

BACKGROUND SCREENING PROCESS

END USER RESPONSIBILITY

1. Dallas ISD end user will notify supplier when services are required, upon notification they will provide the supplier with instructions on how to proceed via email.
 - a. Registration Instruction for IdentoGo
 - b. Background Check and Badging Process

NOTE: Dallas ISD will only communicate with the contact person for the vendor, not the individual employees of the supplier. suppfingerprinting@dallasisd.org

2. **Do not send these instructions or request to non-awarded vendors.** Please contact the Procurement Department with questions regarding these vendors.
3. Collect Vendor Badge at completion of services and forward to Procurement Services.

SUPPLIER RESPONSIBILITY

1. **Register with IdentoGo** to schedule a time for fingerprinting <https://uenroll.identogo.com>. Please enter the information exactly as it appears on your government-issued ID

- Enter Service Code **11FJ5N >Go**
- Select **Schedule or Manage Appointment**
- Select **Name/Method of Contact** and enter required information **>Next**
- Enter **TX921220Z** for District ORI
- Agency Identifiers: Enter your information **>Next**
- Citizenship: Enter your information **>Next**
- Answer the questions as applicable. Select **'No'** for the question, 'Do you have an Authorization Code (Coupon Code)'.
- Alias & Personal Information: Enter the required information as applicable **>Next**
- Mailing Address: Enter required information **>Next**
- Documents: Select the required documents you will bring to your fingerprinting appointment and answer the question(s) as applicable **>Next**
- Location: Enter Zip Code **>Next**
- Select Appointment Date/Time **>Submit**

2. **Enter Individuals in the Supplier Badging App**

- Go to portal.dallasisd.org/
- Login to the "Supplier Badging" application using your iSupplier Credentials
 - if you do not have iSupplier credentials, please contact suppfingerprinting@dallasisd.org.
- Select "create" and enter the Dallas ISD contact's information as the Primary Contact and select apply
- Add a new contact, enter the name of the individual who has been fingerprinted and needs their background cleared for badging.

- Ensure all individuals have completed registration, then repeat the previous step until all applicable individuals are added.
- Select “Submit to Dallas ISD”
- Your form has now been submitted. After 48 hours, please check the system for an updated submission status.
 - Select the pencil on the left-hand side to open the form and check your submission status.
- Contact suppliers@dallasisd.org with any follow up questions, or if your status has not changed in 72 hours.

3. **Get A Badge**

- Once you see “Applicant Cleared” in the Supplier Badging app you may walk in to get a badge at the location and hours below:
 - 9400 N. Central Expressway, Suite 201
Monday: 9 a.m. - 12:00 p.m. and 1 p.m. - 4 p.m.
Tuesday: 9 a.m. - 12:00 p.m. and 1 p.m. - 4 p.m.
Wednesday: 9 a.m. - 12:00 p.m. and 1 p.m. - 4 p.m.
Thursday: 9 a.m. - 12:00 p.m. and 1 p.m. - 4 p.m.