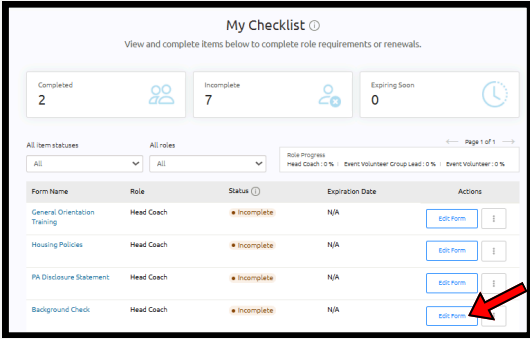


Background Check Process

You have a Background Check Checklist Item that needs to be complete. To log in to your account visit portals.specialolympics.org.

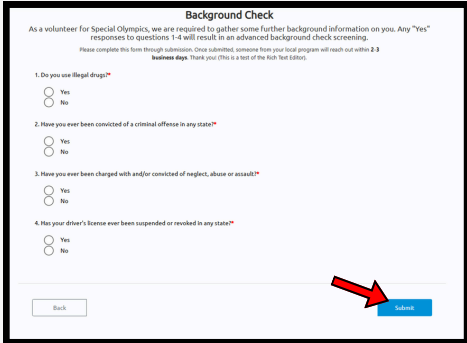
1.

Navigate to **“My Checklist”** to start completing the required forms. Click the blue hyperlink or the **“Edit Form”** to begin the **“Background Check”**.



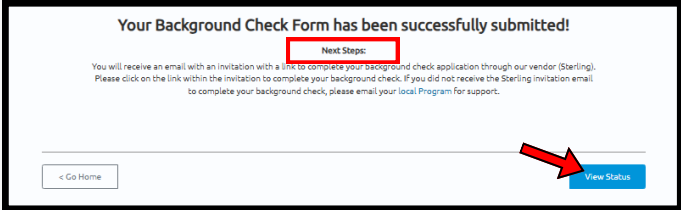
2.

Answer the questions listed then **“Submit”**.
Clicking **“Submit”** triggers the **start** of the background check, this does **not** submit your full background check through Sterling.



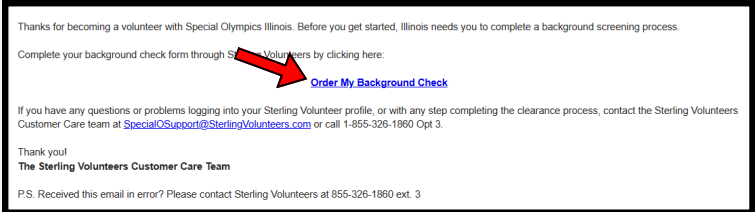
3.

The following screen will tell you what the **next steps** are to fully complete your background check.
NOTE: You have not fully submitted your background check until you do so on the Sterling website.



4.

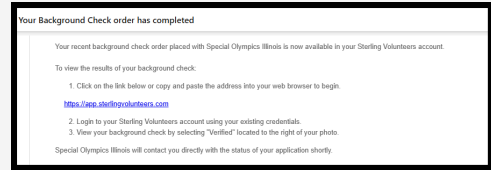
Once you have submitted your questions, you will receive an email with the subject **“Invitation to Complete Special Olympics clearances”** with an invitation link to **“Order My Background Check”**. This link will take you to Sterling Volunteers to log in/create an account and complete the Background Check submission.



5.

Once you have submitted your background check on the Sterling Volunteers website, you will receive two emails from **Sterling Volunteers**.

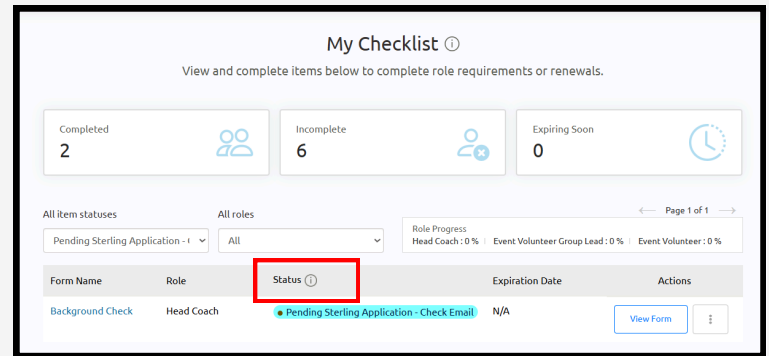
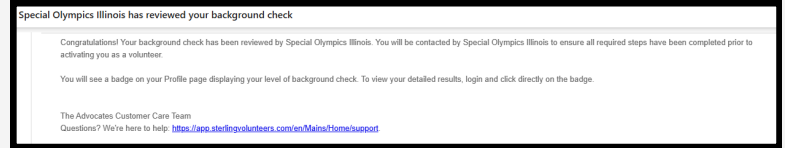
- After you submit your background check: **“Your Background Check order has completed”**
- Once your SO program reviews it: **“Special Olympics has reviewed your background check”**



6.

At any time you can check your status within your Checklist. The below statuses will let you now where your background check is in the process:

1. **Incomplete:** you have not started the process to complete your background check.
2. **Pending Sterling Application - Check Email:** An email has been sent to complete your background check from Sterling Volunteers.
3. **Submitted:** You have successfully submitted your background check though Sterling Volunteers and your Special Olympics program is reviewing the results.
4. **Completed:** your background check has been reviewed and approved.



7.

If you are unable to locate the email in your inbox, you can log into the portal and **“View Form”**. On the Background Check Status page you will see the **“Sterling Application URL”**

You can use that URL to link you to the Sterling site and complete your background check.

If you do not see a URL use the “Local Program” linked in the URL place to email your local program for assistance.

