

Kentucky Extension Screening User Guide

Step 1: Enter SSN.

Log in to your Screening Direct account.

1. On the Screening Direct homepage, enter the candidate's Social Security Number in the SSN field. Click **Go**.

Step 2: Create New Background Check

1. Choose the Job Title. On your live account, it should show there a job title for “**Volunteers**” which will be linked to your Child Abuse and Neglect checks. Enter an email address for “**Completed Report To:**” and “**ETA Send To:** notifications.

2. Enter the candidate's information. You may only need to enter those required fields only.

Create New Background Check 934-54-7784 [Edit SSN](#)

Applicant Information Step 2 of 3

Please confirm all of the information about your applicant

Auto-Fill Name

* Last Name

* First Name

* Middle Name No Middle name provided by applicant

Suffix

Gender Unknown Male Female

* Date of Birth : Follow format (MM/DD/YYYY) Call applicant to obtain DOB

Day Phone

Email Address ! It is recommended that you provide an email address so that Sterling Talent Solutions can communicate electronically with the applicant if necessary.

Drivers License

Last Name on Drivers License

First Name on Drivers License

Middle Name on Drivers License

Auto-Fill Address

Country

* Current Address

Street Address

Enter a location

City State Zip # Years

3. Verify address history. Should there be no necessary updates, you may click on "Draft Order".

Create New Background Check 934-54-7784 [Edit SSN](#)

Address History Step 3 of 3

Addresses listed below are derived from various sources and may or may not be associated with your applicant. Please check the addresses you would like Sterling to check.

Zip Code	City	State	Last Reported	# Years	
<input type="text"/>	--or-- <input type="text"/>	<input type="text" value="<state>"/>	month <input type="text"/> year <input type="text"/>	<input type="text" value="Unknown"/>	Add

Zip Code	City	County	State	Federal	Reported	Source	Action
10004	New York	New York	NY	SOUTHERN DISTRICT	6/25/2021	User	Remove

Alias Names

Potential alias names associated with this SSN and developed from the SSN Trace, are identified below.

Display alias information older than 7 yrs

Select	Name	Address	First Reported	Filed
No aliases found for this SSN.				

[Cancel](#) [Draft Order](#) [< Back](#)

Step 3: Screening Order Editor

1. This is how the final page should look like. Review the information you entered and click “Submit” afterwards.

Screening Order Editor **Test, Test Test** [Edit Order Info](#) [Add Alias](#) [Delete Order](#)

SSN 954-54-7754 OrderID# 1009161083 Order Created 8/26/2021 Order Submitted Not Submitted Order Modified 8/26/2021

DOB 9/2/1992 Position Volunteer BillCode Compliance NY Salary Less than \$20,000

Driver Lic - Result Pending Status Draft Email Address Charge Type Invoice Amount

Authorization [Browse...](#)

VV Client ID VV Client Name

Attachments [Action](#)

Filename	Reference	Posted	User
No Attachments.			

Custom Questions

Question	Answer
No Custom Questions.	

Order Notes [Action](#)

(no records to display)

Administrative Requests

By clicking the **Submit** button, I certify that I have provided the individual a disclosure and received the individual's written authorization for the report and make the other certifications as follows: I am requesting this background check for an employment purpose as defined in the FCRA; that the applicant has received a clear and conspicuous disclosure in a document consisting solely of the disclosure that a consumer report may be requested and the applicant has authorized in writing that a background report may be requested from Sterling ("Sterling"); information from the consumer report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation; and, before taking any adverse action based in whole or in part on the report, the end user will provide to the consumer or authorize Sterling on the end user's behalf to provide to the consumer to whom the report relates: a pre-adverse action letter, a copy of the report, a copy of the Summary of Consumer Rights and any applicable state summary of rights; and provide the individual with a reasonable opportunity of time to correct any erroneous information contained in the report (and provide Sterling's name and contact information) and if the individual is ultimately disqualified, provide an Adverse Action letter, including the statutorily required notices identified in Section 615 of the Fair Credit Reporting Act [15 U.S.C. § 1681m] and applicable state and local law.

Please confirm all the information you entered is correct and pertains to the applicant.

Submit