GETTING STARTED

Log into the Trak-1 system by entering the following address into your web browser: https://portal.trak-1.com/. Each location has a single account. Please do not create new account access; all accounts are pre-assigned by location. ***Do not submit a manual background check without a fully completed, signed & dated authorization form.***

1. Enter your **Username** and **Password** and click "**Sign In**".
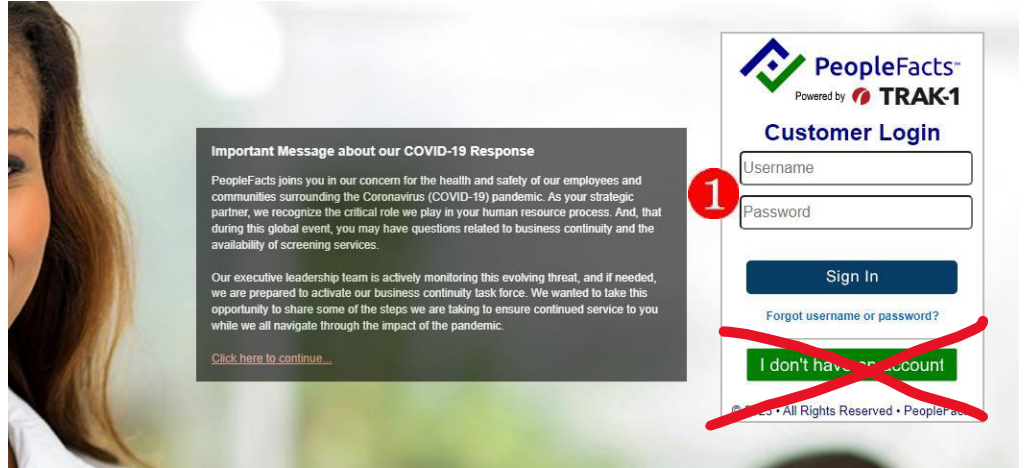
SUBMITTING A BACKGROUND CHECK

Once in the Application, choose the appropriate package – Volunteer or Employee. Please do not re-order background checks if the wrong package was chosen previously. There is no difference and it costs extra!

2. Enter the following information into the appropriate fields. Information not listed here is not needed.
- **Email Address**
  Please only enter the email address of the applicant. Do NOT use a parish or communal email address.
- **First Name**
- **Middle name** *be sure to click the box "Applicant has no middle name" if there is none*
- **Last Name**
- **Sex** – leave blank if not provided

3. Continue entering information into the appropriate fields. Information not listed here is not needed.
- **Date of Birth**

   We do not use the Social Security Number. The field will not let you populate it.
- **Estimated Salary –** *this is a required field: choose "Volunteer"* **or** *for an employee "$0 - $20k"*
- **Address**

Social Security Number   Re-Type SSN

* Date of Birth   Estimated Salary   SETA Net ID

mm/dd/yyyy   -Select-

3

* Address (Street address only)   Address (Apt. number, etc.)

Country   City

United States

State   * Zip

Click to populate City/State

4. Leave the information in this next section as is. It defaults. *Please do not change any settings*.
   Click the **"Next"** button.

☐ Schedule this Applicant for Rescreening

Clear Info

Federal Court Records Search

* State

Washington   Add

Multi-County Criminal Search

* State

Washington

4

Add

CrimTRAK NO SSN

Number of Years to Search 7

Max Number of Counties to Search Unlimited

Omit State Washington   Add

By submitting this application, Archdiocese of Seattle certifies that it:

- Provided a "clear and conspicuous" written disclosure to the subject of this report that a consumer report may be obtained for employment purposes
- Obtained written authorization from the subject of this report to perform the background check
- Will provide a copy of the report and "Summary of Rights" to the subject of this report before taking adverse action
- Will not use the report in violation of any equal opportunity laws or regulations

Next

5. After clicking the "Next" button a preview page appears.
- **Carefully review** each piece of information that you entered into the application.
- **Verify for accuracy.**
- Click the "**Back**" button if you find an error. You will be taken back to the application page to make the correction.

IMPORTANT: *background check applications submitted with errors result in false and inaccurate reports. We cannot correct them once they are processed. We are responsible for the cost of erroneous applications.*
PLEASE TAKE TIME TO REVIEW YOUR APPLICATION CAREFULLY.

Click **"Submit"** once you are sure that all information is correct.

You are not done... Please confirm the information below!

Selected Package

Volunteer Package

Applicant Info

'NA' Denotes an empty field. No information was given.

Email Address
testapplicant@gmail.com

First Name   *Last Name*

First Name	*Middle Name*	*Last Name*
Test	**Person**	**Applicant**

Suffix
NA

Sex   *Race*
Female   **NA**

Social Security Number
NA

Date of Birth   *Estimated Salary*   *Business Code*
7/25/1956   **$1.00**   **SETA Net ID**
NA

Address (Street address only)   *Address (Apt, Office, Bld number)*
1234 NE 63rd St.   **NA**

Country   *City*
United States   **SEATTLE**

State   *Zip*
WA   **98103**
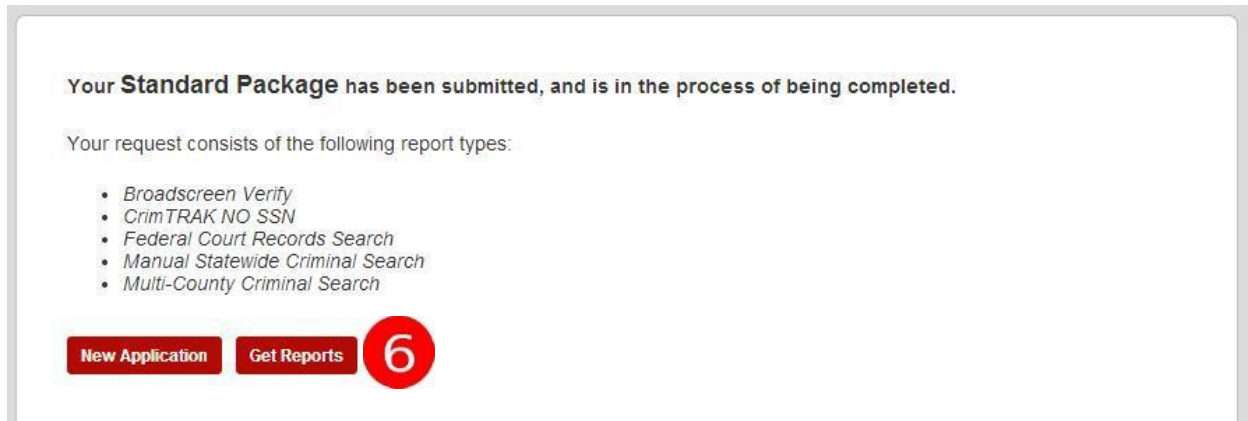
⑤

Additional Required Info

Federal Court Records Search

State: **WA**

Multi-County Criminal Search

Additional Fee: **$0.00**
State: **WA**

Back   **Submit**

6. Once submitted a confirmation page will appear. There are a couple of quick links which are helpful if needed.
- **New Application** will take you back to the application page to start again. This is great for a batch of applications.
- **Get Reports** will take you to the reports page if you want to look up a report submitted previously.

If you do not need either of these links you may simply **logout of the system** using the logout button at the top. You will receive an **email notification** when the search is complete and has been resulted.

Your **Standard Package** has been submitted, and is in the process of being completed.

Your request consists of the following report types:

- Broadscreen Verify
- CrimTRAK NO SSN
- Federal Court Records Search
- Manual Statewide Criminal Search
- Multi-County Criminal Search

New Application   **Get Reports**   6

ACCESSING REPORTS

7. Log into Trak-1 as noted at the beginning of this instruction.
- Click "**REPORTS**" at the top of the page. A reports list of recently submitted applications will appear.
- Click on an applicant name to access the actual report for that individual.

Status	Applicant	Package Title	Requestor	Requested On	SETA Net ID
◎	First Last	Standard Package	seawaT1admin	4/11/2014	123456
📁	Voluneer Last	Standard Package	shawnam@seattlearch.org	4/10/2014	123456

7   Get **ADOBE® READER®** ⬇

8. At the top of the page are navigation buttons.
- Click "**Back to Reports**" to return to the reports list.
- Click "**Save/Print"** to download a copy that can then be saved to your computer and/or printed for file. *These are the only two navigation buttons you will use on this page.*

Back to Reports   **Back t** 8 **h Details**   **Save/Print**   **Combine Applicants**   **Add Services**   **Authorization Forms**

To access results greater than 90 days old:
- Click the "**REPORTS**" link.
- Scroll down the page to the "Reports Navigation" box.
- Click "**Archived Reports**".
- In the "Archives Toolbox" enter the person's last name, and the date range you wish to search. Do not change the company. Search a broad range, perhaps 3 or more years so you catch all potential historical data.
- Click "**Refresh List".**

READING THE RESULTS

9. The Report Summary is the actual results of the criminal background check search.
- This report is part of the permanent record of the individual and must be documented in Virtus if the individual is an adult.
- Results for applications submitted by the individual user through Virtus should be automatically uploaded within a few days of submitting the initial application.
- Results for manual background check submission **must be manually entered into the Virtus profile** by the person who submitted the application into Trak-1.
- **PLEASE NOTE:** the email notifications that you receive for background checks indicate that the background indicate that the background check is complete, i.e. the results are in. The email DOES NOT tell you the results. Please do not presume. To know the results you must either view the actual report in Trak-1 or wait for the results to upload into the Virtus profile for the individual.
  a) "**The applicant is CLEAR**" means that the background check is all clear and they are eligible for immediate hire/volunteer work.
  b) "**You will receive the final determination within ten working days**" means that the background check has been flagged. All flagged background checks are reviewed by the Archdiocesan Safe Environment Coordinator. By law we must allow a waiting period for processing. A determination regarding eligibility to work in the Archdiocese is made after 7-10 business days, and any restrictions on the work will be noted. Locations will be notified of the determination.

⦿ TRAK-1

REPORT SUMMARY
Archdiocese of Seattle - Standard Package

Prepared for:
Archdiocese of Seattle, Shawna McMahon
Requested on 4/10/2014 3:51:44 PM
Completed on 4/10/2014 4:33:27 PM

Subject of Report:
Name: Voluneer Middle Last
DoB: XXX XX,1980
Address:
101 main street
EVERETT, WA 98208

Report Summary:
The applicant is CLEAR **9**

For assistance with the Trak-1 system, please contact Trak-1 directly: (800) 600-8999