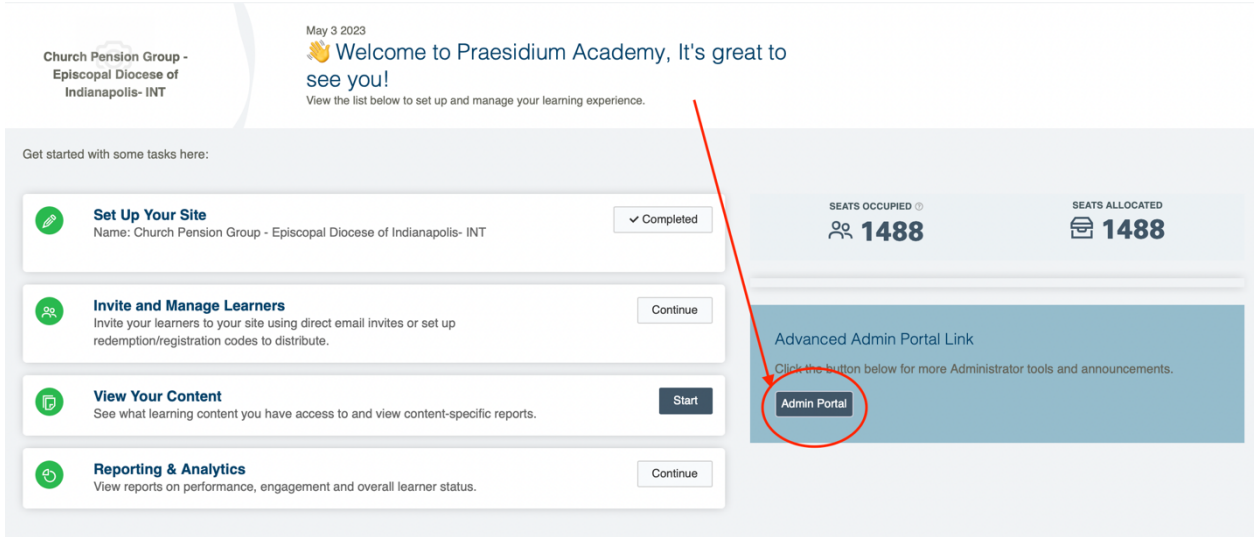
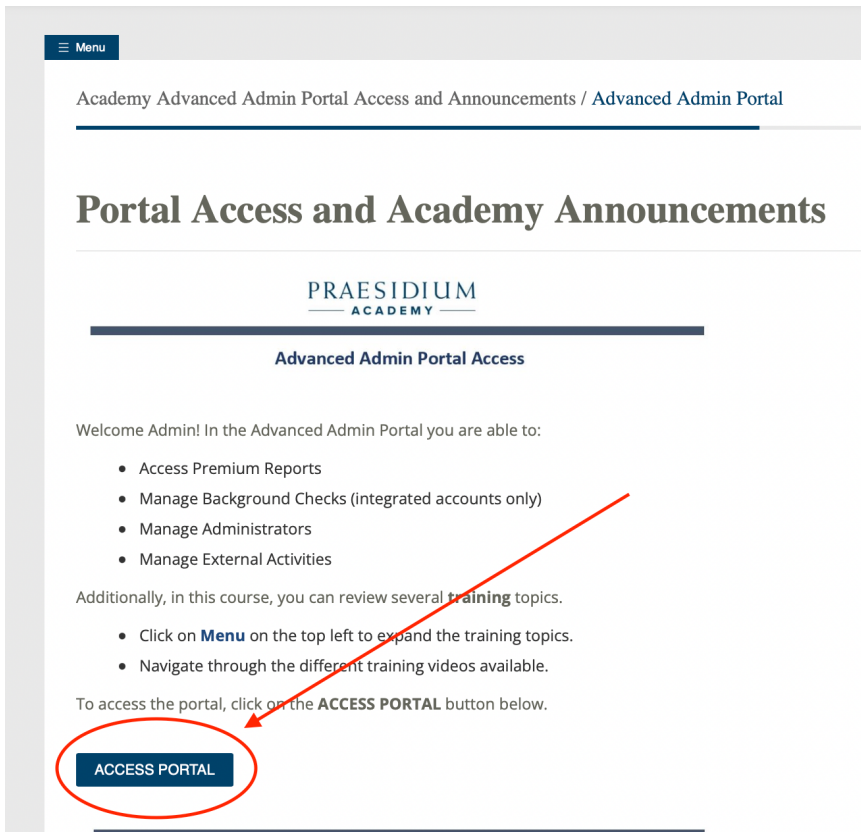


# How to Order a Background Check (with Visuals)

1. After logging in, access the Advanced Administrator Portal



2. Click through the announcements page by selecting 'Admin Portal'



3. In the Advanced Administrator Portal, click on 'Manage Background Checks'

**PRAESIDIUM ACADEMY** Academy Advanced Admin Portal

**Applications**

- Premium Reporting**  
View additional reports: by sublicense, by course, or by user
- Manage Background Checks**  
View Background Check Status; Adjudicate Background Checks; Perform Manual Background Checks
- Manage Administrators**  
Add Administrator Role; Change Administrator to Learner only role; Change Administrator to new Administrator role
- Manage External Activities**  
Manage external activities. To add to or change which types of activities you can use, reach out to Praesidium Support.

**Account**

- Logout**  
Logout
- Praesidium Academy**  
Return to Praesidium Academy

4. To place a new background check order, click the blue button that says 'Order Manual Background Check'

**PRAESIDIUM ACADEMY**

[RETURN TO ADVANCED ADMIN PORTAL HOME PAGE](#)

Panorama Details (Church Pension Group - Episcopal Diocese of I

[ORDER MANUAL BACKGROUND CHECK](#)

**BGC Status Report (4)**

[DOWNLOAD](#)

Panorama	Sublicense Name
Church Pension Group - Episcopal Diocese of Indianapolis, INT	Episcopal Diocese of Indianapolis - St. Paul's (Indianapolis)

5. First, enter the email address of the person who will be screened. They must already have a Praesidium account in order to place an order; if they've not been entered in yet, you will need to go back to the first screen and create an account for them.

**PRAESIDIUM**  
ACADEMY

[RETURN TO ADVANCED ADMIN PORTAL HOME PAGE](#)

User Details: (No user selected)

[VIEW BGC STATUS REPORT](#)

Manage User Background Checks

LOCATE A USER FOR ORDERING A BACKGROUND CHECK:

Email

6. Select your screening package – read carefully because many packages have similar names but may include add-ons like MVR or Social Media. Be sure that you are clicking the correct option that includes add-ons if desired or does not include them if you are conducting only the criminal records screening.

Once a package is selected, click the blue 'Order Background Check' button to the right.

**PRAESIDIUM**  
ACADEMY

[RETURN TO ADVANCED ADMIN PORTAL HOME PAGE](#)

User Details: (Nickson, Kelly )

Panorama: Church Pension Group - Episcopal Diocese of Indianapolis- INT

[VIEW BGC STATUS REPORT](#)

Manage User Background Checks

LOCATE A USER FOR ORDERING A BACKGROUND CHECK:

Email  
nickson@indydio.org

Order a Background Check

Select a background check package.

Select a package

Order Background Check