



**Online Background Check Process Overview for Applicants of
Floyd County School District
Volunteer Background**

To initiate a background investigation for your school through PSI Background Screening ("PSI"), it's as simple as 1...2...3 and you are done!

STEP 1: Scan the below QR Code. Please note that the link below is a single sign-on link. If you exit without completing the entire process, your information will not be saved. Be sure your pop-up blocker is disabled when using the site so that electronic consents can generate in a new window.:



If you cannot access the QR Code, this link can be clicked or copied into your URL Bar:

https://psibackgroundcheck.bgsecured.com/c/p/unsolicited_portal?guid=PNe7g014JNvUfuVnU3q0VV1cz8g0016P

- Once you navigate to link, review the instructions at top of screen and click "Continue to Next Step".

STEP 2: Input Required Information-Your Demographics Section

- All fields in red are required, please complete as thoroughly as possible. Once all fields are complete click "Continue to Next Step" at the bottom of Your Demographics section.
- **INTERNATIONAL NOTE:** If you are not a current resident of the United States or do not have a Social Security Number, please enter 999-99-9999 into the field for Social Security Number.

STEP 3: Consent, Disclosures, and payment.



- Click consent to digital signatures and authorization and then click Continue to Next Step-Review/Sign Forms.
- Complete all required consents and disclosures under the "Please Fill-Out/Sign Documents". The circle beside each required document will change from red to green once the document is properly executed.
 - PLEASE NOTE: If you are using a mobile device, the forms may pull up in a separate window. You may need to go back to the first window to proceed with the forms if this happens.
- PAYMENT: \$15.00. Pay via credit card.
- **If you would like to print a copy of the forms, please do so from the screen, then Click "Continue to Next Step"**

You're Done!!

**Questions or comments?
Call PSI at (706) 235-7574
PSI Background Screening
Post Office Box 644
Rome, Georgia 30162
www.psibackgroundcheck.com**