payment. If I do not make payment, I understand that my background check will not be completed and my enrollment in the College of Education at EIU could be effected.



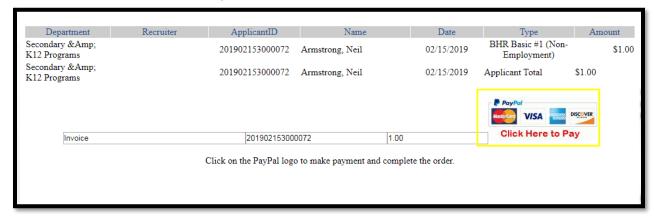
ENTER ORDER

∘ I do NOT agree

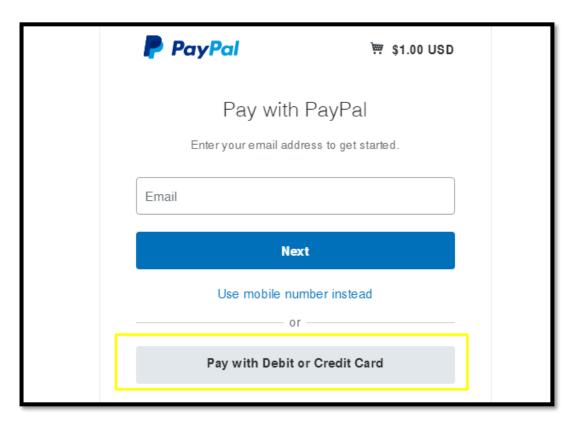


Step E:

To checkout, click "Click Here to Pay".

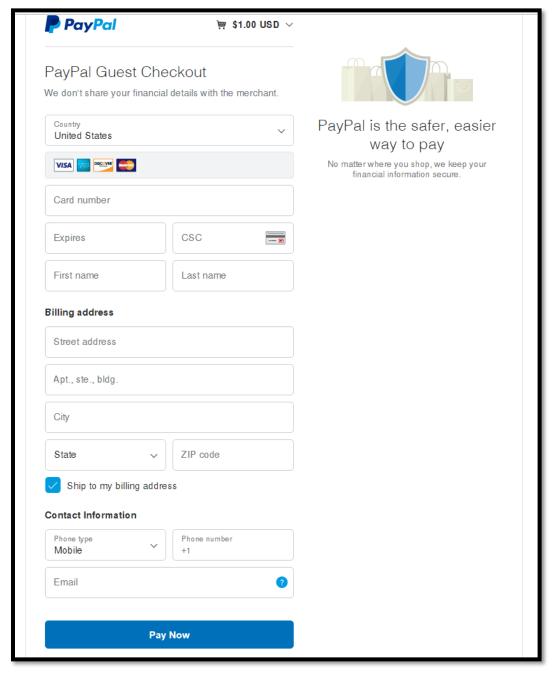


If you have a PayPal account and choose to checkout with PayPal, please sign-in. If you chose to checkout without PayPal, click on "Pay with Debit or Credit Card".



Lastly, if you choose to checkout by <u>not</u> signing into PayPal, you will be asked to enter your payment information. Shown below.





If you have any issues when making payment, you are free to call the Bushue Background Screening office at 217-342-3042 to make payment over the phone. If you have any further questions, please call or email Bushue Background Screening at 217-342-3042 or info@bushuebackgroundscreening.com