

How To Obtain your Background Check for your Clinical Education Program

Tri-County Technical College requires background checks on incoming students to insure the safety of the patients treated by students as a part of the clinical education program. Students are required to obtain your background check in sufficient time for it to be reviewed by the program coordinator and/or associated hospital prior to starting your clinical rotation. The background check process typically takes 3-5 normal business days to complete. Tri-County Technical College requires your background check to be completed by SR&I.

To complete your background check through SR&I please visit www.srandi.com and select My Background Check; then select the required College Name and Program. Please be sure to select the correct college name and program to ensure your background check is routed to the appropriate individual/s.

After selecting your College name and Program please provide all of the required information to complete your background check. Once all of the required information has been provided payment can be made securely online with a credit/debit card. The cost of your background check will be \$38.00.

SR&I does not store credit card information or sell any of our client's information. You will be able to access your background check by visiting www.srandi.com, selecting My Background Check and entering the account information you created through the on-line ordering process.

Enclosed you will find a detailed How-To Guide, should you have any further questions or need any additional information please feel free to contact SR&I.

SR&I
864-232-4144
srille@srandi.com

Student How-To Guide for submitting an online background check request.

1. Select My Background Check located on the SR&I home page
www.srandi.com



2. Select the Student Tab

Getting Started

FOR SUBMITTED REQUEST

If you have already submitted your request, you may sign back in with your Email address and password over your background investigation status and download your report if completed.

Select Student

FOR NEW REQUEST

To get started with a new background check request, submit the Authorization Release form online by clicking on one of the following links below if you are a:



NOTE: Some schools or employers may require you to make payment to SR&I after you submit the Authorization Release form to initiate the background check.

3. Select the proper school and major- (Program Year Classification and Student ID are not required for processing)

SR&I now allows new students to submit the Authorization Release form online. Start by selecting your school and program in STEP 1 below. Once you have submitted the Authorization Release Form and make payment for the background search, you may sign back into the system to check and download your report with your user ID and password.

FOR NEW STUDENTS

STEP #1 - Select School & Program

Start registering to our background request system by selecting your school and program in STEP 1 below:

State *

South Carolina

College or School Name *

Tri-County Technical College

College Program *

NUR - Nursing

Program Year Classification

1st Year 2nd Year 3rd Year

Student ID

NEXT --> Step 2: About You

Select College Name and Program and then proceed to the next step

4. Enter the required information to conduct a background check and provide your electronic signature

In compliance with the Privacy Act of 1974, the following information is provided: Basic authority for collecting the requested information is contained in E.O. 12450; 5 USC 1303-1305; 42 USC 2165 and 2455; 22 USC 2585 and 2519; and 5 USC 3301. This form will be furnished to individuals and organizations for the purpose of obtaining information from them and you and your activities in connection with an official background investigation concerning: (1) fitness for employment, (2) clearance to perform contractual, (3) security clearance or access to sensitive materials, or (4) any other legitimate purpose within the scope of employment responsibilities. Furnishing the requested information is voluntary, but failure to provide all or part of the information may result in a lack of further consideration for employment, clearance or access, or in the termination of your employment.

*In relation to my academic enrollment/participation with **Tri-County Technical College - NUR**, I authorize Surveillance, Resources and Investigations, LLC (SR&I, LLC) to construct an investigative consumer report with information pertaining to my background, reputation or disposition, including, but certainly not limited to, facts involving my employment, education, social security number authentication, driving record, consumer credit history (if consumer credit history is relevant for job description it will be verified), criminal record and/or additional public records history. I authorize all parties to release all information applicable to this investigation. I release from liability all persons, governmental agencies, as well as other companies and agencies disclosing any and all information. In addition, I authorize that photocopies of this form may be considered as an original.*

PRIMARY REFERENCE

First Name *	Middle	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Names Used (maiden)			
<input type="text"/>			
Social Security # *	Date of Birth *	Gender *	
<input type="text"/>	<input type="text"/>	<input type="text" value="Male"/>	
Driver License #	License State *		
<input type="text"/>	<input type="text" value="SC"/>		
Contact Phone # *	E-mail Address *		
<input type="text"/>	<input type="text"/>		



HAVE YOU EVER BEEN CONVICTED OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATION? *

No Yes

IF SO, WHERE: AND WHEN:

* This information will only be used to complete the background check process and help avoid misidentification.

Tri-County Technical College - NUR and Surveillance, Resources and Investigations, LLC (SR&I, LLC) require that you certify your application by submitting an electronic signature.

Signature

By typing in my full name and today's date in the fields below, I certify that all the information in my authorization to release form is accurate and true. I have read, comprehended and authorize, any person, company or other entity contacted by Surveillance, Resources and Investigations, LLC (SR&I, LLC), to provide the information stated above.

By typing my name below, I agree that this is valid as my signature: *Date: *

SIGN & Continue

Provide your signature to proceed to the next step

5. Complete the required payment information

Thank you for submitting the Authorization Release Form.

STEP #3 - Make Payment

Please fill out your credit card information below to complete your background screening order.

Applicant Background Screening Details

Applicant's Name
Your Email
Order Description **SR&I Background Screening**
Screening Cost \$
EFT Fee \$ **5.00** *for online credit card processing*
Total Cost \$

Provide the required information to make payment

Credit Card Billing Information

First Name
Last Name
Address
City
State
Zip Code



Credit Card Information

Card Number
Expiration Month Year *
CCV Code



Process My Order

6. Confirm successful payment and create login to retrieve background check report after 3 business days.

Payment - SUCCESSFUL

Thank you for your payment. Please check your Email for a copy of the

RECEIPT DETAILS	TRANSACTION DETAILS
Authorization Release ID	10170
Transaction ID	7589589526
Status	
Amount	
Receipt Emailed To	

[Reprint My Authorization Form](#)

CREATE LOGIN - Allows you to sign back in later to check on your background check status.

Login ID	<input type="text"/>
User Name	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Email	<input type="text"/>
Comments	<input type="text"/>

[Create Login](#)

Confirms Successful Payment

Create Log-in to access your background check upon completion

7. Upon Completion of your Background Check you should receive an email notification. If an email notification is not received within 3-5 business days, please check your spam folder or log into SR&I under My Background Check using the account information you created in Step 6 to check your status.

Email notification Sample

do-not-reply@srandi.com
to me, me ▾

9:23 AM (2 minutes ago) ☆ ↶ ▾

Thank you for choosing SR&I for your background screening needs.

Your report is complete and ready for access by visiting <https://www.srandi.com/Start/>

Please use the above link and the account information you created to access your report. If an account was not created or you have misplaced your password, please utilize the **Create New Account/Forgot Password** feature available at <https://www.srandi.com/Start/>.

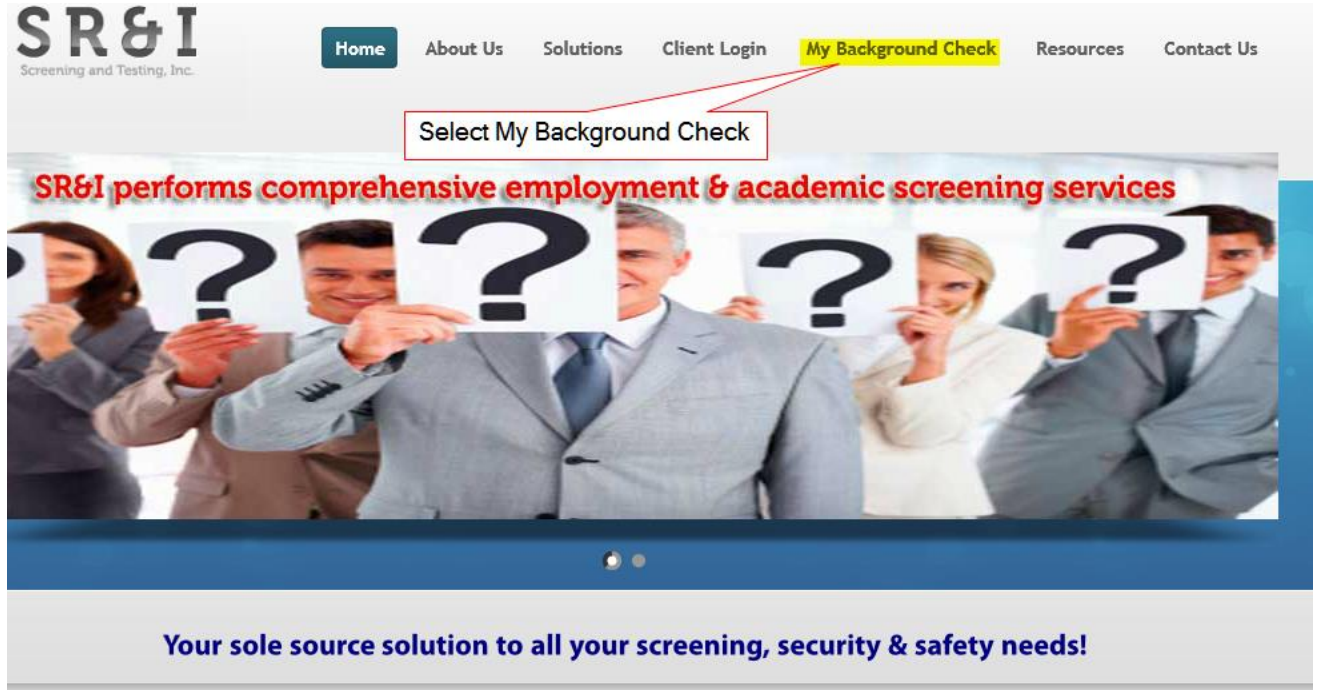
If you have any questions or need any additional information please contact SR&I at [1-855-581-0937](tel:1-855-581-0937).

Request #: **187631**
Applicant's Name: **Test, Test**
Requester: **SR8I**

Status: **CLOSED - 10/06/2015**
Date Submitted: **10/06/2015**
Last Updated: **10/06/2015**

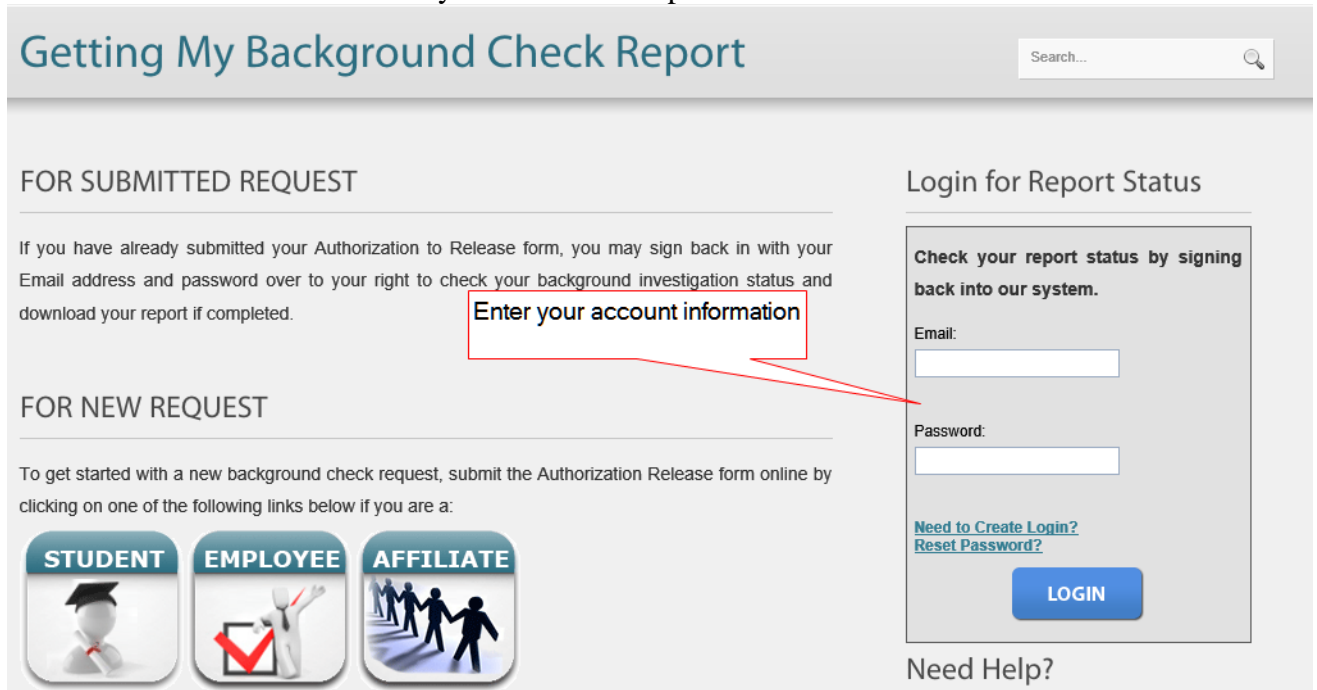


8. How to log into SR&I to retrieve your results



The image shows the SR&I website homepage. At the top left is the SR&I logo with the tagline "Screening and Testing, Inc.". To the right is a navigation menu with links: Home, About Us, Solutions, Client Login, My Background Check (highlighted in yellow), Resources, and Contact Us. Below the navigation is a large banner image of a diverse group of business professionals holding up white cards with large black question marks. Overlaid on the banner is the text "SR&I performs comprehensive employment & academic screening services" in red. Below the banner is a blue bar with the text "Your sole source solution to all your screening, security & safety needs!". A red callout box with a white border and the text "Select My Background Check" has a red arrow pointing to the "My Background Check" link in the navigation menu.

2. Enter the account information you created in Step 6



The image shows the "Getting My Background Check Report" page on the SR&I website. At the top right is a search bar with the text "Search...". Below the search bar is the main heading "Getting My Background Check Report". The page is divided into two main sections: "FOR SUBMITTED REQUEST" and "FOR NEW REQUEST".

FOR SUBMITTED REQUEST

If you have already submitted your Authorization to Release form, you may sign back in with your Email address and password over to your right to check your background investigation status and download your report if completed.

FOR NEW REQUEST

To get started with a new background check request, submit the Authorization Release form online by clicking on one of the following links below if you are a:

- STUDENT** (Icon: Graduate with cap)
- EMPLOYEE** (Icon: Person with checkmark)
- AFFILIATE** (Icon: Group of people)

On the right side of the page is a "Login for Report Status" section. It contains the text "Check your report status by signing back into our system." followed by "Email:" and a text input field, "Password:" and another text input field. Below the input fields are two links: "Need to Create Login?" and "Reset Password?". At the bottom of this section is a blue "LOGIN" button. A red callout box with a white border and the text "Enter your account information" has a red arrow pointing to the "Email:" input field.

Need Help?