

Background Check Instructions

1. Follow this link: <https://austinpartners.org/volunteer/>
2. Click "[I prefer to register without making a donation.](#)"
3. Create an account

The screenshot shows the 'Volunteer Login' page for Austin Partners in Education. At the top left is the organization's logo. Below it, the text 'Volunteer Login' is displayed. Underneath, there is a prompt 'Enter your email address.' followed by a text input field labeled '* Email'. A 'Login' button is positioned below the input field. A horizontal green bar separates the login section from the registration section below. The registration section contains the text: 'If you have never volunteered with APIE, or don't remember your email, then create a new account.' and a prominent blue button labeled 'Create New Account'.

4. Enter name and email, check both boxes, press **Submit**.

The screenshot displays the 'New Volunteer Registration' form. The title 'New Volunteer Registration' is in a red header. The form includes three input fields for '* Legal First Name', '* Legal Middle Name', and '* Legal Last Name', followed by an '* Email' field. Below these fields is a disclaimer: 'By pressing Submit you are agreeing to a criminal background check, required for volunteering in Austin ISD. Background checks will be performed at no cost to you.' with a 'Read more...' link. There is a checkbox for '* Background Check Authorization' which is checked. At the bottom, there is a statement 'I agree that I am eligible for this volunteer position in accordance with APIE's Background Check Guidelines' with a checked '* I Agree' checkbox. A red note at the bottom states: 'The Submit button will not display unless you check both boxes.'

5. After you've created an account, go to Volunteer Login. Complete all the details on the screen.
6. On the **School** screen, select Akins and press **Next**.

The screenshot shows the 'School' selection screen. A red header contains the word 'School' in white. Below the header, the text 'Select School' is centered, and a blue 'Next' button is on the right. On the left, there is a box titled 'How to sign up for volunteer opportunities' with two steps: '1. Select a school from the School drop down.' and '2. Click NEXT to view available opportunities at your chosen school.' Below this is another box titled 'Interested in volunteer opportunities at two or more schools?'. On the right, there is a dropdown menu labeled '* School' with 'Akins High School' selected. A scrollable list below the dropdown shows 'Akins High School' and 'Allison Elementary School'.

7. On the **Volunteer Opportunities** screen, check the box **Sign Me Up**, and press **Next**.

- On the **Volunteer Confidentiality** screen, Type your full name, sign your name with your finger or your mouse, then press **Next**.

- When you are done, you will get a **Success** message.
- You will receive a confirmation email. Forward that to tammy@akinsbandboosters.org.