# **MPS BACKGROUND CHECK INSTRUCTIONS**

Follow <u>https://www.volgistics.com/ex/portal.dll/ap?ap=765292582</u> to application.

# 1. Fill out all personal information. USE UWM EMAIL AND ONLY UWM EMAIL WHEN COMPLETING FORM. Ex.: janedoe@uwm.edu

#### Personal Information/Informacion personal

Please provide the following information. This information is used to run a criminal background check.

Por favor provea la siguiente información. Esta información se utiliza para ejecutar una verificación de antecedentes penales.

	*		First name/Nombre:
	*		Last name/Apellido:
			Middle name/Segundo nombre:
			Other Names/Otro Nombre:
	*		Street 1/Calle 1:
			Street 2/Calle 2:
	*		City/Ciudad:
*		Choose 🔻 Žip/Código Postal:	State/Estado:
		*	Primary/Teléfono de casa phone:
			Other/Trabajo phone:
			Email/Email:

### 2. Under Affiliations, select UWM Service Learning.

#### Affiliations/Afiliaciones

I have already been in contact with the following outside organization and am signing up to be an MPS volunteer in affiliation with:

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Ya he estado en contacto con la siguiente organización externa y me inscribo para ser un voluntario de MPS en afiliación con:

Affiliation/Afiliación: UWM Service Learning

# 3. Under Preference, select **UWM-Service Learning** for 1<sup>st</sup> choice and select **your specific school** location's classroom assistant role for your 2<sup>nd</sup> choice.

#### Preference/Preferencia

Select the school and position for which you would like to volunteer. Type the first letter of a school name to jump to that section of the list. Check out our opportunity directory on our Volunteer page to view our full list of on-going opportunities by school.

Seleccione la escuela y la posición para la que le gustaría ser voluntario. Escriba la primera letra del nombre de una escuela para saltar a esa sección de la lista. Echa un vistazo a nuestro directorio de oportunidades en nuestra página de Voluntariado para ver nuestra lista completa de oportunidades en curso por la escuela.

Assignment Preference/ Preferencia de a	1st choice: UWM - Service Learning - fall 2017 [UWM Service Learning/Volunteer Services]	<b>.</b>
	3rd choice: Choose	•

## 4. Go to <a href="https://www.volgistics.com/ex2/vicnet.dll?FROM=307232">https://www.volgistics.com/ex2/vicnet.dll?FROM=307232</a>

Request a password to activate your account.

Enter your email address and your volunteer information center password.

Login name:		
Password:		
	Forget your password?	<u>Help</u>
	Need a password?	

Your **UWM email address** is your username and reset your password to match that which you use for your Panther ID. You can now access your account to check the status of your background check. It is your responsibility to verify the status of your background check; you will not be notified when it has passed, so check the status frequently.

## Need a password?

Enter your email address and then click the Go button. We will send a reset link to you by email.



If you have any questions regarding these instructions or issues regarding your background check, please contact the CCBLLR office at (414)-229-3161 or at <a href="mailto:bwtrager@uwm.edu">bwtrager@uwm.edu</a>