



# Waseca Public Schools Volunteer Background Check Entering Instructions

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

**THE MCDOWELL AGENCY, INC**  
background screening





The McDowell Agency, Inc is a licensed private investigation firm specializing in background investigation and pre-employment screening services



150%

## Step 1

- Go to [www.mcdowellagency.com](http://www.mcdowellagency.com) . From here you will click on “**CLIENT LOGIN**” at the top right of the screen.

home      Login

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**Welcome**  
In order to ensure the confidentiality of your reports, we ask you to please provide us with your assigned User ID and Password. Thank you.

User ID

Password

[Contact Us](#)

[Bookmark this Page](#)

## Step 2

- Type in the User ID and Password that is listed.  
**(Note: User IDs and passwords are case specific)**

**User ID:      WPSvol1**

**Password:    WPSvol2**

- Our website works with all browsers EXCEPT Internet Explorer 9 UNLESS you have the compatibility mode turned OFF. (See example below.)



# THE MCDOWELL AGENCY, INC

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home Admin **request** results status report logout

Welcome to the The McDowell Agency, Inc. Client Main page. This page provides you with the ability to submit new requests, retrieve results, and view the status of pending requests.

Messages and Notifications -

View Messages

New Messages (0) / Previously Read (0)

User Information -

Please disable your popup blocking software to use this application  
[click here for more information](#)

## General Information

Thank you for visiting our recently-enhanced website. At The McDowell Agency, Inc. we are continuing to explore ways to enhance your pre-employment screening experience. As always, please do not hesitate to contact us with any comments and/or questions you may have. For a copy of your Summary of Rights under the Fair Credit Reporting Act please click

[Summary of Rights](#) \*updated as of 12/2012\*

### Step 3

- This brings you to the main page. To enter a request for a background check to become a volunteer of the Waseca School District, go to the “**request**” button on the bar at the top of the page. The request option is the only thing you will need to click on this page.
- The **Summary of Rights** under the Fair Credit Reporting Act is available on this page. Click on it to print a copy.

**THE MCDOWELL AGENCY, INC**  
BACKGROUND SCREENING

Welcome E-Signature ? Help    X Cancel

Select a Package

**Welcome to our Custom Request System. Please Select a Package Below to Begin this Order.**

**Employee Package**

I authorize all persons, schools, companies, corporations, state agencies, federal agencies, and law enforcement agencies to release information without restriction or qualification to The McDowell Agency, Inc. I hereby release The McDowell Agency, Inc. from any liability arising from the preparation of this report or investigation relating thereto to the extent permitted by law. I agree that failure to reveal any requested information, or the giving of any false or misleading information on this online application, may be grounds for refusal to enlist my services and negate any present or future volunteer, employment, or contractor service possibilities with this organization. Furthermore, I understand that any offer that has been made to me for the use of my services with is contingent upon full disclosure of requested information and subject to personal reference checks. I understand that the results of said background check may disqualify the use of my services and that any offer I have received is contingent upon this report and may be rescinded at any time as a result of findings deemed essential by the organization.

I have read and understand the terms of this authorization and agree to the terms stated herein.

**Electronic Signature:**

*Please type in your Full Name above to Authorize this Transaction with your Electronic Signature and check the box below.*

My name entered above Signifies my Electronic Signature

#### Step 4

- Type your **full name** into the space next to “**Electronic Signature.**”
- Mark the box next to “**My name entered above Signifies my Electronic Signature.**”
- Click on “**Continue**” to proceed.

**THE MCDOWELL AGENCY, INC**  
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Welcome VOLUNTEER For: 505VES - ROBBINSDALE AREA SCHOOLS/VIP

Applicant Information    Enter Search Request Details

Demographic Information

Last Name: \*    First: \*    Middle:

Current Address    City    State \*    Zip \*

Date of Birth: \*  
(ex. MM/DD/YYYY)    Social Security #: \*    Gender:  
(M for Male)

Fields with a "\*" Must be Completed

Alias (AKA) Information

[Click Here for important information regarding AKA\(s\)](#)

Last:    First:    Middle:

+

Additional Information >

Rapid Order >

Continue

### Step 5

- Type in the following required information (All mandatory fields are marked with an asterisk \*):
  - A) **Last Name**
  - B) **First Name**
  - C) **Current Address**
  - D) **Zip** (City and State will automatically fill in after entering your zip code)
  - E) **Date of Birth**
  - F) **Social Security Number**

### Step 6

- Add any aliases (maiden names, name changes, etc.) under **Alias (AKA) Information**.

### Step 7

- Click on the bar that states **“Additional Information.”**
  - In the reference box, please enter the specific activity or teacher you will be volunteering with.
  - Click on Department/Position and select a category

### Step 8

- Click **“Continue”** to proceed with the request.

**THE MCDOWELL AGENCY, INC**  
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Welcome VOLUNTEER For: 505VES - ROBBINSDALE AREA SCHOOLS/VIP ? Help ← Cancel

Applicant Information    Enter Search Request Details

**Demographic Information**

**Applicant:** DOE, JOHN                      **SS#:** 432433333                      **DOB:** 10/10/1907                      **Reference:**

**Address:** 123 MAIN ST., HUGO, MN 55038

**Go To:**       

**Criminal Court Searches** ? ↑

Search Type	State	County/Jurisdiction	
Felony and Misdemeanor	MN	STATEWIDE	<a href="#">Remove</a>
Felony and Misdemeanor	MN	WASHINGTON	<a href="#">Remove</a>

**Social Trace** ? ↑

Social Trace has been Requested


**National Sex Offender Database** ? ↑

National Sex Offender Database has been Requested

**USA CRIMINAL INDEX** ? ↑

USA CRIMINAL INDEX has been Requested

**Document Management** ?

[Click Here to Upload Files Associated with this Applicant](#) 

**Order Authorization and Submission** ?

I certify that I have authorization from the individual listed above and that I am in compliance with all applicable laws pertaining to an "Investigative Consumer Report" as defined in the *Fair Credit Reporting Act (FCRA)* as amended.

ATTENTION: Please Click the "Agree and Submit Order" Button Above Only Once ... Multiple Clicks may Result in Duplicate Orders ... An Order May Take 1 to 2 Minutes to Process

## Step 9

- Under **“Criminal Court Searches”**, select **“Add/Edit Jurisdictions”**. If the state and county that you currently are living in do not automatically populate, please follow the directions listed below. Please also follow the below process if you have lived in more than one state and county during the past 7 years:
  - Choose Felony and Misdemeanor, the state you live in, and the current county you live in.
  - Repeat this process for every county you have lived in within the past 7 years.
- When complete, select **“Add Searches to Order.”**

## Step 10

- To authorize and send your request for a background check, click on **“Agree and Submit Order.”**



## Thank You.

Your request has been submitted for the following:

**Name:** JANE ELIZABETH DOE

**Social Security:** 111223456

**Birthdate:** 01/01/1980

**Reference:** (not provided)

**Auto-Generated Order #:** 153220

**AKA(s):** SMITH, JANE ELIZABETH

**Searches Ordered:** Criminal Court | Social Trace | National Sex Offender Database | USA CRIMINAL INDEX |

**Court Searches:**

MN, HENNEPIN - Felony and Misdemeanor |

MN, STATEWIDE - Felony and Misdemeanor |

MN, HENNEPIN - Upper Civil Only | MN, DISTRICT OF

MINNESOTA - Federal Criminal |

The following attachments were successfully saved:

Attachments: NONE



[Click Here to Enter Another Request](#)

...or select one of the navigation buttons above to continue

*Request Posted 1:42:38 PM on 11/30/2011*

## Step 11

- You will then see a “**Thank you**” page confirming your order.
- Please be sure to print a copy for your records.
- You can then “**logout**” to complete the process.