

BACKGROUND CHECK INFORMATION

STUDENT INSTRUCTIONS FOR CHADRON STATE COLLEGE

EDUCATION DEPARTMENT

* We must have a current background check EVERY year that you will be taking any course with a Field Experience component to it (Intro to Teaching, O&P, student teaching, etc.). Your background check will be good for one calendar year from when it was processed.

Go to the OneSource website at [Applicant Portal One Source The Background Check Company \(onesourcebackground.com\)](https://onesourcebackground.com).

Read the Welcome statement and click “Continue to Next Step”.

Required Personal Information:

In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

In the “Department” box, please type in Education.

Payment Information:

The cost for this background check is \$36 plus tax and at the end of the online order process, you will be prompted to enter your credit card information.

View your results:

You will be notified by OneSource if there is any missing information needed in order to process your order. Although 95% of background checks are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. CSC’s Field Experience Office can also securely view your results online with their unique username and password so there is no need to print it out to turn it in.

Please ignore any other emails that you might get from OneSource about a CENTRAL REGISTRY CHECK. You do not have to complete this part as we already have all of the necessary information that we need from the initial background check.

PLEASE NOTE:

Additional names and locations can incur additional court access fees.

Students from South Dakota (or who have lived in South Dakota in the past) will be charged an additional \$22 for statewide criminal court fees and students from certain counties in Wyoming will be charged an additional \$22 as well.

Students should also limit their names to their current legal name, rather than including any previous names as well.