Quick Reference Guide

This video is a basic overview the steps involved in completing the background check and the different pages that are used in this process.

- **Four step process**

- **New Application**
  - Select Add New from the Applications Menu
  - See other tutorials for more details about this part of the process

- **SI Authorization and Disclosure**
  - The SI will log in to their own portion of the ORCHARDS website to authorize the background check and provide disclosure information directly to BCU.
  - If the SI is not able to receive the e-mail sent by ORCHARDS, you will need to provide:
    - Application Number

- **Determination In-Process**
  - If Hiring on a preliminary basis is allowed, you will enter the prelim hire date on this page
  - If fingerprints are required, you can get to the fingerprint letter by clicking the SI’s name. The opens the Person Summary page. Click on the fingerprint letter link under the Applications tab.

- **Determination Available**
  - Complete the hiring process by indicating the hired status of the SI.
  - If the SI is being hired, you will be required to enter a permanent hire date.