



Experience Verifications (EV)

Message to Hiring District

We use Verifent to respond to Experience Verification requests for data security and ease of use. Hiring districts seeking an Experience Verification on our former employees have two options to make this request:

Option 1: Hiring District Initiates the Request

Step 1: Register for a Hiring District (Verifier) Account

- A. This is a no cost, one time set up
- B. Go to www.Verifent.com
- C. Click 'Let's Get Started Now' > School Systems > Requesting (Hiring) District

Step 2: Make the Request

After your account is approved, you can make the request:

- A. Log in to your Hiring District Account
- B. Select 'NEW EXPERIENCE VERIFICATION (EV)'
- C. Choose the form(s) you need completed
- D. Click Former School District(s)
 - o Click 'Former School District Lookup.' If the Former School District doesn't appear as you type, click 'Enter New District', and add the Former School District's information.
 - o Multiple school districts can be chosen on one request
- E. Enter new employee's data
- F. Sign and click 'Continue'. You're done!

Option 2: New Employee Initiates the Request

Step 1: Visit Verifent

Step 2: Hiring School District (Contd.)

- B. Enter the Hiring District
 - a. If your Hiring District does not drop down as you type, click 'School District Not Found', and select the State that your Hiring District is located. Go to Step 3.
- C. Toggle the button to 'Yes' or 'No' if you want a completed form sent to your Hiring District.
- D. Click 'Save Hiring District.'

Step 3: Enter Your Information

- A. Choose forms to request.
- B. Enter your information and click 'I Agree.'
- C. Click the link on the confirmation email.

Step 4: Former School District(s)

- A. Click 'Enter ALL Former School Districts'
- B. Enter the Former District(s) that you need an Experience Verification from.
 - a. If your Former District(s) does not drop down as you type under 'Former School District Lookup', click 'Enter New District', and enter the information requested.

****Note: Multiple Former Districts can be selected****

- C. Click 'Close' and 'Next Step'

Step 5: Choose 'Premium Plus' or 'Premium'

Verifent will notify you of the progress of your request via email. If you have any questions, please contact our support team at info@Verifent.com

Questions?

info@Verifent.com