

### What is AMS?

The Applicant Management System (AMS) is an online portal giving you access to all information pertaining to your background check.

### What does AMS do for You?

By creating an account with AMS, you will be able to

- Place an Order
- View Order Status
- Access, Download, and Print Completed Results
- 24/7 Access to Order History Information
- View American DataBank's Notes for Process Status
- Edit Personal Profile
- Access Your Account after graduation

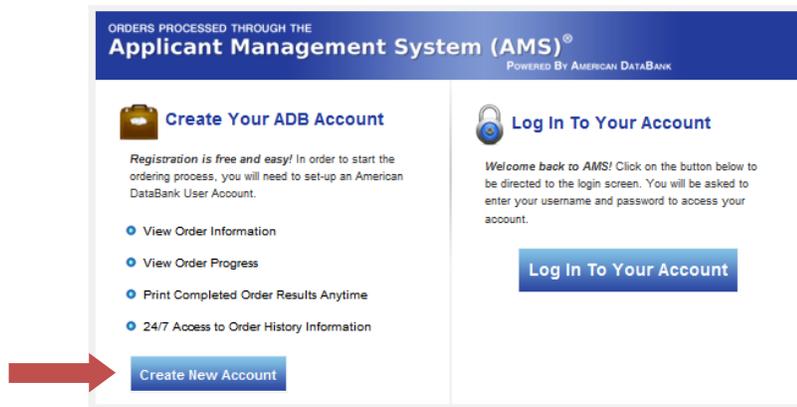
### Inside This Guide

- Pg 1** What is AMS?
- Pg 1** What does AMS do for You?
- Pg 4** Placing Your Order
- Pg 6** Logging Into Your Account
- Pg 9** Contact American DataBank

### What You Need to Do

Please read the following instructions and follow the steps to creating your AMS account and placing an order. In order to create your account, visit your school's specific background check website provided by your school. Save this url to your Favorites for future reference.

#### 1. Click "**Create New Account**"



2. **Enter** in your information and then click "**Create Account**"

Create a username that contains at least 8 characters. Save your username for future login.

Create a password.

It must be at least 8 characters, contain 1 number, 1 capital letter, and 1 of these specific special characters (~!@\$%#). Note- special characters listed on Number Keys 1-5 and ~.

Example: College#1

3. To further strengthen the security of your account, select a **Security Question** from the drop down list and enter your answer. Remember your answer since this will be used if you forget your password.

4. **Provide** additional identifiable information.

- Date of Birth must be in mm/dd/yyyy format. You can also select the calendar function.
- Select your Gender.

5. **Enter** Communication Information

- Phone Number
- Primary Email Address (School Email)
- Secondary Email (Personal Email)

Step 4: Enter Communication Information

★★★★★★★★☆☆ Identity Strength: Strong

[What is Identity Strength?](#)

Phone:\* (555) 555-5555

Primary Email:\* student@college.edu

Confirm Primary Email:\* student@college.edu

Secondary Email: myname@gmail.com

Next

6. Lastly, **provide** your Primary Residential Address and click "**Complete Account Creation!**"

Step 5: CurrentResidence

★★★★★★★★☆☆ Identity Strength: Strong

[What is Identity Strength?](#)

**Primary Residential Address**

Address1\*: 110 16th St

Address2:

Country\*: United States

State\*: COLORADO

City\*: City : Zipcode : County  
DENVER : 80202 : Denver

Start Date\*: From: 01/1990 To: 03/2012

If this is your current address, please fill in the "To" field with the current month and current year. Please note that this address will be used for any paperwork that is sent by first class mail.

Complete Account Creation!



- When entering dates of residence, use MM/YYYY format. (Example: 03/2012)
- For current address, use today's month and year on the "To" field (Example: 03/2012)



**Congratulations! You have created your Account!**



- You will receive an email with your login information.  
**Please save this email with your username and password.**
- With your account, you will be able to track your order and place future orders, even after graduation.

## Placing Your Order

After creating your account, you will be taken to a page with instructions and how to place your Background Screening Order.

1. After reading the instructions, **click** "**Click Here to Order your Background Screening**"

**Click Here to Order your Background Screening** 

2. Read the "Terms and Conditions of Use" and **click** "**I Agree**"
3. **Select** Your Information (Program of Study, Campus Location, etc.)
4. **Select** the Required Package

### Required Package

Select Instructions

 **Package 1: Criminal Background Check**  
**Base Price:**

This package contains the base price with additional costs based on your residential history. The final price will be available to you prior to your purchase, but after we have gathered all necessary information to calculate it.

5. **Enter** Your Information

The fields will be automatically completed with the information you previously provided for your account. Review and confirm or change this information.

#### Applicant Information

<b>Username:</b>	<input type="text" value="John1234"/>	
<b>Password:</b>	<input type="password" value="*****"/>	
<b>Confirm Password:</b>	<input type="password" value="*****"/>	
<b>First Name:</b>	<input type="text" value="John"/>	
<b>Last Name:</b>	<input type="text" value="Doe"/>	
<b>Middle Name:</b>	<input type="text"/>	
<b>Alias/Maiden Name:</b>	<input type="text"/>	
	<b>Please Note:</b> If you <b>DO NOT</b> have an alias name, leave this field blank. Only provide if you have used an alias within the last 7 years.	
<b>Social Security Number:</b>	<input type="text" value="111-11-1111"/>	
<b>Date of Birth:</b>	<input type="text" value="01/01/1986"/>	<input type="button" value="(MM/dd/yyyy)"/>
<b>Gender:</b>	<input type="radio"/> Male <input checked="" type="radio"/> Female	
<b>Phone Number:</b>	<input type="text" value="(111) 111-1111"/>	
<b>Would you like a copy of your *:</b>	<input checked="" type="radio"/> Yes, please send me a copy by e-mail. <input type="radio"/> No, do not send me a copy. <small>*Please note, your copy will be sent by e-mail upon completion of the background report and this may take up to 10 business days. Help</small>	
<b>Email Address:</b>	<input type="text" value="angelak@americandatabank.com"/>	Type E-mail address.
	<input type="text" value="angelak@americandatabank.com"/>	Re-type E-mail address.



- Don't forget to include any Alias or Maiden Names used in the last 7 years

#### Current Residential Address

<b>Address 1:</b>	<input type="text" value="110 16th st"/>	
<b>Country:</b>	<input type="text" value="United States"/>	
<b>State or U.S Territory:</b>	<input type="text" value="COLORADO"/>	
<b>City:</b>	<input type="text" value="DENVER : 80202 : Denver"/>	
<b>Dates at Address:</b>	From: <input type="text" value="01/1986"/>	To: <input type="text" value="03/2012"/>
	If this is your current address, please fill in the "To" field with the current month and current year. Please note that this address will be used for any paperwork that is sent by first class mail.	

## Placing Your Order...continued

6. **Enter** Your Previous Addresses for the past 7 years.

7. **Confirm** Your Order Information.



Please make sure the information you provided is correct.  
Once you place your order, you will not be able to change or edit the order.

8. **Sign**, with your mouse or touchpad, the Disclosure and Release Form.

**Tip!**

- Sign as big as you can
- Please make sure it's legible
- Don't worry if you don't get it the first time. Just click on  start over
- If you're using a laptop touchpad, just hold the left button while signing

9. Provide Payment

Select either **"Pay By Credit Card"** or **"Pay By Money Order"**

part of the application process for participation and/or acceptance at **Iowa Central Community College**. I understand that and/or its agents may conduct an investigation of my personal information. The investigation may include, but is not limited to: Criminal History Search, OIG (Office of Inspector General), SSN Trace, Nationwide Sex Offender Registry Search, Motor Vehicle Records, Drug Screen Results, FBI Fingerprint Record Search, and information from other sources. I understand that these records may be used for the eligibility of my acceptance into the aforementioned institution's educational program and/or clinical agencies. I authorize without reservation the full release of these records and for American DataBank and/or its agents contracted by American DataBank to obtain information.

**"Pay By Credit Card"** - After entering your payment information by Credit Card, click "Submit Payment"

**"Pay By Money Order"** - Please mail payment by Money Order to American DataBank  
110 16<sup>th</sup> St, 8<sup>th</sup> Floor, Denver, CO 80202



**Congratulations! Your Order is Complete. You will now be taken back to the loginpage.**

## Logging Into Your Account

Now that you have created an account and placed your order, you will be able to login to AMS and view information regarding your order. You will be able to check the progress and access your completed background check report.

### 1. Click **"Log In To Your Account"**

### 2. Enter Your Username and Password



Forgot Your Password?

Just click **"Forgot your password?"**

Answer your Security Question and  
reset your password

Enter your User Name and code from the Image

HERE to send your password information to the email addresses associated with the username.'"/>

## Logging Into Your Account...continued

After you have logged into your account, you will be taken to the main instruction page.

3. Click **"My Account"** on the top right of the page.



4. Your Profile will have tabs for "Identity" "Residence" "Order History" "Identity Strength" and "Support." You have the ability to view and update information as necessary.

The image shows a screenshot of the user profile page for 'John Doe'. At the top right, there is a 'Logout' link. Below the navigation bar, there are tabs for 'Home', 'Identity', 'Residence', 'Order History', 'Identity Strength', and 'Support'. The 'Identity Strength' tab is selected, showing a rating of 8 stars out of 10 and the text 'Identity Strength: Somewhat Strong'. Below the rating, there is a link 'What is Identity Strength?'. The main content area is titled 'Welcome to your American Databank Account!' and contains several paragraphs of text and a list of tips. The tips include: 'To place an order, click the "Place Order" link on the Main Menu bar above.', 'To view/Manage your Identity Information, click the Identity Tab.', 'To Manage your Residence Information, click the Residence Tab.', 'To view your Order History, click the "Order History" Tab.', 'To understand how to keep your information more secure click the "Identity Strength" Tab.', and 'To receive help or view the FAQ, click on the "Support" Tab.'

## Logging Into Your Account...continued

5. The most important and useful tab is **"Order History"**

By selecting this tab, you will be able to view all orders placed.

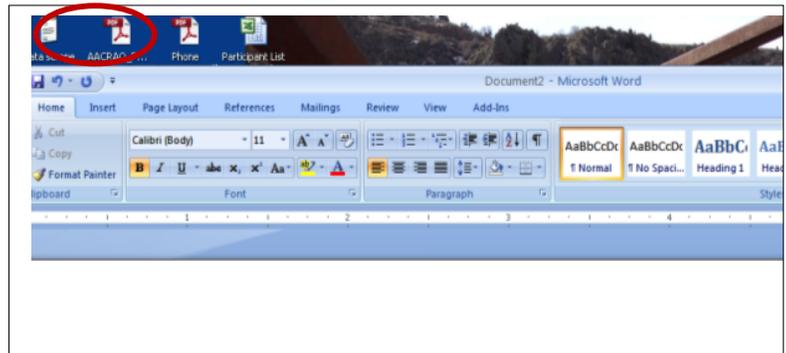
Order ID	Institution	Order Price	Order Created	Order Status	Payment Type	Payment Status	Payment Date
<b>1549</b>		\$38.00	3/9/2012	Completed	MoneyOrder	PaidInFull	3/13/2012
<b>1550</b>		\$38.00	3/9/2012	New	MoneyOrder	Pending	
<b>1552</b>		\$38.00	3/9/2012	New	MoneyOrder	Pending	

Page size: 3      16 items in 6 pages

6. When clicking on a specific Order, you will be able to view additional information.

Under the **"Order Summary"** Tab, you will be able to view

- Order Information
- Provided Personal Information
- Provided Address Information
- Signed Disclosure & Release Form



Under the **"Service Groups"** Tab, you will be able to view

- The package and services selected
- Order History
  - Notes from American DataBank detailing the progress of your order
- Completed Background Check

Order ID: 1549

Order Summary    **Service Groups**

Service Results

Package Groups



Drug Screen Only



Drug Screening 10 Paperless (Q)

Completed

Order History

- 3/9/2012 12:28:25 PM-Order 1549 created in database
- 3/9/2012 12:28:25 PM-Order 1549 created in database
- 3/9/2012 12:28:40 PM-Service Form Created in db, but still needs to be sent:Drug\_Screen
- 3/13/2012 10:46:13 AM-Money Order Payment Received



- To view your order results, click .

Your report will open in pdf format for you to either save or print.

## Need More Assistance?

For additional assistance, please email American DataBank at [ex@americandatabank.com](mailto:ex@americandatabank.com). You can also call us at 1-800-200-0853. Our representatives will be happy to assist you.

Business Hours:

Monday – Friday  
Saturday

7:30 AM – 6:00 PM MST  
8:00 AM – 5:00 PM MST

