

eAppsDB Instructions for Employees & Volunteers

September 20, 2004

St. Ignatius employees and volunteers must complete the background check application electronically. This can be done from any Internet connection. To complete the application, simply go to the following URL:

http://www.eappsdb.com/login.asp?orgz_key=23

- At the 'Login Page' of eAppsDB, you will first need to register for an account. To do so, click on the underlined 'click here' in the phrase 'If you do not have a user id and password, please click here to register' located at the top of the page.

An * by a field indicates that entry is required in the field. Required fields must be completed before information will be accepted and saved.

You should now be at the 'New User Registration' screen.

- All fields on this screen require entry except email address.
- The 'Access Code' field requires entry of a code that will be provided by St. Ignatius College Prep. **Access Code is 'ignatius'.**
- The 'Type of Application' is required, click on the radio button beside 'Employee' or 'Volunteer' that applies to your application.
- In the 'User ID' field, you should enter a user ID that you would like to use for access to your application. Please read the requirements for user ID at the bottom of the registration screen.
- In the 'Password' field, you should enter a password that you would like to use for access to your application. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter your password twice for verification purposes.
- In the 'First Name', 'Middle Name', and 'Last Name' fields, please enter your name as it appears on your driver's license. Your 'Middle Name' is not a required field.
- In the 'Date of Birth' field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter your DOB twice for verification purposes.

Please write down your user ID and password in order to access your application at a later time. Store this information in a safe place.

Once you have completed requested information, click 'Register'.

You will receive a message that you have been successfully registered in the system. To continue with the application process, click the link that says: 'Please click here to login and continue your application. This will take you to the 'Login Page' screen.

- At the 'Login Page' enter your user ID and password in the areas provided and click 'Login' to continue.
- After you successfully login to eAppsDB, you will be taken to the 'Application Overview' screen for your application.

Important Note: *If working from a computer outside the school, you may encounter problems logging into the site. When you attempt to login, the site may immediately log you off. The next screen you receive says 'You have been logged out of the system. To login again, click the link below to the login page'. If this occurs, you will need to access the Internet options for your web browser and add the <https://www.eappsdb.com> URL as a trusted site.*

If you are using Microsoft Internet Explorer, click on 'Tools', 'Internet Options', and then select the 'Security' tab. Select the 'Trusted Sites' option and click on the 'Sites' button. You will then see a box with the prompt 'Add this web site to the zone' Enter the following URL in the box <https://www.eappsdb.com> . Then click the 'Add' button and the 'OK' button to exit.

Before you begin the application process, here are some helpful guidelines to keep in mind:

1. When creating your user ID, please provide your e-mail address in the appropriate box. This will enable eApps to e-mail you your password if you ever forget it.
2. You may complete the application in parts. If you need to complete the application at different times, you can logout and log back in at a later time. The site can also timeout on you if you leave a particular page open for several minutes and do not enter any data. To avoid losing data, always save your work using the “Save” option at the bottom of your screen. Typically the site will timeout when there is 15-30 minutes of no data entry activity.
3. To expedite the process, be sure to have the relevant information with you at the time of entry. This information is described in detail below.
4. Under the **‘St. Ignatius College Prep Questionnaire’ section**, employees should respond **“Yes”** to the question **“Does your position entail regular contact with children?”**

The ‘Application Overview’ screen provides the following:

- Indicates the status of your application.
- A list of application forms required by your organization to be completed.
- The red ‘X’ located by each application form indicates the form has not been completed. To fill out the forms, click on the form name in the list on the right hand side of the screen.
- After completing requested information in section, click ‘Save’. A green check mark will appear by the forms that have been successfully completed.
- Option to view or submit your application
- After all forms have been successfully completed, the ‘Submit Application’ button will be activated and you will be able to submit your application.

To get started, click on the ‘Main Application’ form.

‘Main Application’ form requires:

- Your full legal name as it appears on your driver’s license (first, middle, last)
- Do not enter prefixes in the first name field (ex: ‘Mr’, ‘Dr’, ‘Sister’, etc.)
- Only enter suffixes in the suffix field (ex: ‘Sr’, ‘Jr’, ‘III’, etc.)
- Last name entered is the alphabetizing last name. If a hyphenated last name, enter as hyphenated (ex: Smith-Johnson, etc.)
- Second last name, if applicable. The second last name is used for individuals with more than one last name (ex: Garcia Hernandez – will alphabetize by Garcia and Hernandez will be listed in second last name)
- Address to include city, state, zip
- Phone – home, work and cell
- Email address

‘St. Ignatius College Prep Questionnaire’ form requires:

- Hire/Start Date (mm/dd/yyyy)
- Position you are applying or currently hold
- What interested you about this position
- What has prepared you for this/these position(s)
- Does position entail regular contact with children

‘Residential History’ form requires:

- Click on the check box if you have lived in your current residence for 7 or more years.
- Add residential history (beginning and ending date, city, state, zip and country) if you have not lived in your current residence for 7 or more years. Continue to add residential history until at least 7 years have been indicated.

'Employment History' form requires:

- Click on the check box if you have 'NO' employment history.
- Starting with current employer, list your employment history (beginning and ending date, company name, city, state, zip, country, supervisor (first and last name), supervisor phone, position, job description and reason for leaving) for the past 7 years.

'Educational History' form requires:

- Click on the check box if you have 'NO' educational history.
- Starting with High School, list your educational history (beginning and ending date, program or degree, completed, school name, school type, city, state, zip and country).

'Volunteer History' form requires:

- Click on the check box if you have 'NO' volunteer history.
- List a maximum of 5 of your most recent volunteer activities (beginning and ending date, organization, city, state, country, contact (first and last name), contact phone, position, and duties).

'References' form requires:

- 3 Professional and 1 Personal references (name (first and last), city, state, country, daytime phone and how long have you known this person)
- A Professional reference is a reference from a Supervisor who you have worked for in a professional and/or volunteer capacity.
- A Personal reference is a reference from a friend, co-worker (including volunteer activities) and/or family member.

'Declarations' form requires:

- You must verify your agreement with the organization policies by clicking on the check box next to each statement.
- Complete the screen by checking the box next to 'Check here to indicate your signature on this form' and entering the current date.

'Background Check Information' form requires:

- Answer to questions regarding founded cases on child abuse or neglect, convictions, and changed names in the past 7 years.
- Social Security Number
- Date of Birth will be indicated; verify it is correct.
- Indicate driver's license number and gender.

'Selected Sites' form requires:

- No action on your part.
- This form has a green check mark. It has been completed for you.
- You may view the form.
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Now that all sections are completed, you may 'submit' your application. Click on the 'Submit Application' button and follow the screen instructions along the way.

If questions should arise during your application process, please click on 'HELP' in the top left hand corner of the screen in which you are currently working. You will be taken to our HELP screen information for that section. Note: We have made upgrades and changes to our system in the last month and have not updated all of our HELP screens yet.

If you are working inside the school building and need additional help, you can contact the IT Dept. Help Desk during normal business hours. If you are outside the school building and require additional 'Help', you may send an email directly to eAppsDB Customer Service, by clicking 'To report problems with this web page, [click here.](#)' that is located at the bottom of each screen within the eAppsDB online application, or also at support@eappsdb.com, and by phone at (512) 231-1238, ext. 305.