Waseca Public Schools Volunteer Background Check Entering Instructions

**Please read the entire set of instructions before logging in. **
** These background checks are good for 5 years. If you have done one within the past 5 years, you’re okay to volunteer. If you aren’t sure of your status, just call Ashley at 507-835-2500. Thanks! **

** Step 1 **

Go to www.mcdowellagency.com. From here you will click on “CLIENT LOGIN” at the top right of the screen.
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.)
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.
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.
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.
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.”
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.