INSTRUCTIONAL BACKGROUND CHECK INFORMATION

Fingerprint Payment Method: **it is best to do this on a computer or laptop**
Go to:
Opsb.net
Jobs
Instructional Fingerprint information

1. **Fingerprint information**
2. **Scroll to bottom of page where it says Identigo link.**
3. **Enter Code 27N5HQ**
4. **Schedule or Manage Appointment**

PLEASE READ ALL 5 STEPS BEFORE YOU BEGIN FILLING OUT REGISTRATION. You must have an appointment before you can register for a background check

Step 1: Once on the website, fill out all information.

Step 2: When you get to the part that asks you to pick the location, type in SP-WESTMONROE (just like it is typed here, all caps no spaces).

Step 3: After you type in SP-WESTMONROE, click on the **magnifying glass/search**. **DO NOT CLICK WHERE IT SAYS USE MY LOCATION**. When our location, 1600 N. 7th St, pops up hit the next button that is beside our location information. DO NOT REGISTER AT THE ST. JOHN LOCATION. WE DO THE BACKGROUND CHECK HERE IN THE OFFICE.

Step 4: When it asks you to set an appointment date and time, please put in the appointment time that Morgan Futch gave you. If your appointment time is not shown pick the one closest to yours. (Example: If your appointment time is 9:00 a.m., but the only time available is 12:00, choose 12:00 but still show up at 9:00 am.)

Step 6: Bring in your ID and debit card or credit card to pay for your background check. The cost is $57.50.

For any other questions, please call Morgan Futch at 318-432-5230.

**If you have ever been arrested for a felony you will not be permitted to work for Ouachita Parish School System. If you had a felony and it was dropped or dismissed, please bring the papers with you at the time of your appointment for proof.