

Instructions for completing the “Application for Criminal Background Check”

Please sign on to the website www.archchicago.org On the left side of the screen, toward the bottom, you will see a category “Protecting Children” click on the link and that will take you to a directory page. There you will click on “Background Screening”.

Once at the login page, select: “If you do not have a User ID or password click here”. You are now at the registration page. Click on the blue tab: “open the search site”.

For Day School and School of Religious Education Volunteers:

Type: **waiola**, click “search”. “St. Francis Xavier-Waiola School” with the school address should appear. Click “select” on the left side.

For Parish Volunteers:

Type: **spring**, click “search”. “St. Francis Xavier-Spring” with the rectory address should appear. Click “select” on the left side.

You will be back on the registration page. Fill in all required fields. For the “access code” type: **protection**. Click on the blue tab: “Submit registration”. You are now registered as a volunteer at SFX and may begin to complete the background check application. **Write down your User ID and password because you will need them again.** Click: “Please [click here](#) to begin and continue with your application”.

Retype your User ID and password and click the blue tab: “login”. You should see “Status: **Application not complete**” along with your name. There are 10 different sections that must be completed listed in the middle of the screen (Don’t panic—some can be done with a single click.). You may complete the sections in any order. A **red X** next to section means that section has not been completed. A **green ✓** means that section is done. When all 10 sections are showing the green check mark, the Blue Tab: “Submit Application” will become available. Click: “Submit Application”.

Note: you must click the “Submit Application” button for your CBC application to be complete. The next time you login, your status should read “Application Submitted”.