Applicant Management System (AMS) Student Guide
by American DataBank

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

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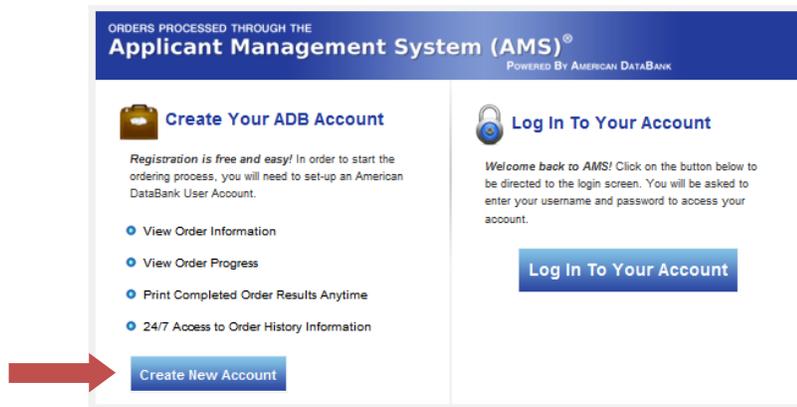
2. **Enter** in your information and then click "**Create Account**"

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

Step 1: Create Account

☆☆☆☆☆☆☆☆ Identity Strength: Weak
What is Identity Strength?

Create Account

UserName:*   John1234   Social Security Number:* 111-11-1111
Password:*   ●●●●●●●●   First Name:*   John
                  Note - Password must be 8 characters long, contain 1 number, 1   Middle Name:
                  capital letter and 1 of these special characters ~!@$%#   Last Name:*   Doe
Confirm Password:* ●●●●●●●●

[Create Account]

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.

Step 2: Enter Security Question

★★★☆☆☆☆☆ Identity Strength: Below Average
What is Identity Strength?

Security Question

You security qestion and answer are a **significant** component in the strength of you identity. Please select a question and then enter the answer in the box below. You should save this information somewhere safe where you can retrieve it again.

Question: --select--
Answer: --select--
            What is your nickname for your favorite pet?
[Next]   What is the sport you wish you could play?
            What one thing would you change in this world?
Step 3: Enter In one word, what is you greatest accomplishment?

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.

Step 3: Enter Identity Information

★★★★★☆☆☆ Identity Strength: Above Average
What is Identity Strength?

Additional Identity Information

Date Of Birth: MM/dd/yyyy 📅 (mm/dd/yyyy)
Gender: ○ Male ○ Female

[Next]

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

Addess1*: 110 16th St
Addess2:
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.

Tip!

- 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)

[Complete Account Creation!]

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**"

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

SelectInstructions
Package 1: Criminal Background Check
Base Price:

This packge 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.

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

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 ☐ tart 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**"

"**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 16th St, 8th 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 "**Forget your password**?"

Enter your User Name and code from the Image

Answer your Security Question and reset your password

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.

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.

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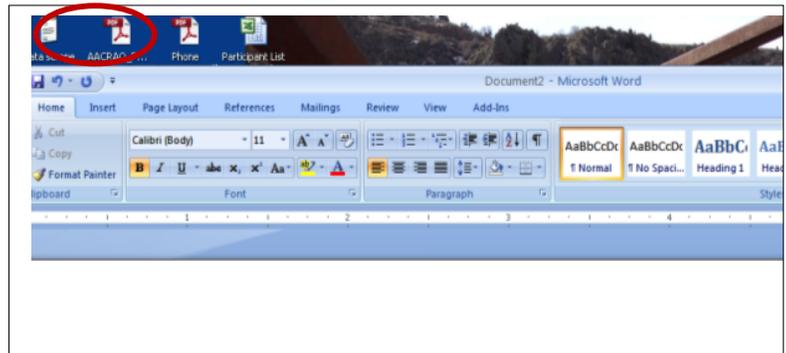
Under the "**Service Groups**" Tab,
you will be able to view

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

Tip!

- 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. You can also call us at 1-800-200-0853. Our representatives will be happy to assist you.

| Business Hours: | Monday – Friday | 7:30 AM – 6:00 PM MST |
| | Saturday | 8:00 AM – 5:00 PM MST |