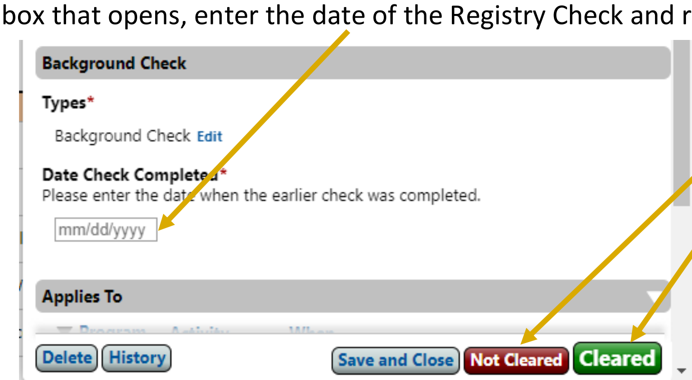
Recording Training and Background Checks

1. Record Background Check determinations for Program Staff
    a. On the Home Screen, select the Background Check link in the Program Staff box.

    b. Click "Record Outcome" in the Actions column on the right side of the screen.

	Date	Status	First	Last	Email	Program	Types	Actions
Pending								
☆	4/18/2022	Pending	**Whitney**	**Freeland**	wfreelan@purdue.edu	Test Program	Background Check	Record Outcome
☆	4/18/2022	Pending	**Erica**	**Downey**	edowney@purdue.edu	Test Program	Background Check	Record Outcome

    c. In the box that opens, enter the date of the Registry Check and record the outcome.



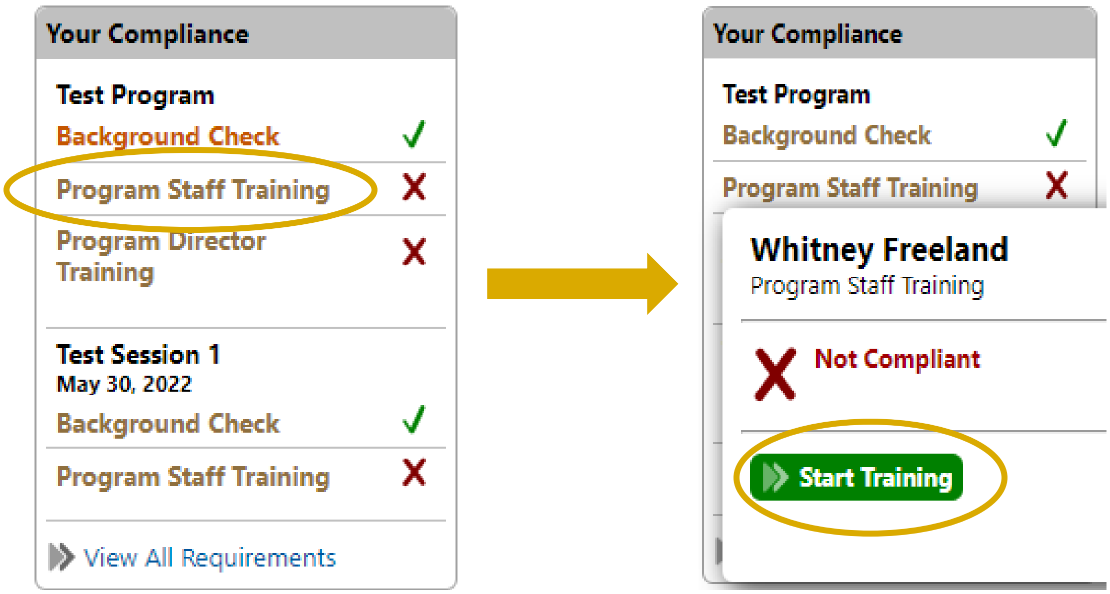
2. Ensure all members of Program Staff have completed training.

   All training records have been imported into the Ideal-Logic system from WebCert and Success Factors. If the system shows an "X" next to a required training, that means the training has not been completed by the user in the past two years. Individual will need to complete the training within Ideal-Logic.

    a. Once an individual has been added to a training as a member of Program Staff, the system will determine compliance with the requirements associated with the session and the individual's role.

The red “X” means not compliant. The green check means compliant with respect to the session.

b. Training is only accessible once an individual is assigned to a program or session. Once attached to a session, a menu will appear on the home screen. Click any training listed to access a “Start Training” button.



c. Once training is completed, system will apply training completion date to individual’s profile and sessions will be marked as compliant with respect to the training requirement as long as the training was completed at least two years prior to the start date of the session.