	HRTruCheck	Background.hrtrucheck.com Applicant Portal Guide
$\triangleright$	Login to https://background.hrtr	ucheck.com/br_login.php
$\triangleright$	Enter the access code	and Click Enter (case sensitive and no spaces)
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	WELCOME TO THE	Admissions: Bobcatadm
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	APPLICANT BACKGROUND CHECK REQUEST PORTAL	EDUC students: <b>Bobcatedu</b>
	To begin, error the Access Code provided by the company you are applying with and press enter.   Access Code Enter	

Enter First and Last name, Email address and a 6 digit password of your choice under New Users



- Click Register
- Click the Start New Request Box
- Click General Consent and Let's Begin



- > Fill out all boxes in the **Personal Information** section and click **Next Step**
- Follow each step and fill out any information that pertains to that section such as maiden or alias names and previous addresses. If no information pertains to a certain field, simply click Next Step
- Review Information Entered and Click Next Step. If you need to make any changes click the Previous Step button and correct the information and resume by clicking Next Step
- Sign your name in the Electronic Signature box and click the box to agree you understand the Terms of Acceptance.



Click Submit Applicant

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> Your Information has been Submitted screen will appear.

If you have any questions, or need help, please contact HR TruCheck at 866-773-3675 or email us, <a href="mailto:support@hrtrucheck.com">support@hrtrucheck.com</a>

Support Online

tab to chat with a live Background Specialist.