Verifent
Verification Solutions

Adams 12 Five Star Schools

Organization Code: A9F7EC

Message to New Hires

Adams 12 Five Star Schools utilizes Verifent to request Experience Verification requests to streamline the process and for data security purposes. The service is free to new hires and rehires of Adams 12 Five Star Schools. However, Verifent does offer a premium service if you would like long term, permanent access to the completed verification forms.

Requesting your Experience Verification(s) through Verifent is simple and easy. To start, visit www.Verifent.com. Click the 'Get Started' button and click 'Login'.

Special note: If you do not have login credentials, please click 'Register'. You will need to create an account.

Step 1: Hiring Entity

1. Click 'Request EV'
2. Click 'Choose Your Hiring Entity.'
3. Enter the Hiring Entity.
    a. As you type, your Hiring Entity should drop down. Select the drop-down Hiring Entity name. If your Hiring Entity name does not drop down, you will need to contact your Hiring Entity.
4. Click 'Save Hiring Entity' and 'Continue.'

Step 2: Enter Your Information

1. Click the checkbox for 'Employment History Review (EHR) Form' OR 'Unprofessional Conduct (UPC) Form' to select the form. If you also need additional forms, click those checkboxes as well.
2. Enter your information and read the instructions.
3. Answer the questions appropriately.
4. With a mouse or touchscreen, draw your signature and type your name.
5. Click the 'I Agree' button.

Step 3: Former Employer(s)

1. Click 'Enter ALL Former Employers.'
   ****Note: If you do not have any Former Employers click on 'I Have No Former Employers' and click 'Yes.'****
2. Enter ALL the Former Employer(s) that you need an Employment History Review & Experience Verification from.
    a. If your Former Employer(s) does not drop down as you type under 'Former Employer Lookup,' click 'Enter New Former Employer,' and enter the information requested.
   ****Note: Multiple Former Employers can be selected/added****
3. Click 'Close,' select your 'Last Place of Employment,' and click 'Next Step.'
4. Confirm your order by clicking 'Next Step.'
5. Review and submit your verification requests

Verifent will notify both Adams 12 and you of the progress of your requests through email.

If you have any questions, please contact our Support Team through online chat.

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