

LOYOLA ACADEMY

Background Screening: eAppsDB Instructions for Employees

IN ACCORDANCE WITH ARCHDIOCESAN POLICY AND FOR THE SAFETY OF OUR STUDENTS, LOYOLA ACADEMY PROSPECTIVE EMPLOYEES AND VOLUNTEERS MUST COMPLETE A CONFIDENTIAL, ONLINE BACKGROUND CHECK.

- It will be helpful to PRINT these instructions prior to beginning your application.
- To begin your online application please [click here](#).

Once you are in the eApps application follow the steps below:

Step One

- 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.

Step Two

Once you arrive at the 'New User Registration' screen you need to be aware of the following as you complete your application:

- All fields on this screen require entry except for 'email addresses.
- The 'Access Code' field requires entry of a code that will be provided by Loyola Academy. **The access code for Loyola Academy will be given to you once an offer has been made for employment.** If you have misplaced the access code please contact Lynn Composto, Payroll & Benefits Manager at 847-920-2426 or lcomposto@loy.org
- 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' field is not required.
- 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.**

Step Three

- Once you have completed the requested information, click the 'Register' button.
- You should receive a message indicating 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.

Before you begin the application process, here are some helpful guidelines:

- When creating your user ID, please provide an e-mail address (even though this is not a required field). This will enable eApps to e-mail you your password if you ever forget it.
- 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.
- 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. The entire process should take no more than 10 minutes to complete.

Step Four

The 'Application Overview' screen provides the following information:

- 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 √ will appear by the forms that have been successfully completed.
- The 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 begin the application process, click on the ‘Main Application form. The ‘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 (Example: ‘Mr’, ‘Dr’, ‘Sister’, etc.). Only enter suffixes in the suffix field (Example: ‘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, city, state, zip
- Phone – home, work and cell
- Email address
- Return to Application Overview when complete

The ‘Loyola Academy Questionnaire’ form requires:

- Hire/Start Date (mm/dd/yyyy)
- Position you are applying or currently hold
- Return to Application Overview when complete

The ‘Residential History’ form requires you to either:

- Click on the check box if you have lived in your current residence for longer than 7 years or
- Add residential history (beginning and ending date, city, state, zip and country) if you have not lived in your current residence for longer than 7 years. Continue to add residential history until at least 7 years of history is present
- Return to Application Overview when complete

The ‘Employment History’ form requires you to either:

- Click on the check box if you have ‘NO’ employment history or
- 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
- Return to Application Overview when complete

The ‘Educational History’ form requires you to either:

- Click on the check box if you have ‘NO’ educational history or
- 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)

- Return to Application Overview when complete

The ‘Volunteer History’ form requires you to either:

- 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)
- Return to Application Overview when complete

The ‘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
- Return to Application Overview when complete

The ‘Declarations’ form requires you to:

- 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
- Return to Application Overview when complete

The ‘Background Check Information’ form requires:

- Answers to questions regarding convictions, founded cases on child abuse or neglect, and changed names in the past 7 years
- Social Security Number (required for all employees)
- Driver’s license number
- Date of Birth will be indicated, verify it is correct
- Gender
- Click Accept, Save & Lock when complete

The ‘Selected Sites’ form contains the following information:

- Your Primary Site has been completed for you – no action is required on your part
- If you would like your application viewable by other sites, you will choose them in this section

Step Five

- Once you have completed all sections, **you must ‘submit’ your application.** Click on the ‘Submit Application’ button and follow the screen instructions along the way.

- When the submission of your application has been completed successfully you will receive the following confirmation message, 'You have successfully submitted the application, Thank you!'

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 the 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 should have any questions or need assistance, please contact our office at support@eappsdb.com or phone (512) 231-1238, ext. 305.

If you have general questions regarding the process you may contact Lynn Composto, Loyola Academy Payroll/Benefits Manager at (847) 920-2426 or lcomposto@loy.org.