

# How to Access Your Background Check Results

Once you've [ordered your background check](#), it can take up to a week or two for the results to be ready. The time it takes to process depends on how quickly different counties respond.

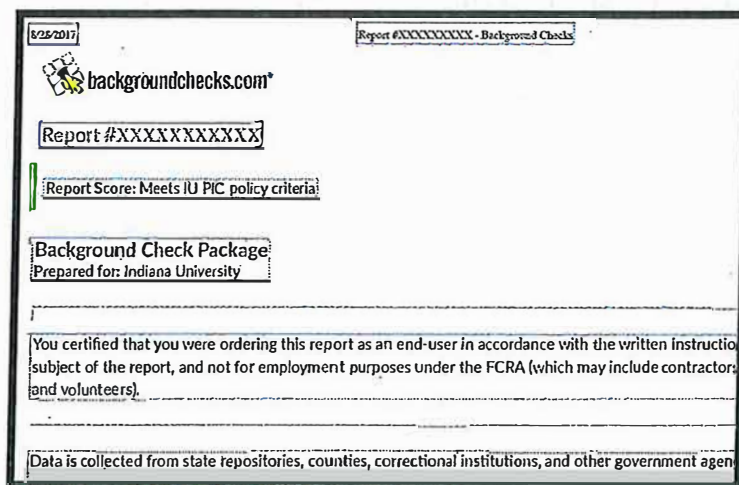
To access your report:

- 1) Return to <http://www.backgroundchecks.com/solutions/indianauniversity> and log in using the email address and password you created earlier. Click on "Manage Reports" tab at the top. Scroll down to your name, and check the status of your report there.
- 2) Once the status is listed as "complete," click on your name to access the completed report.



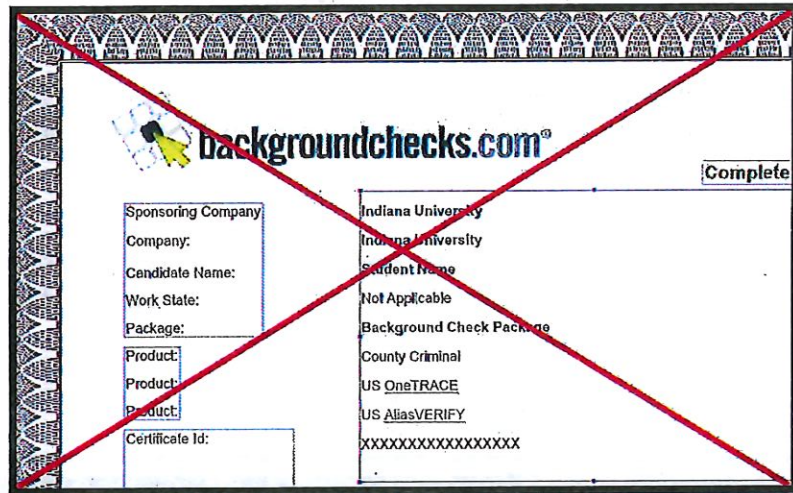
- Print **the entire report**. This report can be accessed by clicking "Print this Report" on the right side of the screen

The background check **report** will look something like this, and includes multiple pages.



- The Background Check Certificate is **NOT sufficient documentation** to submit to your placement site. It looks something like this:

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- Print **two copies** of the report: Keep one copy for yourself, and another copy to present to your placement school on your first visit.

**IMPORTANT NOTES:**

- If you have any questions or issues with your order, please contact the company at **866.300.8524** or [service@backgroundchecks.com](mailto:service@backgroundchecks.com).
- If you have a criminal record, at minimum, a letter of explanation will be required. Contact the Office of Clinical Experiences at **812.856.8503**, or [fieldexp@indiana.edu](mailto:fieldexp@indiana.edu) as soon as possible to discuss how to proceed.
- Criminal History Check procedures evolve continually at both the state and local/school corporation level. You should expect to be required to purchase criminal history checks for employment and throughout your teaching career.
- Criminal records may have an adverse effect on your ability to obtain employment and the state will hold a hearing to permanently revoke the license of individuals who have specific convictions--see Indiana Code 20-28-5-8.