



Dear North Carolina State University Extension Volunteer:

We are very excited about your interest in volunteering for Extension and with working with our county's youth. Did you know that more than a half a million adults across the US give their time to Extension? This is a lot of "people power". We are committed to making your volunteer experience rewarding. We offer training for volunteers and connect you to awesome people throughout the county, district and state!

To ensure the safety of our youth we are asking you to agree to a background check. This is a thorough process and is the same process that we use to hire employees. In fact, the computer generated emails you will receive will look like you are being hired. Do not be alarmed or think it is a mistake, it is only for your volunteer responsibilities. There are several steps to the background check process and you must log into the University's secure network to complete. This is done to provide you with the highest degree of protection with your confidential information.

You will receive a email from [Carol Horne@ncsu.edu](mailto:Carol_Horne@ncsu.edu) please follow the link to MyPack portal, log in as a guest. A separate email from Background-checks@ncsu.edu will have your ID and password to use in logging in. Here is what the two emails will look like.

Carol Horne My Pack Portal email

Dear Name

Thank you for your interest in a position with NC State University! To continue with the Hire process, you must complete a background check form and authorize the University to conduct a background check. Please read this email carefully to ensure that you complete this next step accurately; failure to provide complete information could delay the process.

At the bottom of this email you will find a link to access the *Background Check Disclosure and Authorization Form*. You will need the following information in order to complete the form:

- **Legal name (as appearing on your Social Security Card or Passport) as well as any other names used, including maiden and alias**
- **All Social Security numbers used**
- **All locations (city/county/state) within the United States that you have resided in since the age of 16 that are not in North Carolina**
- **All foreign countries that you have resided in since the age of 16**



- Any earned degrees (*higher education only*)
- Any criminal conviction history, other than minor traffic violations

You will also be required to complete the entire form at one time, and no information will be sent to NCSU until you click "submit to NC State" at the very end of the form. You will see a confirmation page when you submit successfully. If you do not finish the form and exit without submitting it to NCSU, all information will be erased.

A temporary ID and password have been provided in a separate email from background-checks@ncsu.edu; these are required to access the form. If you cannot locate the email, please check your SPAM folder. Please note:

- Once you click on the link at the bottom of this email, you must use the BLACK NCSU login icon (for parents and guests).
- Use the temporary ID and password provided in the separate email; do not attempt to use any other log in credentials.
- Since the ID and password are case sensitive and made up of mixed, random characters, it is best to carefully copy and paste the login information (being sure to not include any extra spaces).
- If you experience difficulty, try to open the link at the bottom of this email in an incognito/private browser window.

Please complete the form as possible. Access to the online form will expire 14 days from the date of this email. Reminder emails will be sent until the Background Check Application is complete.

If you are unable to access the online form, [review our help document](#) for assistance. You can also contact the NC State Background Check Program at 919-513-2283 if you still experience difficulty.

If you choose to proceed and provide authorization, please understand that North Carolina State University may obtain information about you for employment purposes through a third party consumer reporting agency. Thus, you will be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, credit standing and/or mode of living. The types of information that may be obtained include, but may not be limited to information regarding your credit history, criminal history, social security number verification, motor vehicle records ("driving records"), verification of your education or employment history, personal or professional reference checks, licensing or certification checks, etc. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an

investigation into your education and/or employment history. These reports may be provided by Castle Branch, Inc., 1845 Sir Tyler Drive, Wilmington, NC 28405, 888-723-4263, or another outside organization. The scope of this notice and authorization is all-encompassing and allows the University to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law unless permission is revoked in writing. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

When ready, please click below to complete the *Background Check Disclosure and Authorization Form*:

Click here to login and complete the Background check form

Thank You

Tracy Person

Background Check Program Assistant
NC State Human Resources Department

2711 Sullivan Dr, Admin II

Background-Checks@ncsu.edu

Phone: 919-513-2283 Fax: 919-513-0274

Background check second email with user ID

Dear Name,

Thank you for considering employment with NC State University! You should have already received an email from the hiring department with a link to a background check form. In order to access the form, you will need to use the login information below. Please note that both values are case-sensitive. User

ID: AG0000000 Password: xxxxxxxxREMEMBER: You will be unable to access the form after 14 days. If you did not receive the email from the hiring department with the link (and you have checked your SPAM folder) or if you have difficulty accessing or completing the form, please contact the Background Check Program at (919) 513-2283.

Thank you,

NC State Background Check Program Staff

NC State Human Resources Department

2711 Sullivan Dr, Admin II

Background-Checks@ncsu.edu

Phone: 919-513-2283 Fax: 919-513-0274

Thank You, Tracy Person

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