



Waseca Public Schools Volunteer Background Check Instructions

****Please read the entire set of instructions before logging in.****

THE MCDOWELL AGENCY, INC
background screening

- Go to www.mcdowellagency.com. From here, you will click on 'Client Login' at the top right of the screen.



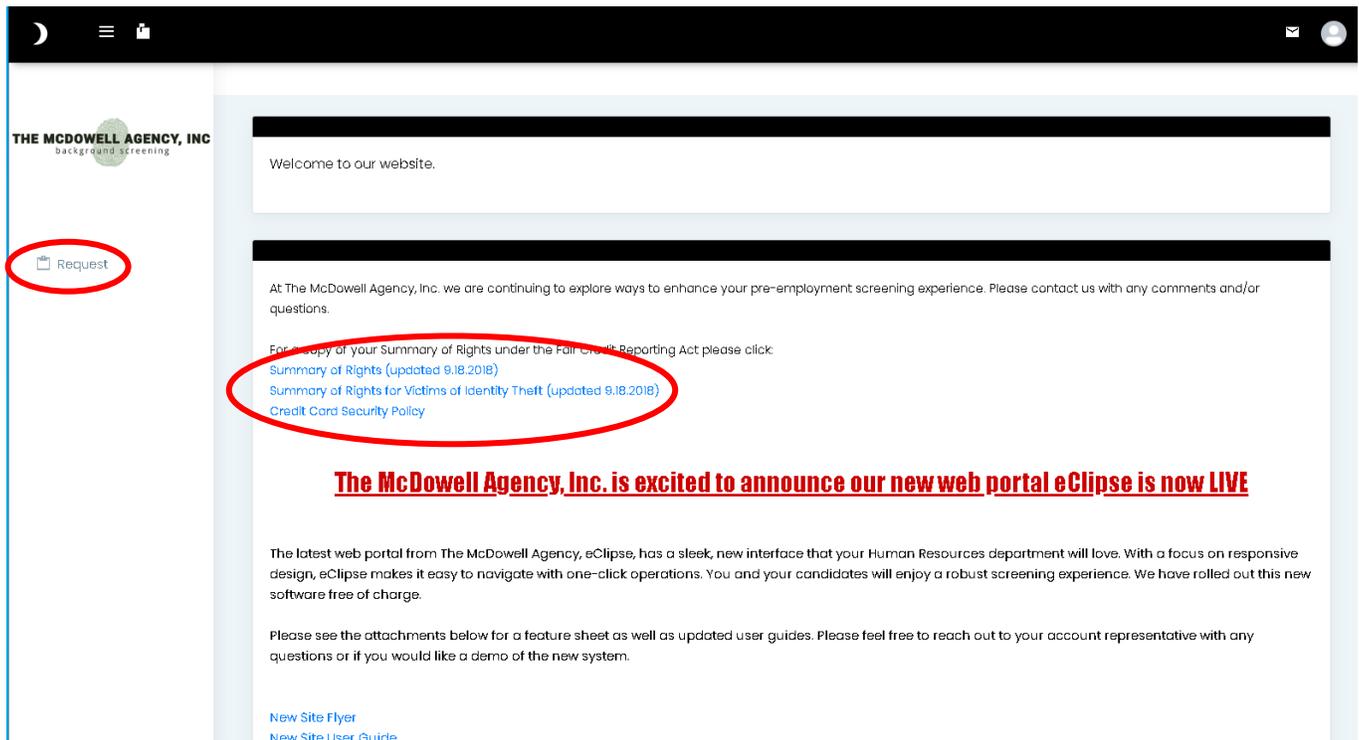
- Type in the User ID and Password that is listed below. Please note that the User ID and Password is case sensitive.

User ID: WPSvol1

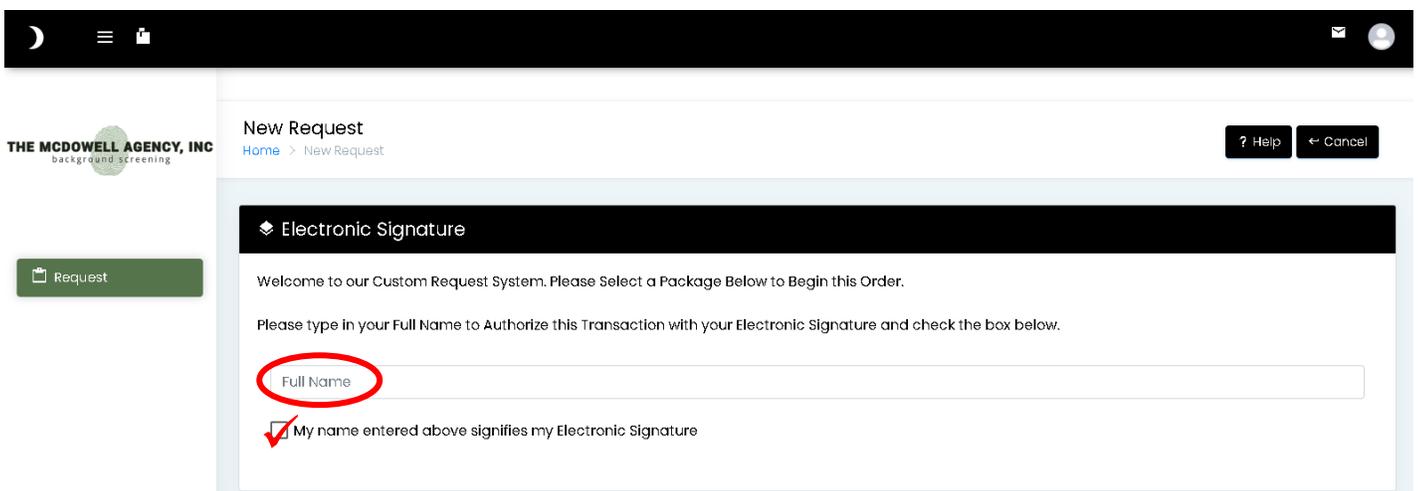
Password: WPSvol2

The image shows the login page. At the top, there is the logo "THE MCDOWELL AGENCY, INC background screening" with a fingerprint icon. Below the logo is the text "Welcome to eClique". There are two input fields: "Username" and "Password". The "Username" field contains the text "WPSvol1" and the "Password" field contains the text "WPSvol2", both of which are circled in red. Below the input fields is a green "Login" button. At the bottom of the page, there are three links: "Home", "Forgot Password?", and "Contact Us".

- Once logged in, this will bring you to the main page. To enter a request for a background check to become a volunteer of the Waseca Public School District, click on the ‘Request’ button on the left-hand side of the page.
 - The Summary of Rights under the Fair Credit Reporting Act is available on this page. You may click on it to print a copy.



- In the ‘Electronic Signature’ box, type in your Full Name. Select the box next to “My name entered signifies my Electronic Signature.”



- A 'Request Information' box will appear once you have typed in your full name and check the box (see above). Enter in all information requested with a * asterisk, for each tab: Demographics, Contact Information, Prior Addresses (if applicable), and any known AKAs (if applicable).

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Request

FULL NAME

My name entered above signifies my Electronic Signature

Request Information

Demographics [Contact Information](#) [Prior Addresses](#) [AKA](#)

* Last Name * First Name Middle Name

Street Address City * State * Zip

* SSN * Date of Birth Gender/Race

Format is numbers only (no dashes)
Format is 999999999

Date of Birth must be entered as mm/dd/yyyy

Order Criminal Court Searches based on Address entered. ⓘ County

Process Rapid Order

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Request

FULL NAME

My name entered above signifies my Electronic Signature

Request Information

[Demographics](#) [Contact Information](#) [Prior Addresses](#) [AKA](#)

Home Phone

* E-mail

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Request

FULL NAME

My name entered above signifies my Electronic Signature

Request Information

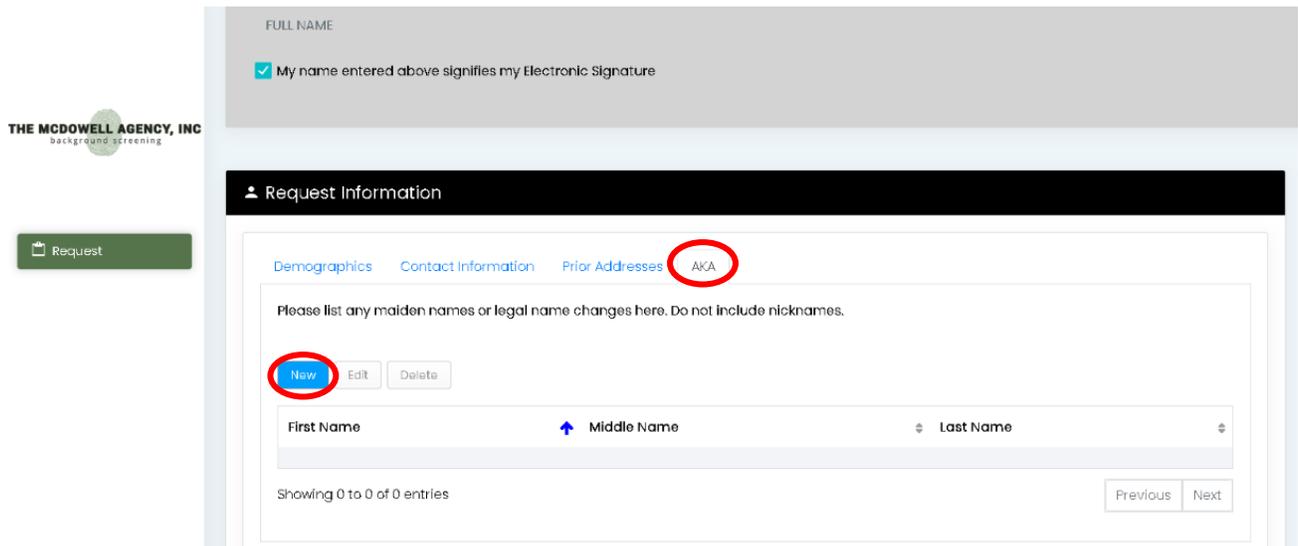
[Demographics](#) [Contact Information](#) [Prior Addresses](#) [AKA](#)

Column visibility **New** Edit Delete

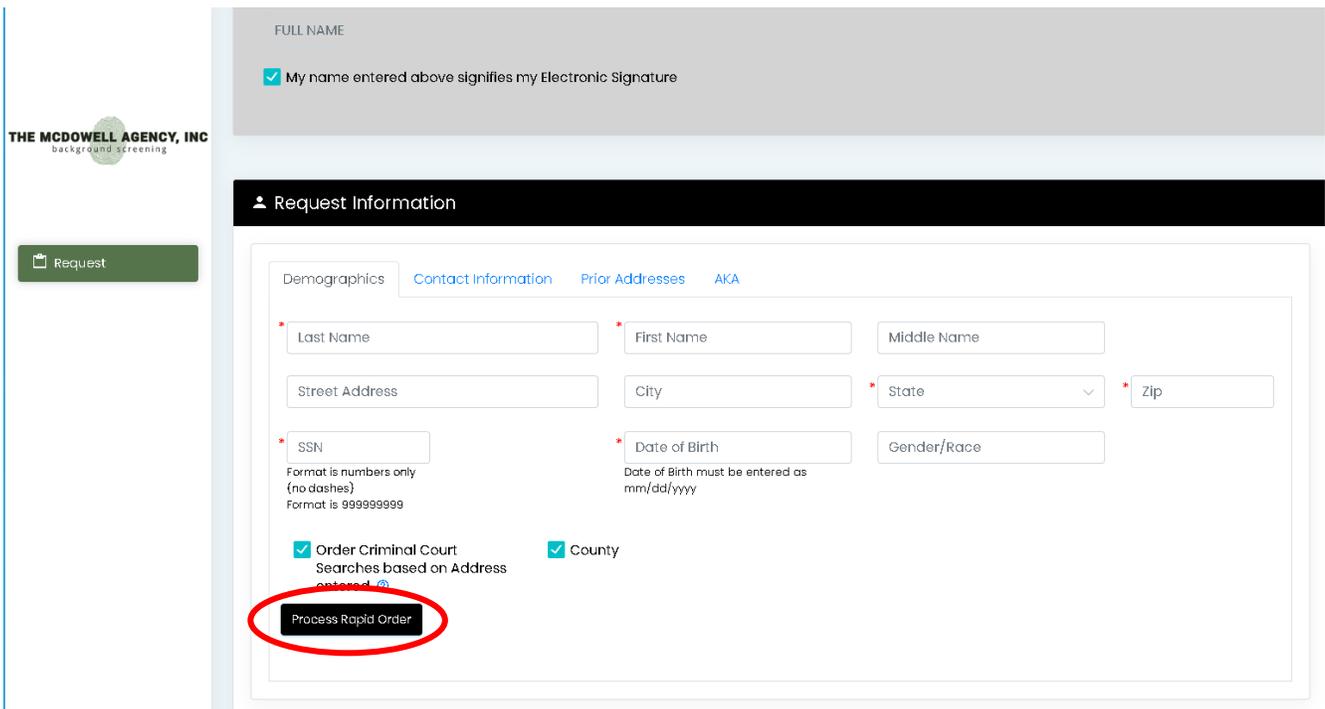
Street Address City State Zip

Showing 0 to 0 of 0 entries

Previous Next



- When finished, click ‘Process Rapid Order’ on the ‘Demographics’ tab. This will order everything in your package automatically.



Click “Ok” to the message that pops up stating that Criminal/Civil Searches have been updated.

- Scroll down to the ‘Additional Requestor Information’. Nothing needs to be typed in the ‘Requestor Info’ box.



Then select the 'Special Ordernig' box and select a 'Dept/Position'.

Request

Additional Request Information

Requestor Info Special Ordering

Reference Rush

DEPT/POSITION

- Volunteer Activities/Athletics
- Volunteer CE
- Volunteer Hartley
- Volunteer JHHS
- Volunteer Other
- Volunteer WIS

□ Scroll down to the 'Social Trace' box. Nothing should be done here.

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Request

Social Trace

Social Trace has been Requested

□ Scroll down to the 'Criminal/Civil Searches' box. This will show what has been ordered based on the 'Rapid Order' button clicked above. You can add additional counties by clicking 'New'.

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Request

Criminal / Civil Searches

Criminal Searches County Lookup

Column visibility New Edit Delete

Search Type State County/Jurisdiction

Showing 0 to 0 of 0 entries Previous Next

Special Research Instructions

Special Research Instructions

- Scroll down to the ‘National Sex Offender Database’ and ‘USA Criminal Index’ boxes. Nothing will need to be completed.

The screenshot shows two confirmation screens from THE MCDOWELL AGENCY, INC. The first screen is titled 'National Sex Offender Database' and contains the text 'National Sex Offender Database has been Requested'. The second screen is titled 'USA CRIMINAL INDEX' and contains the text 'USA CRIMINAL INDEX has been Requested'. A green 'Request' button is visible on the left side of the interface.

- Once you are satisfied with what has been ordered, read through the ‘Certificate of Obligations’ and check the box at the bottom. Click ‘Agree and Submit Order’ to submit your background check.
 - If you have any outstanding questions or have any info missing, you can click ‘Save as Draft’ to save and resume at a later time.

The screenshot shows the 'Certificate of Obligations' form. The form contains the following text:

◆ Certificate of Obligations

1. I have complied with Section 604(b)(1) of the Fair Credit Reporting Act and that I have

- (a) obtained a clear and conspicuous disclosure that has been made in writing to the consumer before the report is procured or caused to be procured, in a document that
 - consists solely of the disclosure, that a consumer report may be obtained for employment purposes
 - (b) obtained written authorization from the consumer in writing before the procurement of the report

2. I will comply with section 604(b)(3) "Conditions on use for adverse action" which includes but is not limited to the following provisions:

- (a) Before taking any adverse action based in whole or in part on the report, I will provide to the consumer to whom the report relates-
 - (i) a copy of the report; and
 - (ii) a copy of the Summary of Rights as prescribed by the CFPB under section 1681g(c)(1) of the FCRA.
- (b) If I take adverse action on the employment application based in whole or in part on the consumer report, then I will provide to the consumer to whom the report relates,
 - (i) that adverse action has been taken based in whole or in part on a consumer report received from a consumer reporting agency;
 - (ii) the name, address and telephone number of the consumer reporting agency that furnished the consumer report (including a toll-free telephone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis);
 - (iii) that the consumer reporting agency did not make the decision to take the adverse action and is unable to provide to the consumer the specific reasons why the adverse action was taken; and
 - (iv) that the consumer may, upon providing proper identification, request a free copy of a report and may dispute with the consumer reporting agency the accuracy or completeness of any information in a report.

3. The information from the consumer report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation.

4. I have received a copy of the Summary of Rights prescribed by the CFPB under section 1681g(c)(1) of the FCRA.

5. I will only use the report for a permissible purpose as specified by the FCRA, 15 U.S. Code § 1681b. Fair Credit Reporting Act (FCRA) as amended.

By checking this box, I certify that I am compliant and have met my obligations as defined in the FCRA.

At the bottom of the form, there are two buttons: 'Agree and Submit Order' and 'Cancel Order'. The 'Agree and Submit Order' button is circled in red.