# FIRST ADVANTAGE: EDITING SUBJECT DETAILS

The following instruction guide covers how to use the First Advantage system to edit Subject details.

## NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > Human Resources > Recruiting > Background Screening

1. Click the **Background Screening** link. Please note: this page describes which package you should use for your hire.

2. After logging in with UF Single Sign On, a Notice appears. Click I Agree.





3. Alerts & Notifications may appear to provide system updates on possible downtime or delays. Click the **Continue** button.

Netification Date	Cardioner Service Message 17.Dec/2018.00.02.00
Condidate Test Do	
Exection actual of	
this information. Fail	e data should be used but will still need to meet format guidelines, (e. 53% should be 9 digits.

4. Click the **Profile Advantage Subheader** to expand the menu. Profile Advantage allows you to manage your candidate profiles and background orders.

no Treining UK						
unit 4 : Uwer ID:						() Instructi
0	# Daehboard View Select	icane		!! Alerts & NoBlications		
Home Home Konstitut Konstitut Profile Advantage	Convent Management	Employment Scheen ny     Veliness Accentige     Triployee Minragemei     Gase Exceptions     Apply	9 nt	First Advantage Account Change 26/56/2015 First Advantage Account Change 25/56/2015 First Advantage Account Change 25/56/2015 First Advantage Account Change 25/56/2015		
Employment Screening	-					
Administration	II Direct Advantage					
	Account 107	90AAA	<b>0</b>			
• нор	Recruiter (All)	1	0			
	Last	7 Days	•			
Reports		Ipdate				
	Profile Statua		Counts	Order Status	Counts	
Need Help? Live Chat .	All		52	Completed	2	
	Completed		2	In Progress	0	
	Started		3			
	Not Started		45			
	(Deleted)		0			
	Duplicate		8			
	13 Employment Screening	r.				
	Account 1071	DDAAA	Nº 0			
	Laci	7 Days				
	-	ipdate				
		() No Alert		Alert Indeterminate	Alert Found	
	Completed	10		18		
	Unviewed	10		10		
	Not Peletod	10		10		
	In Procress			17 M L		

5. To edit information about a candidate, select **Find Subject**.

â		٥
•	Home	
•	Profile Advantage	
	New Subject Find Subject	
0	Employment Screening	



First Advantage

6. Using whatever search criteria you would like, enter information about the candidate. For this example, the **First and Last Name** fields will be filled with **jill** and **test**, respectively.

Velcome Holly Wood			
Account # : 108334 User ID: HWOOD			
ê 0	Search Subject		
E Home	Search Su	bject	
Profile Advantage			
New Subject	E Search Criteria		
Find Subject	First Name		
Employment Screening	Last Name	11	
	Ernail Address		
<ul> <li>Administration</li> </ul>	Government ID	SSN V	
	Profile ID		
• ныр	Order ID		
C Reports	# Additional Search Criteria		• 0
Need Heip? Live Chat .	From	24/Jul/2019 (DD/MMM/YYYY)	
R. /	То	23/Aug/2019 16 (DD/MMM/YYYY)	
	Select Recruiter		
	Subject Type		
	Profile Status	All-Except Deleted	
	Limit To	🖾 Batch 🔛 Rescreen	
	Order Status	Not Ordered In Progress Completed	
	Posting Requisition# (if any)		
	Additional Note		
	🕌 Search by Reference Fields		0
	Denartment Name		

7. Scroll down and click the **Search** button.

	Type of Position		•	
	If other, then specify			
			11	
	Reason for Screening		•	
		Search	Reset	
ghts reserved   Privacy Po	iicy   Legai			



8. Click your **Subject's name**. Please note that if the **Profile Status** column lists "Started", you will not be able to make changes. This Subject is listed as "Not Started" so we can make changes:

							Logeut
D:HWOOD							() Instructions
0	Search Subject	Search Resulta					
	s	earch Results					
		ouron recould					
1	Page 1 V of	1				Ac	tions Select V
	EAB	Subject	Recruiter	+Initiated	UPDATED	Profile Status	Order Status
/8		-		21/Aug/2019	21/Aug/2019	Not Started	Not Ordered
		<ul> <li>Herstein und die seine die seine</li></ul>		and a set of the set o		and a second second	
×		Test, Jill		21/Aug/2019	21/Aug/2019	Started	Not Ordered
	D:HWOOD	ID:HWOOD Search Subject Search Subject Search Subject Search Subject Search Subject	D:HWOOD Search Subject Search Results Search Results Page I of 1 All Subject	ID:HWOOD Search Subject Search Results Page 1 0 of 1 All Subject Recruiter	ID:HWOOD Search Subject Search Results Page 1 0 of 1 All Subject Recruiter VInitiated	ID:HWOOD Search Subject Search Results Page 1 0 of 1 All Subject Recruiter VInitiated UPDATED	ID:HWOOD Sourch Subject Search Results Page I of 1 Ac Ac Ac Ac

9. To make changes, click the Actions dropdown.

Profile ID: 6TF6SK Profile Status: Not EATESTINGEN	M2PB Started IAIL+1871@GMAIL.COM		Actions Select	Action Y
Subject Details			Document &	itatua 🕴
Profile Owner			Consent	Pending
Client ID	108334		Consumer Rec	Not Not
Initiated Date	21/Aug/2019			Available
Updated Date	23/Aug/2019			
Reminder Sent				
Subject History				. 0
Profile ID Profile Ow	ier Date	Profile Status	Order Status Co	pled from ID
6TF6SKM2PB	21/Aug/2019	21/Aug/2019 Not Started N		

10. Click the View/Edit Details list item.







### 11. Click the **Edit** button.

Etten Information			0 0
First name (given name) •	я		
Last name (family name) *	Test		
Ernail Address 🔹	EATESTINGEMAIL+1871@GMAIL.COM		
	CC: Recruiter on Invitation Email 🖉 CC:	Recruiter on Reminder Email	
II Order Information			0 0
Posting Requisition# (if any)			
Additional Note			
Expected Annual Salary		Currency USD V	
Subject Type	Profile BASIC+EDU+EXP VERF		
II Reference Fields			0
Department Name	asdf		
		,	
Department ID •	asdf	2	-

12. In this example, Jill's email address is incorrect. Click the **Email Address** text entry field and correct the email address. In this case, **jill.test1234@gmail.com** will be entered.

st Advantage   Enterprise As		*
illy Wood	E VeveEd Debits	Lagrad
B2334 User ID:HWDOD	H Crist Internation 0  Fets name (given name)  Latinore (given name)  Test Latinore (given name)  Ental Addeas  CC. Reoutler on Invitator Email CC. Reoutler on Reminder Email	) istructions *
	II Order Internation	
ryment Screening Netzdon	Pasting Regulational (if any) Additional Note	

13. Click the **Save** button.

zes narre (ransy narre)	(ich		
Imail Address *	iil.test1234@gmail.com		
	CC: Recruiter on Invitation Email	CC: Recruiter on Reminder Email	
Order Information			0 0
osting Requisition# (if any)			
dditional Note			
Expected Annual Salary		Currency USD T	
aubject Type	Profile		
	BASIC+EDU+EXP VERF		
Reference Fields			0
Decodenced Nome •	aved		
Department ID .	asdf		
			*
	Save	Close	

Training and Organizational Development Human Resources University of Florida, Gainesville, FL 32611





14. Click the **OK** button.



15. Jill's email address has been updated.

Velcome Holly Wood							
Account # : 108334 User ID: HWOOD							
ê 0	Search Subject	Search Results	Test, Jill (Appl 6TF6SKM2PB	licant 🕲			
• Home	Test,	Jill					
Profile Advantage		Olates: Not Otarted est1234@gmail.com					
New Subject			8. I		Actions	Select Action	
<ul> <li>Find Subject</li> </ul>	11 Subject Details	ř.			ii Dos	ument Status	-
Employment Screening		11 <u>-</u>					
	Profile Owner	14	INYA ZOELLNER		Cans	ent	Pending
Administration	Initiated Date	21	/Aug/2015		Cons	umer Report	Available
	Updated Date	23	/Aug/2019				
🕤 Help	Reminder Sent		1.5%				
💽 Reporta							
And the second second second	Subject History						. 0
Need Help? Live Chat +	Profile ID	Profile Owner	Date	Profile Statue	Order Status	Copled fr	om ID
	6TF6SKM2PB		21/Aug/2019	Not Started	Not Ordered		

16. One more thing that you may need to do is to resend the Subject's **Invitation Email**. To do this, click the **Actions dropdown**.





17. Click the **Resend Invitation Email** list item.



### 18. Click the Resend Email button.

# Confin	mation Required	
Are you :	sure you want to resend the invitation e	mail to Jill Test?
	Resend Email	
	d suscences and the second	

## 19. Click the **OK** button.

	18	6334		Conse	er Riger)
2200	:: Notice	1840 - 185			0
Start)	The invitation em	ail containing a ne	ew profile link has	been sent to Jill Te	rst.
	Profile Owner	Diffe	Protos status	Order Status	Copies from 12
and the second second	TANKA BUT I ATT	Charles of Pilling of	Not-Started	Hot Ordered	

20. If you need to cancel the order, click the Actions dropdown.

Profi Profi I	le ID: 6TF6SKM2Pi le Status: Not Starti il.test1234@gmail.t	B ed som		Activ	ons Select /	iction 🔻
🔡 Subject Deta	# Subject Detalle				# Document Status	
Profile Owner Client ID Initiated Date Updated Date Reminder Sent	t j	108334 21/Aug/2019 23/Aug/2019			Consent Consumer Repo	Pending Not Available
🔢 Subject Histo	ory					10
Profile ID	Profile Owner	Date	Profile Status	Order Sta	itus Cop	led from ID
6TF6SKM2PB		21/Aug/2019	Not Started	Not Order	ed	

Training and Organizational Development Human Resources University of Florida, Gainesville, FL 32611





First Advantage

21. Click the **Delete Subject** list item to cancel the order.



#### 22. Click Delete.

	EATESTING	EMAIL+1871@GMAIL.COM			
Confirmation	Required				8
Are you sure y	you want to delete Guy W	agner? The subject status	will be marked as "Dele	ted". Order data will still b	e available.
file fou bare ;	ou mane to delete day m				e aranabier
		Delete	Cancel		

23. The Subject has been marked as "Deleted" in First Advantage. Click Close.



For additional information on First Advantage, please visit the UF Hiring Center's Prepare An Offer webpage.

For all other inquiries, please contact the UF Human Resources Criminal Background Check team: 352-392-2477 HRSBackgrounds@admin.ufl.edu