



Online Background Check Process Overview for Applicants of Lyndhurst Parks and Recreation Department

To initiate a background investigation for your school through PSI Background Screening ("PSI"), it's as simple as 1...2...3 and you are done!

STEP 1: Click the below link-If you have trouble clicking the link, copy and paste it into your internet browser. Please note that the link below is a single sign-on link. If you exit without completing the entire process, your information will not be saved. Be sure your pop-up blocker is disabled when using the site so that electronic consents and the drug test registration site can generate in a new window.:

- https://psibackgroundcheck.bgsecured.com/c/p/unsolicited_portal?guid=M3CpYGeTOal30qBNKXgnxO4AdfTLHPBj
- Once you navigate to link, review the instructions at top of screen and click "Continue to Next Step".

STEP 2: Input Required Information-Your Demographics Section

- All fields in red are required, please complete as thoroughly as possible. Once all fields are complete click "Continue to Next Step" at the bottom of Your Demographics section.
- **IMPORTANT- For the PROGRAM field, you will need to list the program for which you are working. Please be sure to input the program exactly as it is listed:**
 - Part-Time
 - Baseball/Softball/Tee-Ball
 - Boys Basketball
 - Cheer
 - Dance
 - Football
 - Girls Basketball
 - Hockey
 - Lacrosse
 - Lifeguard
 - Soccer
 - Swimming/Pool
 - Volleyball
 - Wrestling
- **INTERNATIONAL NOTE:** If you are not a current resident of the United States or do not have a Social Security Number, please enter 999-99-9999 into the field for Social Security Number.

STEP 3: Consent and Disclosures.

- Click consent to digital signatures and authorization and then click Continue to Next Step-Review/Sign Forms.



- Complete all required consents and disclosures under the "Please Fill-Out/Sign Documents". The circle beside each required document will change from red to green once the document is properly executed.
 - PLEASE NOTE: If you are using a mobile device, the forms may pull up in a separate window. You may need to go back to the first window to proceed with the forms if this happens.
- If you would like to print a copy of the forms, please do so from the screen, then Click "Continue to Next Step"
- **Save the link from the Confirmation screen if you would like to be able to check the status of your report as it is being processed.**

You're done!

**Questions or comments?
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