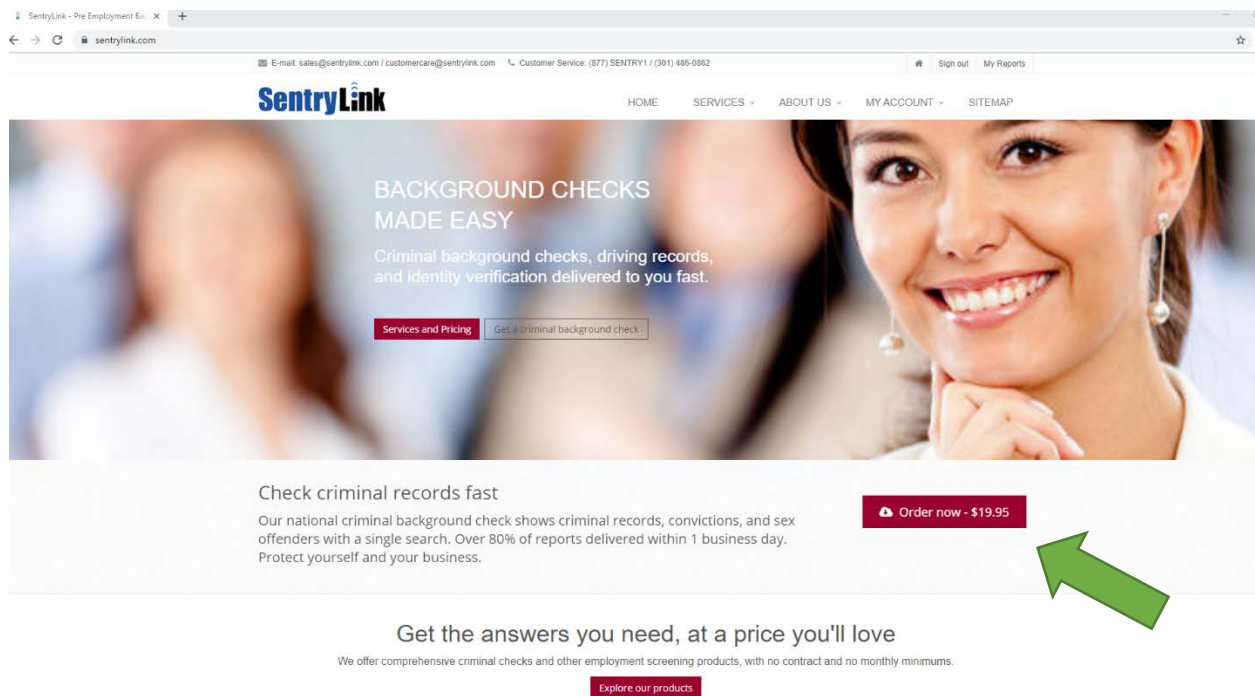# Volunteer Background Check Process

Complete the below steps to run a background check using the Sentry Link online system. You will need the following information to proceed:

- Your Full Legal Name (include your middle name if you have one)
- Your Date of Birth
- Your Social Security Number
- Your Maiden Name (if applicable)
- Your Credit Card Number, Expiration Date, Card Security Number and Card Billing Information for payment of $19.95

Below are instructions with screenshots to use the Sentry Link online system.

1. From the Sentry Link home screen, click on the "order now -$19.95" button in the lower right corner of the screen.

2. At the next screen, complete the requested fields located on the right side of the screen where it says, "start your search now". Once complete, click the "order now" button at the bottom.

3. The next screen you will need to set up a new user profile. Click on "register" and complete the registration (you will need to provide your email address and create a password). There is no screenshot for registering since it is self-explanatory.

4. At the next screen you will enter your payment information, reason for background check and respond to the User Agreement and Terms of Service. Once complete, click "Order my report" Below is some helpful information you will need:
   - You do not need to enter anything for "billing reference"
   - Reason for running this report box, in the drop down, select "volunteer screening"
   - State in which report will be used, select "AZ"
   - You will need to read & acknowledge the User Agreement and Terms of Service

5. **Lastly, but most important!** Once you receive your results (instantly or via email, share your report with Valley Christian Schools by doing the below steps. Sentry Link will only allow you to share once so should you need to re-send, you can save a PDF of your report and securely email directly to: development@valleychristianaz.org

   Sharing a Report on Sentry Link:

   1. Sign in to your account at our website, at: https://www.sentrylink.com/web/logon.jsp
   2. Across the top, you will see a section called "My Account". Click on the "My Reports" option.
   3. On the My Reports and Payment page, click on the red box "List Reports and Payments" and you will see the description of your report. Click on your report, and you will see the report results again.
   4. Click on the red box that states "Share This Report"
   5. Then enter your recipient's Sentry Link Username which is mjones@valleychristianaz.org. Agree to terms of use and confirm by clicking the red box that states "I agree to these terms, please share my report"

      They will be notified that your report is ready to view. You may check on delivery status by going to My Account > My Shares. If your report is not reviewed in a reasonable amount of time, please contact your recipient directly. They will need to log in to their account to see the report.