UNC-Chapel Hill Background Check Candidate/Appointee Guide

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Key Terms

Affiliation – UNC-Chapel Hill faculty, staff, students, retirees, contractors, distance learners, visiting scholars, and others who need access to university systems and/or resources have an "affiliation" to the University.

Background check questionnaire – Form used to collect candidate/appointee data for background check purposes.

Background check tile - Icon on the Self Service page used to access the background check questionnaire.

ConnectCarolina – ConnectCarolina is the University's secure integrated system for Student Administration, Finance, Human Resources and Payroll. You must have an Onyen or Guest ID and password to access the system.

Guest ID – A Guest ID is a temporary guest account for former employees, former students, alumni, or individuals who have been invited by a current student to be a proxy to see non-billing information in ConnectCarolina. This Guest ID provides limited access to the ConnectCarolina system, including the background check questionnaire.

Onyen – The Onyen "Only Name You'll Ever Need" is a unique identifier that is used to access electronic systems. Faculty, staff, students, and other individuals who are affiliated with the University are assigned an Onyen, which is linked to their Personal Identification Number (PID).

Personal Identification Number (PID) – The Person ID Number (PID) is a unique identification number assigned to all people with a university relationship, as defined by an official university department. This number is designed to give all persons a universal number (PID or Person ID) that is unique to the University of North Carolina at Chapel Hill. The number is nine-digits long and replaces all existing card numbers previously used on campus. The PID is the primary record keeping key for all departments within the university.

Self Service – The Self Service page in ConnectCarolina is available to all employees, previous employees, students, and affiliates. It includes tiles to commonly used sites such as Time Information Management System (TIM), personal information, pay and taxes, benefits, and the background check questionnaire. Available tiles are based on an individual's role at the University.

Before You Begin

If you are a new or existing employee at UNC Chapel Hill, you may be required to complete a background check for certain position actions including new hire, rehire, lateral job change, or promotion.

Before you get started with the background check questionnaire, please have the following information available: current and former legal names, current and former addresses, criminal conviction details, driver's license state and number, completed post-secondary education information, and professional certificate or license information.

The questionnaire will time out after 1 hour. All information will be deleted if the questionnaire is not completed and submitted within this timeframe.

Recent security updates have resulted in security and compatibility issues with ConnectCarolina. To avoid issues that could impact the completion of the background check questionnaire, use a Private or Incognito window in your preferred browser to access ConnectCarolina. For instructions on opening a Private or Incognito window click here: Edge, Firefox, Chrome, Safari.

> **The background check questionnaire cannot be completed on a smartphone or tablet. Use a desktop or laptop computer to access ConnectCarolina and complete the background check questionnaire.**

For Candidates/Appointees with a *Current* University Affiliation

Candidates/Appointees who have a current affiliation with the University and have an active Onyen must use the link in the invitation email to access the background check questionnaire.

The invitation email contains important information including:
- An introduction to the University's background check service provider, InfoMart.
- Instructions for accessing the background check questionnaire.

To access the background check questionnaire:

1. Review the instructions provided in the invitation email and click the ConnectCarolina link.

> Dear Candidate/Appointee,
>
> The University of North Carolina at Chapel Hill requires a background check for new candidates/appointees as part of the University's process of consideration. For your convenience, the University uses a web-based system to initiate and process background checks.
>
> Following, are instructions to complete the online background check process through the university's background check vendor, InfoMart. InfoMart is a nationwide provider of background check services and strictly adheres to all federal and state background reporting and consumer privacy regulations.
>
> Log in to ConnectCarolina as follows:
>
> 1. Click the link to ConnectCarolina
> 2. Enter your Onyen or UNC Guest ID and password
> 3. Click on the Self-Service homepage (selectable from the top banner)
> 4. Click on the Background Check tile
> 5. Complete all required fields on the background check questionnaire including all names, addresses and/or criminal history since age 18 (Note: If you have a professional license, please be sure to include relevant information)
> 6. Electronically sign the disclosure and authorization
>
> If the Background Check tile does not appear on your Self-Service homepage, please log out and then log back in to update your homepage. If you are still having trouble, please follow the steps here to clear your browser cache.
>
> If you have more than one active background check invitation at a time, you must follow the steps outlined here to complete the background check questionnaire for each background check invitation.
>
> For security reasons, the background check questionnaire will timeout in 1 hour and you will not be able to save your progress. Please allow enough time to complete the online submission in its entirety. Generally, background checks take 7-10 business days to complete. Your timely completion of this request will prevent delays in the consideration process.
>
> **Please Note**: Successful completion of this background check is a requirement of your current or proposed affiliation with UNC-Chapel Hill. Completion of your background check does not serve as an offer of employment or any indication of eligibility for hire or appointment. Please wait for further information (or guidance) from the hiring authority.
>
> Thank you for your prompt attention to this matter. For more information about UNC-Chapel Hill's background check policy, click here. You may also review our frequently asked questions to learn more about the background check process.
>
> If you need assistance with the electronic background check process or you have questions about a consumer notice that you received from InfoMart, please contact the Background Check Unit at (919) 962-5742 or backgroundcheck@unc.edu.

2. Proceed to the Log into ConnectCarolina section for the next steps.

For Candidates/Appointees without a *Prior* University Affiliation

Candidates/Appointees who have not had a prior affiliation with the University or had a previous affiliation and no longer have an active Onyen, must create a UNC Guest ID. You will receive three emails: an invitation email, Guest ID email with instructions for creating a Guest ID and completing your background check questionnaire and UNC Guest ID password email with your temporary password.

The invitation email contains important information including:
- An introduction to the University's background check service provider, InfoMart.
- Information about the Guest ID registration process.
- Instructions for completing the background check questionnaire.

Begin the process of completing your background check questionnaire as follows:

1. Review the instructions provided in the invitation email below.

Dear Candidate/Appointee,

The University of North Carolina at Chapel Hill (UNC-Chapel Hill) requires a background check for new candidates/appointees as part of the University's process for consideration. The university conducts the background check through InfoMart, a nationwide provider of background check services and strictly adheres to all federal and state background reporting and consumer privacy regulations.

For your convenience, the University uses a web-based system to initiate and process background checks. To begin the process, refer to the following instructions:

1. Register for a UNC-Chapel Hill Guest ID (Note: You will receive a separate email with instructions for creating your Guest ID. You must use the unique link in the Guest ID invitation email to create your Guest ID.)
2. Go to: https://connectcarolina.unc.edu
3. Click on the Self-Service homepage (selectable from the top banner)
4. Click on the Background Check tile
5. Complete all required fields on the background check questionnaire including all names, addresses and/or criminal history since age 18 (Note: If you have a professional license, please be sure to include relevant information)
6. Electronically sign the disclosure and authorization

If the Background Check tile does not appear on your Self-Service homepage, please log out and then log back in to update your homepage. If you are still having trouble, please follow the steps here to clear your browser cache.

If you have more than one active background check invitation at a time, you must follow the steps outlined here to complete the background check questionnaire for each background check invitation.

For security reasons, the background check questionnaire will timeout in 1 hour and you will not be able to save your progress. Please allow enough time to complete the online questionnaire in its entirety. Generally, background checks take 7-10 business days to complete. Your timely completion of this request will prevent delays in the consideration process.

Please Note: Successful completion of this background check is a requirement of your current or proposed affiliation with UNC-Chapel Hill. Completion of the background check does not serve as an offer of employment or any indication of eligibility for hire or appointment. Please wait for further information (or guidance) from the hiring authority.

Thank you for your prompt attention to this matter. For more information about UNC-Chapel Hill's background check policy, click here. You may also review our frequently asked questions to learn more about the background check process.

If you need assistance with the electronic background check process or you have questions about a consumer notice that you received from InfoMart, please contact the Background Check Unit at (919) 962-5742 or backgroundcheck@unc.edu.

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2. Use the link in the Guest ID registration email to create a Guest ID and password.

Dear Candidate/Appointee,

The University of North Carolina at Chapel Hill requires a background check for new candidates/appointees as part of the University's process of consideration. For your convenience, the University uses a web-based system to initiate and process background checks.

In order to begin the process, you must first create a Guest ID. The Guest ID will enable you to complete the background check process online via the university's secure website.

To register for a Guest ID, go to https://account.itsapps.unc.edu/guestid/pre-employee/FormID

Once you create a Guest ID, follow the instructions in the separate Welcome email to log in to ConnectCarolina and provide information required for the background check.

All candidates/appointees must provide a valid Social Security number, except for international candidates/appointees who have recently arrived to the country and do not yet have a Social Security number. International Candidates/Appointees: If you do not yet have a Social Security number, please leave the Social Security number field blank.

If you should have any questions about setting up your Guest ID, please contact the ITS Service Desk at (919) 962-HELP, option 1.

Registering Your Guest ID

Candidates/appointees who have no prior affiliation with the University will receive a separate email with instructions for creating their UNC Guest ID.

1. Click on the link in the invitation email you received from UNC Chapel Hill to begin the Guest ID registration process:

Dear Candidate/Appointee,

The University of North Carolina at Chapel Hill requires a background check for new candidates/appointees as part of the University's process of consideration. For your convenience, the University uses a web-based system to initiate and process background checks.

In order to begin the process, you must first create a Guest ID. The Guest ID will enable you to complete the background check process online via the university's secure website.

To register for a Guest ID, go to https://account.itsapps.unc.edu/guestid/pre-employee/FormID

Once you create a Guest ID, follow the instructions in the separate Welcome email to log in to ConnectCarolina and provide information required for the background check.

All candidates/appointees must provide a valid Social Security number, except for international candidates/appointees who have recently arrived to the country and do not yet have a Social Security number. International Candidates/Appointees: If you do not yet have a Social Security number, please leave the Social Security number field blank.

If you should have any questions about setting up your Guest ID, please contact the ITS Service Desk at (919) 962-HELP, option 1.

2. Enter your email address and then re-enter to confirm the address.

Note: You must use the **same email address** where you received the background check invitation emails. Failure to use the same email address will result in an error message and a failed registration.

3. In the Personal Information section, enter your *legal* first, last name, suffix, date of birth and Social Security Number as indicated on your Social Security card in the required fields. Select your gender (optional).

Note: If you are an international candidate/appointee who does not yet have a Social Security Number, you must select the box indicating that you do not have a Social Security Number.

4. In the Contact Information section, enter your current home address and phone number in the required fields.

   Note: If you currently reside outside of the United States, you must choose the Country and then select the City from the pull-down menu.

5. Review the information you have entered and make corrections, if needed.

   Note: If you need to change any information your entered, select the ✎ icon next to the section to edit the information.

6. Once all required fields are complete and correct, click the **Register My Guest ID** button.

① Email

② Personal Information

③ Contact Information

④ **Review**

Please review the following information. If they are correct, click the "Register My GuestId" button to complete the registration. Or click the section to change it.

Email
backgroundcheck@unc.edu   ✏️

Personal Information

Legal Name
First Name Middle Name Last Name
Gender
F (Female)   ✏️
Birth Date
01/01/1995
Social Security Number
123-45-6789

Contacts

Home Address
104 Airport Drive
Chapel Hill , North Carolina 27599   ✏️
United States
Phone
+1 (919) 843-2300

REGISTER MY GUESTID 👤+

Creating a Guest ID Password

1. After you register your Guest ID, you will receive a third email to set your UNC Guest ID password. Click the unique link provided in the email to reset your password.

Welcome to the UNC Chapel Hill community!

Your UNC Guest ID is the full email address you entered during the account creation process. Before you can use your new UNC Guest ID, you must follow the link below to set a password.
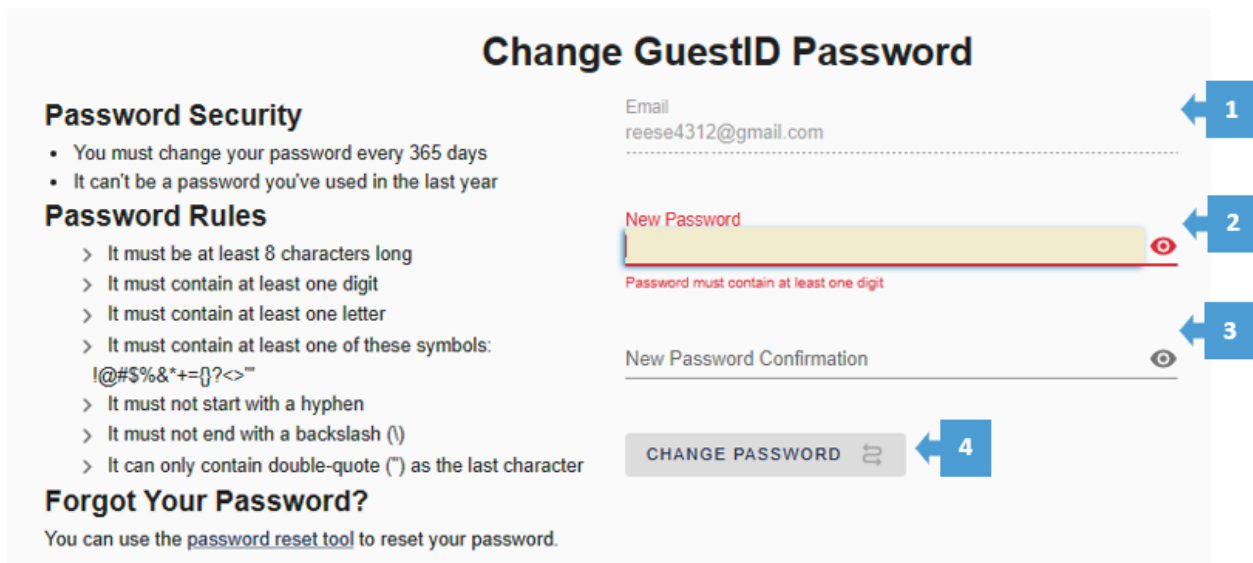
https://accounttst.itsapps.unc.edu/guestid/password?id=

If you encounter issues or have any questions about your UNC Guest ID or password, please contact the ITS Help Desk at http://help.unc.edu/.

Thank you for your interest in the University of North Carolina at Chapel Hill.

This is an auto-generated message. Please do not reply.

2. Enter your password in the New Password and New Password Confirmation fields by following the steps below.

   1 – Enter the email address that you used to register your Guest ID.
   2 – Enter your password following the password rules.
   3 – Enter your password again. Both the New Password and New Password Confirmation fields must match.
   4 – Once the password is accepted, click the Change Password button.

Change GuestID Password

Password Security
- You must change your password every 365 days
- It can't be a password you've used in the last year

Password Rules
- It must be at least 8 characters long
- It must contain at least one digit
- It must contain at least one letter
- It must contain at least one of these symbols:
  !@#$%&*+={}?<>"
- It must not start with a hyphen
- It must not end with a backslash (\)
- It can only contain double-quote (") as the last character

Forgot Your Password?
You can use the password reset tool to reset your password.

Email
reese4312@gmail.com   **1**

New Password   **2**

Password must contain at least one digit

                                                       3
New Password Confirmation

CHANGE PASSWORD   **4**

3. Proceed to the Log into ConnectCarolina section.

Log into ConnectCarolina

1. Click on the blue ConnectCarolina link in the invitation email.

Note: You <u>must</u> use the unique link provided in the email to access the background check questionnaire. In addition, the background check questionnaire must be completed before the deadline, or the background check will be canceled.

Dear Candidate/Appointee,

The University of North Carolina at Chapel Hill requires a background check for new candidates/appointees as part of the University's process of consideration. For your convenience, the University uses a web-based system to initiate and process background checks.

Following, are instructions to complete the online background check process through the university's background check vendor, InfoMart. InfoMart is a nationwide provider of background check services and strictly adheres to all federal and state background reporting and consumer privacy regulations.

Log in to ConnectCarolina as follows:

1. Click the link to ConnectCarolina
2. Enter your Onyen or UNC Guest ID and password
3. Click on the Self-Service homepage (selectable from the top banner)
4. Click on the Background Check tile
5. Complete all required fields on the background check questionnaire including all names, addresses and/or criminal history since age 18
   (Note: If you have a professional license, please be sure to include relevant information)
6. Electronically sign the disclosure and authorization

If the Background Check tile does not appear on your Self-Service homepage, please log out and then log back in to update your homepage. If you are still having trouble, please follow the steps here to clear your browser cache.

If you have more than one active background check invitation at a time, you must follow the steps outlined here to complete the background check questionnaire for each background check invitation.

For security reasons, the background check questionnaire will timeout in 1 hour and you will not be able to save your progress. Please allow enough time to complete the online submission in its entirety. Generally, background checks take 7-10 business days to complete. Your timely completion of this request will prevent delays in the consideration process.

Please Note: Successful completion of this background check is a requirement of your current or proposed affiliation with UNC-Chapel Hill. Completion of your background check does not serve as an offer of employment or any indication of eligibility for hire or appointment. Please wait for further information (or guidance) from the hiring authority.

Thank you for your prompt attention to this matter. For more information about UNC-Chapel Hill's background check policy, click here. You may also review our frequently asked questions to learn more about the background check process.

If you need assistance with the electronic background check process or you have questions about a consumer notice that you received from InfoMart, please contact the Background Check Unit at (919) 962-5742 or backgroundcheck@unc.edu.

2. Click the *Log In* button on the ConnectCarolina home page.

3. Enter your Onyen Username or Guest ID email address, then click *Next*. If you cannot recall your Onyen please visit https://account.itsapps.unc.edu/onyen/lookup to look up your username.

4. Enter your Onyen password or Guest ID password, then click ***Sign In***. If you need to change your password, click the Reset password link.

1 – __Do not__ attempt to change your Onyen or Guest ID using these links. Instead, use the links in the Reset Password section below.

2 – You can reset the password by clicking on the reset password link. If you have a current or previous affiliation with the university, click the Change Onyen link. If you have never had an affiliation with the university, click the UNC Guest ID link.
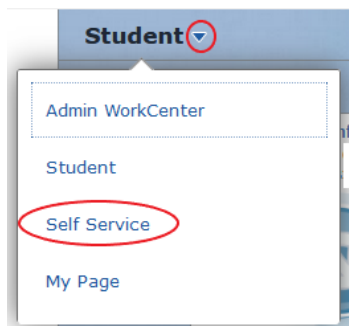
Background Check Tile

1. After logging into ConnectCarolina, navigate to the Self Service home page.
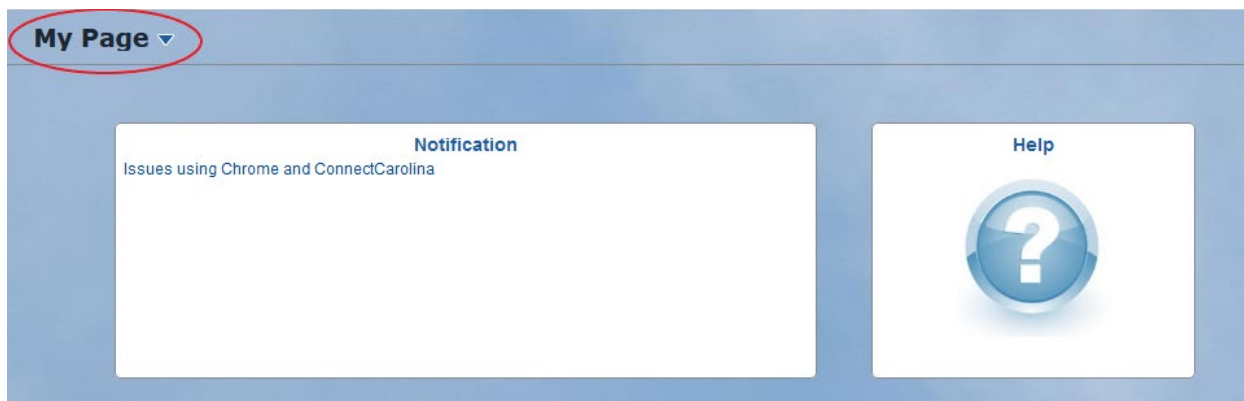
2. Use the pull-down menu to select Self Service.

   Note: If you are a current/former University employee, student, or affiliate, your ConnectCarolina homepage may be different. In this case, you will need to click on the pull-down menu at the top left of your screen and select Self Service.


3. Once on the Self Service page, click the Background Check tile to access the background check questionnaire. If you do not see the Background Check tile, proceed to step 4; otherwise, proceed to the next section.

4. If the Background Check tile is not on your Self Service page, sign out of ConnectCarolina, clear the browser history, and log back in. To sign out of ConnectCarolina, click the three (3) dots at the top right of the menu bar next to the home icon.

5. Select sign out from the drop-down menu. After signing out, clear the browser history, and log in again.
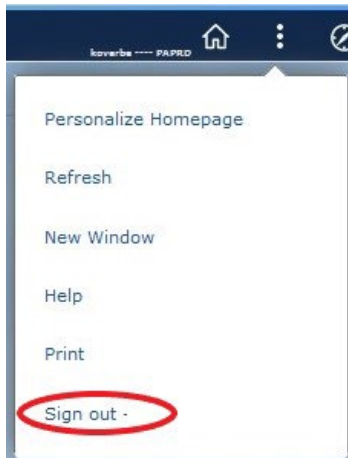
Background Check Questionnaire

Before we can begin processing your background check, you must complete the following information on the background check questionnaire:

- Full legal name, including middle name, and all aliases are required.
- All previous addresses, city/county/state, or province/country where you have resided since age 18.
- Standard License, also known as a Regular or Commercial Driver's license, license number and issuing state.
- Degree(s) completed, degree level, school name, state and city, year and month graduated, major, and name used.
- Professional license(s), type of license, license number, issuing state, date issued and expiration date.

If You Have More than One Active Background Check Invitation

1. Click on the Background Check tile, the **Search Criteria** screen will display. The Search Criteria field will pre-populate with your Person ID (PID).

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Person ID [begins with ✔] [730   ]

Requisition ID [begins with ✔] [   ]

[Search] [Clear] Basic Search 📑 Save Search Criteria

Search Results

View All					1-2 of 2 ✔

Requisition ID	Department ID	Department Name	Appointment Title	Position Number	Requested By
2112302	318200	Biology	Adjunct Instructor	45645645	Alex Smith
2112303	260108	HR Information Mgmt	Consultant	NA	Alex Smith

2. Click on a Requisition ID in the Requisition ID column to select the background check questionnaire you would like to complete.

3. Repeat step 2 for each questionnaire you are completing.

Personal Information

Enter your personal information by following the steps below.

Note: Some of the information in this section may be pre-populated based on the information the university has on file for you and/or information you entered during the Guest ID registration process. **Pre-populated information cannot be changed.**

1 – If you do not have a middle name, select this box.

2 – Enter your current address and phone number, if this information was not pre-populated.

3 – Your Social Security Number (SSN) should be pre-populated in this section but will not be visible. If you have an SSN and it was not pre-populated, contact the Background Check Unit at 919-962-5742 for assistance before proceeding. If you are an international candidate who does not yet have an SSN, do not enter an SSN in this field and check the box indicating that you are an international candidate.

Additional Names/Aliases

List all names or aliases you have previously used by following the steps below. Complete all fields for each name.

1 – To add more name rows, click the plus (+) symbol. If you added an additional row in error, click the minus (-) symbol to remove the row.
2 – Check this box if you do not have any previous names to report.

Previous Addresses

List all previous addresses where you have lived in the United States following the steps below. Complete all fields for each address. The <u>full</u> address must be listed (street number, street name, city, state, and postal code). If you are unable to list the full address, do not enter the address.

1 – To add more than one address, click the plus (+) symbol. If you added an additional address row in error, click the minus (-) symbol to remove the row.

2 – Check this box if you do not have any previous addresses to report.

Adult Criminal History

List all criminal convictions and driving infractions by following the steps below.

1 – Click the drop-down box to select **YES,** if you have any criminal convictions or driving infractions that you need to disclose or **NO**, if you do not have prior convictions or driving infractions.

2 – If you select **YES**, the Adult Criminal History table will open. Enter each conviction and driving infraction (state, county, offense, year, and level of offense). If you select **NO**, proceed to the next section.

3 – To enter additional convictions or driving infractions, click the plus (+) symbol to add rows. If you added a row in error, click the minus (-) symbol to remove the row.

4 – If there is additional information that you wish to provide regarding your convictions and/or driving infractions, enter the information in the box.

Adult Criminal History

*Have you ever been convicted of an unlawful offense and/or driving infraction? Select yes or no

Note: State law allows the applicant to not refer to any arrest, charge, or conviction that has been expunged.

Adult Criminal History
Click the "+" sign to enter additional information and "-" sign to delete the information in an entire row.

Adult Criminal History

	Country	State	County	Offense	Did offense occur within past 7 yrs?	Year	Level of Offense		
1	USA	🔍			☐		⌄	+	−

Please indicate additional information regarding convictions here:

Driving Information

Enter your current driver's license information following the steps below.

> **1 –** Enter your full driver's license number including <u>all</u> numbers and characters (Example: North Carolina driver's licenses have 12 numbers including zeros).
>
> **2 –** Enter the State that issued the driver's license.
>
> **3 -** Check this box if you do not have a valid driver's license.

Driving Information

*You are required to enter License # and Issuing State or check no driver's license box

Driver's License #

Issuing State 🔍

☐ I do not have a driver's license

Education History

Enter your *highest* completed post-secondary degree or degree in progress (Post Doc candidates only) and any certifications earned. Complete all fields for each degree/certificate by following the steps below.

Note: If the highest post-secondary degree was received from an educational institution outside of the United States, please enter the degree information in the Foreign Degrees section.

> **1 –** Enter the Degree (e.g., BS, BA, MBA). To look up the degree, click the magnifying glass 🔍 and enter a degree code and/or description, and click **Search**. Select the appropriate degree code from the search results.

2 – Enter the School Code. To search for the School Code, enter any of the following search criteria: School Code, Country, State and/or Description and click **Search.** You can click the magnifying glass 🔍 to select the Country and State, if needed.

Example: If the degree was conferred by the New York University Medical Center, click the magnifying glass. Use the pull-down menu to change the Description criteria to **Contains.** Enter "New York" and click **Search**. Select the school from the list of schools provided.

3 – Enter the two-digit month (e. g. May is represented as "05").

4 – Enter the four-digit year (e. g. 2003).

5 – Enter the degree major code. To find your major code, search for it by clicking the magnifying glass 🔍 and entering the description. It is recommended that before searching for the major, change **Begins With** to **Contains** in the pull-down menu and enter a description of the major (e.g. major name).

6 – Enter the name used while attending this institution.

7 – To add more than one degree, click the plus (+) symbol to add rows. If you added an additional degree row in error, select the minus (–) symbol to remove the row.

Professional Licensure/Certifications

List all professional license, registration and/or certifications you possess by following the steps below. Complete all fields for each license and/or registration.

1 – To add more than one license, click the plus (+) symbol. If you added an additional license in error, select the minus (-) symbol to remove the row.

2 – Check this box if you do not have any professional licenses or certifications to report.

Disclosure Regarding Background Investigation

Review and electronically sign the Disclosure Regarding Background Check Investigation. The signed disclosure authorizes the University to obtain information about you from a third-party consumer reporting agency for employment purposes. The background check cannot be completed without authorization.

1 – Click on the blue hyperlink link to review the Disclosure Regarding Background Check. The disclosure **must** be viewed before completing the electronic signature.

2 – Check the box to agree to electronic signature acknowledgment.

3 – Enter your name and email address to electronically sign the document. Note: The date field will pre-populate based on the date completed.

Acknowledgement and Authorization for Background Check

Review and electronically sign the Acknowledgement and Authorization for Background Check by following the steps below. This is an acknowledgement that you have received the Disclosure Regarding Background Investigation and A Summary of Your Rights Under the Fair Credit Reporting Act and you authorize the University of North Carolina at Chapel Hill to obtain a consumer report for employment purposes. The background check cannot be completed without this authorization.

1 – Click the blue hyperlink to review the Acknowledgement and Authorization for Background Investigation. This document <u>must</u> be reviewed before completing the electronic signature.

2 – If you are a current resident of the states of California, Minnesota, Washington, and Oklahoma, you also have a right to view or obtain a copy of your consumer report by checking the applicable box(es).
3 – Check the acknowledgement box.

4 – Enter your name and email address to electronically sign the document. Note: The date field will pre-populate based on the date completed.

1 Acknowledgment and Authorization for Background Investigation
Click here to view/save the Acknowledgment and Authorization for Background Investigation PDF and supplemental notices.

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by University of North Carolina - Chapel Hill ("the Company") at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by InfoMart, Inc., 1582 Terrell Mill Road, Marietta, GA 30067, 800-800-3774, www.infomart-usa.com, and/or Employer itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by InfoMart, Inc., 1582 Terrell Mill Road, Marietta, GA 30067, 800-800-3774, www.infomart-usa.com.

New York applicants only: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

New York City applicants only: By signing this form, you further authorize the Company to provide you with a copy of your consumer report, the New York City Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the Company.

Washington State applicants only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

California Residents only: Under California Civil Code section 1786.22, you are entitled to find out what is in the ICRA's file on you with proper identification, as follows:

- In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.
- A summary of all information contained in the ICRA¿s file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
- By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

☐ Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Minnesota applicants only:

2 You have the right to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within five business days after its receipt of your request or the report was requested by the Company, whichever date is later.

☐ Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Oklahoma State Applicants only:

☐ Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

3 ☐ I acknowledge receipt of the Acknowledgment and Authorization for Background Investigation. A Summary of Your Rights Under the Fair Credit Reporting Act and supplemental notices. I certify that I have read and understand these documents and authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by The University of North Carolina at Chapel Hill at any time after the receipt of this authorization and throughout my employment.

By typing my name and email address on this form, I agree that my electronic signature is the legally binding equivalent to my handwritten signature.

4 Typed Signature [_____]   Date: [_____] 📅

Email Address [_____]

Electronic Signature Opt-Out

Candidates/appointees can choose to opt-out of providing an electronic signature and provide a wet signature instead by following the steps below.

1 – Click the blue hyperlinks to download the Disclosure Regarding Background Investigation and Acknowledgement and Authorization for Background Investigation forms.

2 – Check the box to affirm, "I elect to opt out of electronic signature." Sign the forms and submit them to the Background Check Unit by emailing them to: backgroundcheck@unc.edu.

If you choose to opt out of providing an electronic signature, you must complete the following steps:

1 - Check the box below
- Click here to print and sign the Disclosure Regarding Background Investigation
- Click here to print and sign the Acknowledgement and Authorization for Background Investigation
- Email the signed documents to backgroundcheck@unc.edu

2 ☐ I elect to opt out of electronic signature.

Submit Background Check Questionnaire

1. Review all fields on the form to ensure that all required fields are complete and correct.
2. Click *Submit* to finalize and submit the form. **Important: You cannot make changes once the questionnaire has been submitted.**

Once you have successfully submitted the form, the Print button will appear. To print a copy of the form, click the Print button. To exit the form, close this window and log out of ConnectCarolina. If you have any issues with this form or the information you have entered, please contact the Background Check Office at backgroundcheck@unc.edu.

Date/Time   08/23/2023 11:36:23PM   IP Address: 172.17.3.184

Submit

FAQ's and Troubleshooting

1. Why am I receiving email reminders to complete a background check?

Every background check invitation has an expiration date. Candidates/appointees will receive periodic reminder emails prior to the expiration. Reminder emails will continue to be sent until the background check questionnaire is completed, the invitation expires, or the background check request is withdrawn.

2. I was told that I would receive a background check invitation via email, but I cannot locate the email in my inbox. What should I do?

Due to internet and email provider security and firewalls, the background check invitation email may not be delivered to your inbox. If you do not see the invitation in your inbox, check other email folders (e.g., Junk/Spam or Gmail's Promotion folder). If you are still unable to locate your background check invitation, please contact the hiring department's HR Representative so that they may investigate this matter for you or request a new invitation, if needed.

3. I am trying to register my Guest ID, but I received an error message stating that my Guest ID is already "active." What should I do?

You may only register your Guest ID once. If you have already registered your Guest ID, but have forgotten your Guest ID password, contact UNC IT Help at 919-962-4357 or use Reset UNC Guest ID Password to reset your password.

If you receive an error message during the submission of your Guest ID registration, please contact the Background Check Unit at (919) 962-5742 or send a screenshot of the error message to backgroundcheck@unc.edu.

4. I am completing my questionnaire, and I do not see some of the fields or buttons on the background check questionnaire. What should I do?

Sometimes, fields may be hidden if the screen is zoomed in. To reduce the screen size, hold down the control (Ctrl) key and minus (-) key until the hidden fields appear. To enlarge the screen, hold the control (Ctrl) key and press the plus (+) key until you reach the desired screen size. For Apple users, use the Command key.

5. What do I do if the pre-populated name on the background check questionnaire is incorrect?

If the pre-populated name on the background check questionnaire is not correct or that is no longer your legal name, complete the Name/SSN Change Form and submit the form as well as the appropriate documentation displaying the new name to the PID Office.

If the pre-populated name on the background check questionnaire does not belong to you, do not complete the form and contact the Background Check Unit at backgroundcheck@unc.edu or 919-962-5742 for assistance.

6. I have received email correspondence from InfoMart regarding my background check. Is this spam?

Emails from the consumer reporting agency, InfoMart are sent from consumercompliance@infomart-usa.com or customerservice@infomart-usa.com. As the consumer reporting agency, InfoMart is required to notify candidates/appointees that a background investigation has been conducted on the University's behalf and that there is adverse information reported on their background check. You may request a copy of your background check results and/or dispute the results as indicated in the email.

7. How do I request a copy of my background check report?

If you would like a copy of your background check report, you may email or call the Background Check Unit to schedule an appointment to pick up a copy of the report. Alternatively, you may also contact InfoMart at https://www.applicantadvocate.com/, to request a copy of your report.

8. Where can I find more information about the University of North Carolina at Chapel Hill's background check policy, procedure, and related resources?

Following, are links to some background check resources, please note that this is not an exhaustive list:

- Policy on Background Checks for Faculty and Non-Faculty Employees, Student Employees, and Affiliates
- Background Check Policy Supplemental Procedures
- Reporting of Criminal Convictions for Current Staff, Non-Faculty and Faculty Employees, Student Employees and Affiliates
- Background Check FAQs
- A Summary of Your Rights Under the Fair Credit Reporting Act

9. What if I have other questions or need assistance?

For other questions or assistance, contact the Background Check Unit at (919) 962-5742 or backgroundcheck@unc.edu.