

# Running Background Checks through Trusted Employees:

All coaches, volunteers, and staff must complete their Risk Management Application. The application can be found at [www.vysa.com](http://www.vysa.com) on the Registration webpage.

As the Risk Management Coordinator (RMC), your job is to pull the information from the VYSA Travel Database, save it to your desktop, enter it into the background check company's website, and as people are cleared mark them as accepted in the VYSA Travel Database. You will do this by:

- 1: Logging into the VYSA Travel Database with your RMC login information. The VYSA Travel Database can be found at [www.vysa.com](http://www.vysa.com) on the Registration webpage.
- 2: Select: "Trusted Employees Risk Management Background Check Management" from the drop down and click continue.
- 3: Select "Background Check Not Processed" on the left hand side of the screen under "Background Check Status" and click submit. This will bring up the list of registrants that need their background check processed.
- 4: Select "DOWNLOAD DATA." *Make sure that your pop up blocker is off.* A screen will appear asking what package you will like to choose. The packages are the following:

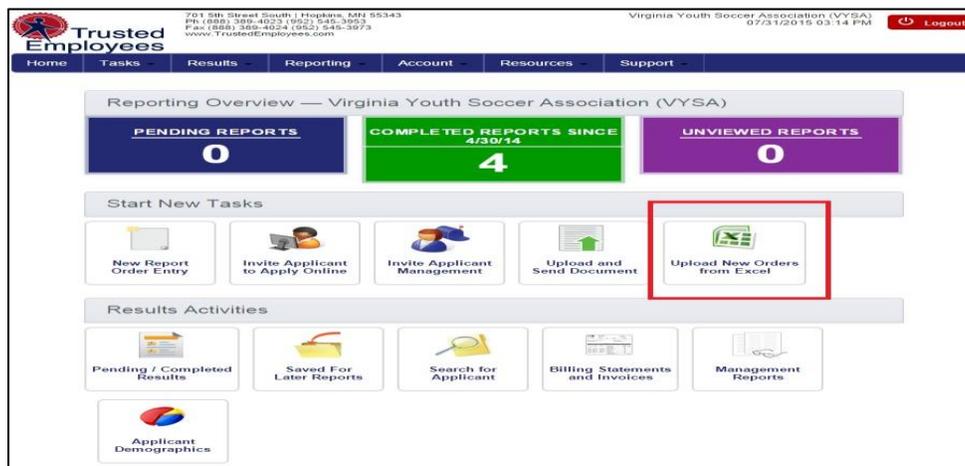
- Package 1: National Criminal Database Search \$4.45
- Package 2: National Criminal File Only \$2.95

Click on the package that you would like and then save the file as an excel spreadsheet (Excel 07 or newer).

*Package 1 is checking to see if the SSN was given and not checking it against the person. You can choose either option.*

5: You will need to log into Trusted Employees at [www.trustedemployees.com/login.cfm](http://www.trustedemployees.com/login.cfm). You will have received your User ID and Password from Trusted Employees via email.

6: Under the "Start New Tasks" bar you will select "Upload New Orders from Excel."



7: Click "Choose File" and select your spreadsheet that you downloaded from the VYSA Travel Database.

701 5th Street South | Hopkins, MN 55343  
Ph (888) 389-4023 (952) 545-3953  
Fax (888) 389-4024 (952) 545-3973  
www.TrustedEmployees.com

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### Import New Orders from Excel Spreadsheet

Click Browse (or Choose File) to locate your file, then click Upload File.\*

Choose File No file chosen Upload File

**Usage Notes:**

- 1) Depending on products ordered, this transaction may not be suitable due to limited number of spreadsheet elements.
- 2) The first row of the spreadsheet must contain column names that conform to the sample spreadsheet.
- 3) Not all columns are required (e.g. Driver License data, DLState and DLnumber, are only needed for certain products).
- 4) As long as the required columns exist, the order of the columns does not matter.
- 5) [Click here](#) to download a template spreadsheet.

8: Click "Upload File"

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### Import New Orders from Excel Spreadsheet

Click Browse (or Choose File) to locate your file, then click Upload File.\*

Choose File Copy of VYSA...t noon.xlsx Upload File

**Usage Notes:**

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- 2) The first row of the spreadsheet must contain column names that conform to the sample spreadsheet.
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- 4) As long as the required columns exist, the order of the columns does not matter.
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9: Click "Select All" and then "Continue"

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Import New Orders from Excel Spreadsheet

**Applicant Selection**

Multiple applicants were found in spreadsheet template.  
Choose the applicant(s) you wish to import now.

Select All	Last Name	First Name	SSN	DOB	Reason(s) import not permitted.
<input type="checkbox"/>	EDWARDS	DENISE			
<input type="checkbox"/>	KLUMPP	KAREN			
<input type="checkbox"/>	GARZONE	CARMEN			
<input type="checkbox"/>	GRAHAM	MELISSA			

Continue

Total Spreadsheet rows = 4, Error rows = 0, Rows eligible for selection = 4

Trusted Employees will let you know that all names have been selected and you are now done with the process.

You will receive an email for every person that you have run through their website. It will let you know if the person is approved or needs Management Approval. If that is the case you can go to TE and click on the person's background check to make the decision that best fits your club.

**10:** Once you have received all of your information from Trusted Employees, you will need to log back into the VYSA Travel database and mark all applicants as "Approved" or "Denied." You can find this under "Risk Management Background Check Management" -> "Status Pending Investigation"

Background checks for coaches are good for 2 years.

If you have any questions regarding this process please email Melissa at the State Office at [melissa@vysa.com](mailto:melissa@vysa.com) or call her at 540-693-1430 extension 223.