To complete the Criminal Background Check through Validity Screening Solutions, you MUST have a valid e-mail address with access to retrieve your password.

On the homepage (<u>http://tinyurl.com/cbc-Kansas4H</u>), select "*New User? Click here*." in the top, right corner of the page as shown below.

Screening solutions	Returning User Log In: password login (Forgot password? Click here. New User? Click here.)
4-H Youth Development CBC Online Application	4-H Youth Development CBC
	Home

You will be redirected to the User Registration page. Complete this page fully, including the e-mail address you can readily access to retrieve your password. Select "Save" at the bottom of the page.

ALIDITY		Returning User Log In:
screening solutions		(Forgot password? Click here.) (New User? Click here.
H Youth Development CB	C Online Application	4-H Youth Development C
le en De vietvetier		
User Registration	1	
fields marked in *** red	*** are required)	
Account Information		
* Login User Name		
	(check availability)	
≛ Email Address		

You will redirected back to the home screen, which will include a message at the top if your registration was successful.

VALIDITY	Returning User Log In:	password	login
screening solutions	(Forgot password? Click here.)	(New User? Click he	ere.)
4-H Youth Development CBC Online Application	4-Н Үо	uth Developmen	t CBC
You have signed up successfully! An email has been sent to the email address you provided that you can use to login an	nd change your password.		Θ
		Home	θ
Applications are being accepted for the following positions: CHANGE LOCATION			
Atchison County SUBMIT			
Barber County SUBMIT			
Barton County SUBMIT			
Brown County SUBMIT			
Butler County SUBMIT			
Central Kansas Extension District SUBMIT			

You will now need to access your e-mail to log into your account.

You will receive the following e-mail, which includes your username and a link to login and set your password. Select the link as shown below.

Account Activation for Inbox x
Validity Screening Solutions notifications@validityscreening.com <u>via</u> ejobapp-validityscreening.com to
Welcome
*** PLEASE DO NOT REPLY TO THIS E-MAIL. THIS MAILBOX IS NOT MONITORED. ***
 You have successfully signed up for an account with Validity Screening Solutions' eJobApp system. You must confirm your email address and select your personalized password to continue with the process. To complete your submission you must: Create your new password (click here to set password link) Once logged in, click Apply or Submit to begin the process Fill out all necessary fields as specified and complete by clicking blue "Submission" at the end
Below you will find a link that you can use to login to your account and set your password to something you like.
Username:
Click here to login and set your password
Sincerely,
Validity Screening Solutions

You will be redirected to this page, where you will need to create a password using the criteria provided. Select "Change My Password" when you have created a password and confirmed it.

Screening solutions		Returning User Log In:	password (New User? Click h	login
4-H Youth Development CBC Onlin	ne Application	4-Н Үо	uth Developme	nt CBC
Change Your Password?			Hon	ne
Passwords should meet the Must contain at least one number Must contain at least one uppercas Must contain at least one lowercase May contain special characters (*#5	following criteria: e letter e letter \$%)			
New Password				
Password Confirmation				
Change My Password				

Again, you will be redirected to the homepage but will be logged in under your information. On the homepage, you will need to scroll down to find River Valley Extension District. All of the counties/districts are listed in alphabetical order. Select "Submit" next to RVED as shown below.

Pratt County SUBMIT
Rawlins County SUBMIT
Reno County SUBMIT
Rice County SUBMIT
Riley County SUBMIT
River Valley Extension District SUBMIT
Rolling Prairie Extension District SUBMIT

You will be redirected to start the application process as shown below. Follow the instructions and prompts to go through the process, including consents, signatures, and personal information.

I Youth Development CB	C Online Application	4-H Youth Development CB River Valley Extension Distric		
		Home Applications My Account Logou		
SECTIONS	Instructions			
: Instructions	This process will take approximately 5 to 10 minutes.			
:: Heview	Please answer all questions accurately and honestly.			
		Navi M		
		INEXE P		

Once you have completed all of the steps, you will be on the Application Submission page. It will ask you to verify the following information. If it is all correct and you are ready, select "Submit Application" as shown below.

4-H Youth Development CBC Online Application	4-H Youth Development CBC
	River Valley Extension District
Application successfully updated.	8
Home	Applications My Account Locaut
i kune j	Applications My Account Logour
Application Submission	
Your Application has not yet been submitted. Please review the answers you provided for identification. If you need to make a change, click the 'Previous' button to go back to you are satisfied with your answers, you may submit your information by clicking the 'Submit application' button below.	o the section you want to change. If
Date of Birth:	
Social Security Number:	
Driver's License Number:	
Driver's License State:	
Driver's License Type/Class:	
Your Application has not yet been submitted. You must click the "Submit Application" button below to submit your Application.	
	Reviou Submit Application

Congratulations! You have completed the Criminal Background Check.