

## FIRST ADVANTAGE: EDITING SUBJECT DETAILS

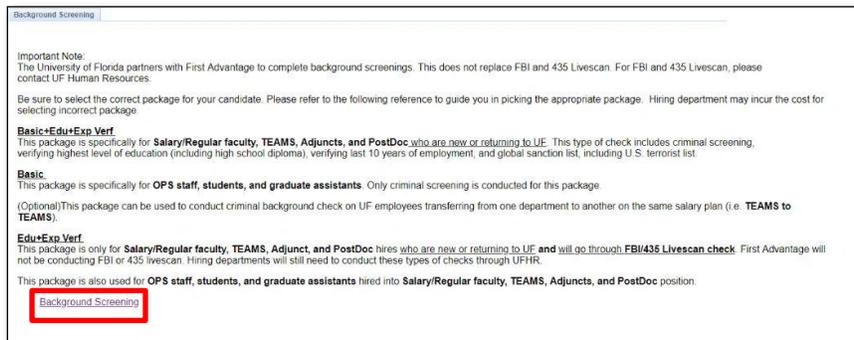
The following instruction guide covers how to use the First Advantage system to edit Subject details.

### NAVIGATION

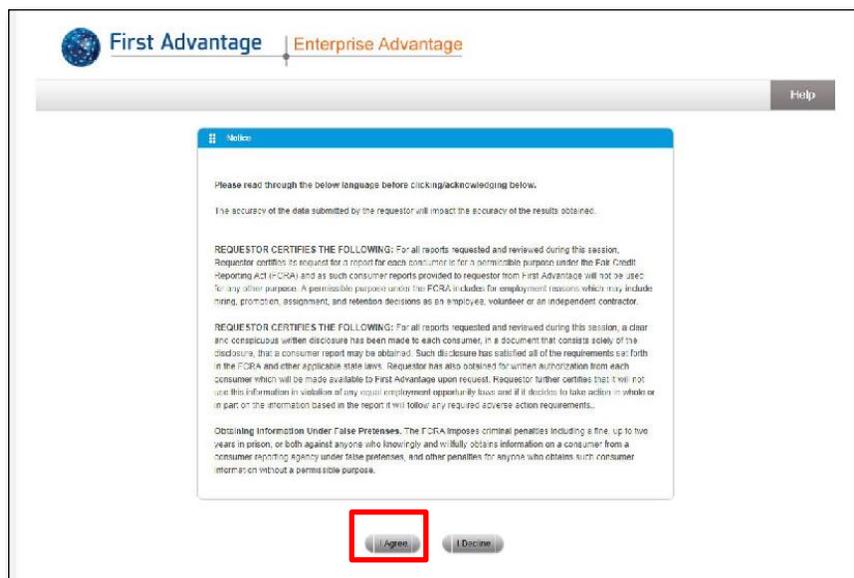
Login into myUFL and navigate to:

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

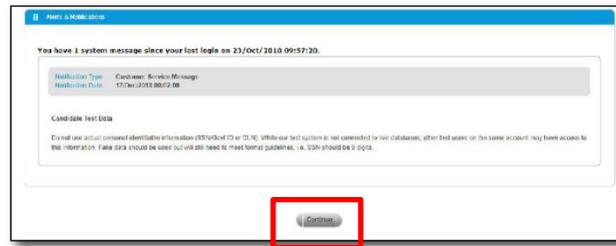
1. Click the **Background Screening** link. Please note: this page describes which package you should use for your hire.



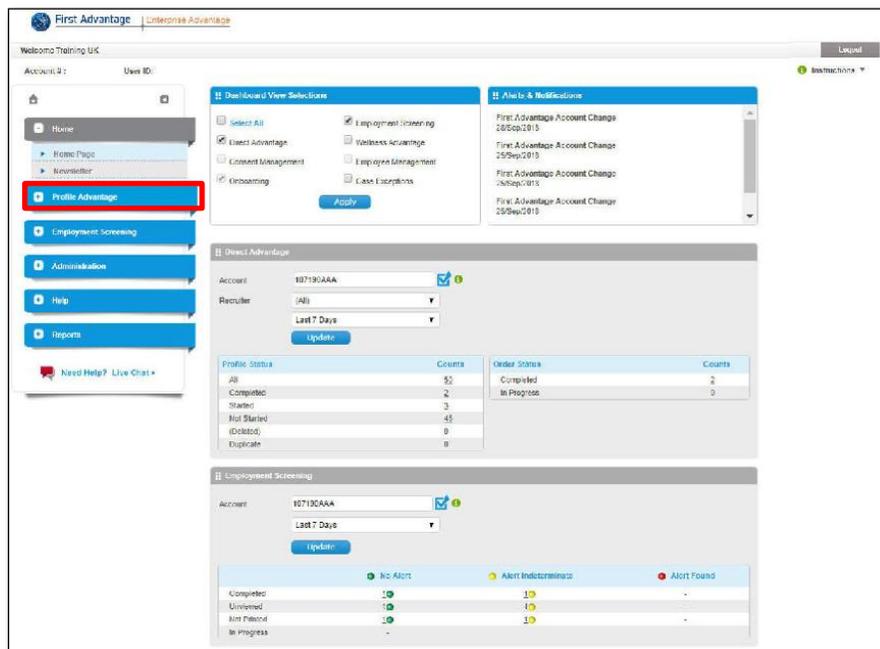
2. After logging in with UF Single Sign On, a Notice appears. Click **I Agree**.



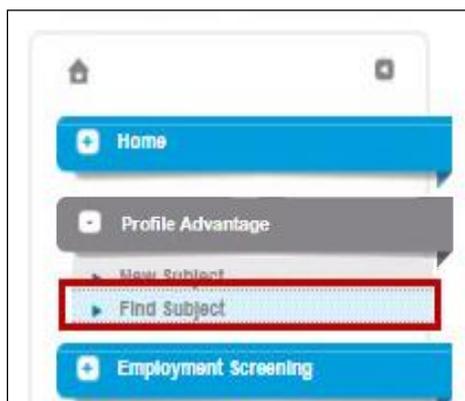
- Alerts & Notifications may appear to provide system updates on possible downtime or delays. Click the **Continue** button.



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



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



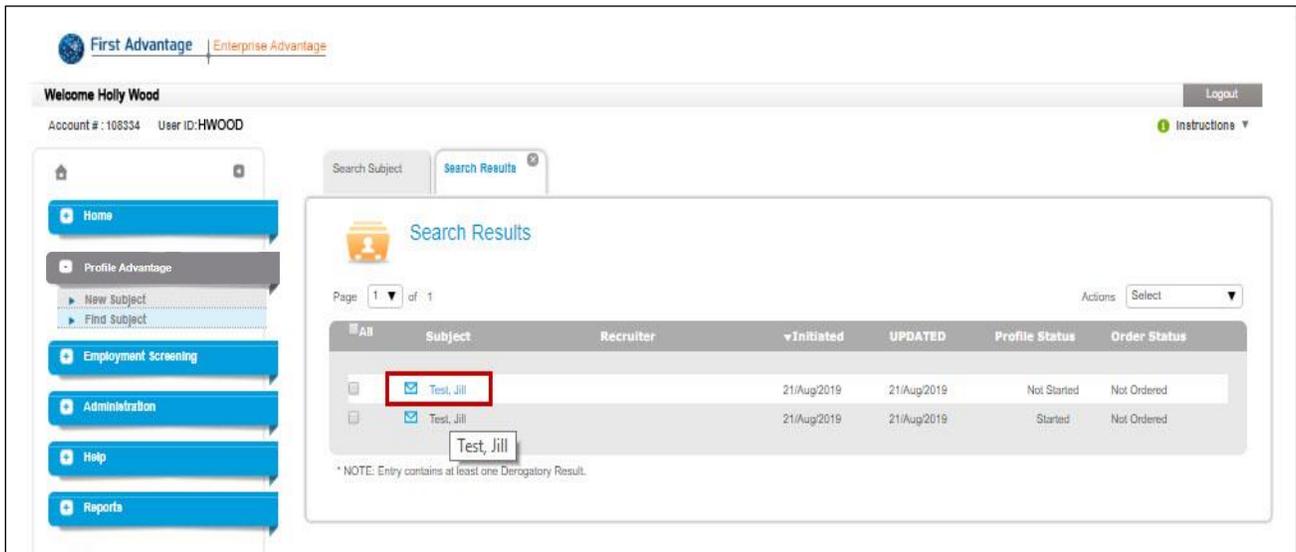
- Using whatever search criteria you would like, enter information about the candidate. For this example, the **First and Last Name** fields will be filled with **jill** and **test**, respectively.

The screenshot shows the 'Search Subject' page in the First Advantage system. The user is logged in as Holly Wood (Account #: 108334, User ID: HWOOD). The page features a navigation sidebar on the left with options like Home, Profile Advantage, New Subject, Find Subject, Employment Screening, Administration, Help, and Reports. The main content area is titled 'Search Subject' and contains several search criteria sections. The 'Search Criteria' section has input fields for First Name, Last Name, Email Address, Government ID, Profile ID, and Order ID. The 'Last Name' field is highlighted with a red box. The 'Additional Search Criteria' section includes date pickers for 'From' (24/Jul/2019) and 'To' (23/Aug/2019), a 'Select Recruiter' field, a 'Subject Type' field, a 'Profile Status' dropdown menu set to 'All-Except Deleted', and checkboxes for 'Limit To' (Batch, Rescreen) and 'Order Status' (Not Ordered, In Progress, Completed). A 'Search by -- Reference Fields' section is partially visible at the bottom.

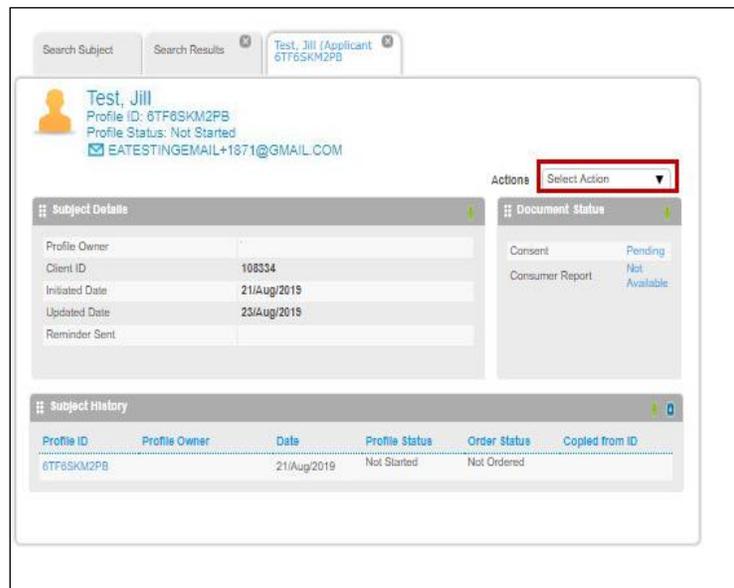
- Scroll down and click the **Search** button.

This close-up view shows the bottom part of the search form. It includes a 'Type of Position' dropdown menu, a text area labeled 'If other, then specify', and a 'Reason for Screening' dropdown menu. At the bottom of the form, there are two buttons: a blue 'Search' button, which is highlighted with a red box, and a grey 'Reset' button.

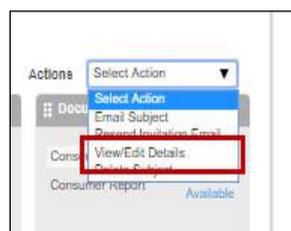
- Click your **Subject's name**. Please note that if the **Profile Status** column lists "Started", you will not be able to make changes. This Subject is listed as "Not Started" so we can make changes:



- To make changes, click the **Actions dropdown**.



- Click the **View/Edit Details** list item.



11. Click the **Edit** button.

The screenshot shows a 'View/Edit Details' window with three main sections: 'Email Information', 'Order Information', and 'Reference Fields'. The 'Email Information' section contains fields for 'First name (given name)' (Jill), 'Last name (family name)' (Test), and 'Email Address' (EATESTINGEMAIL+1871@GMAIL.COM). There are also two checkboxes for 'CC: Recruiter on Invitation Email' and 'CC: Recruiter on Reminder Email'. The 'Order Information' section includes 'Posting Requisition# (if any)', 'Additional Note', 'Expected Annual Salary', 'Currency' (set to USD), and 'Subject Type' (Profile: BASIC+EDU+EXP+VERF). The 'Reference Fields' section has 'Department Name' and 'Department ID', both containing the text 'asdf'. At the bottom of the window, there are two buttons: 'Edit' (highlighted with a red box) and 'Close'.

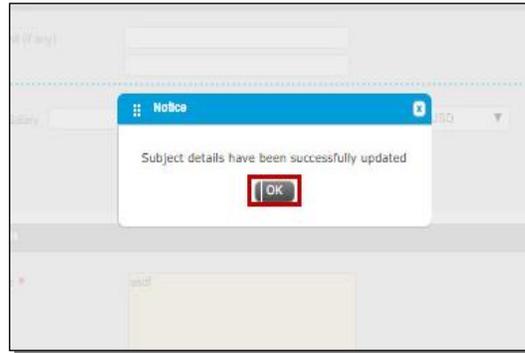
12. In this example, Jill's email address is incorrect. Click the **Email Address** text entry field and correct the email address. In this case, **jill.test1234@gmail.com** will be entered.

This screenshot shows the same 'View/Edit Details' window as in the previous image. The 'Email Address' field, which currently contains 'EATESTINGEMAIL+1871@GMAIL.COM', is highlighted with a red border, indicating it is the active field for editing. The other fields and buttons remain the same.

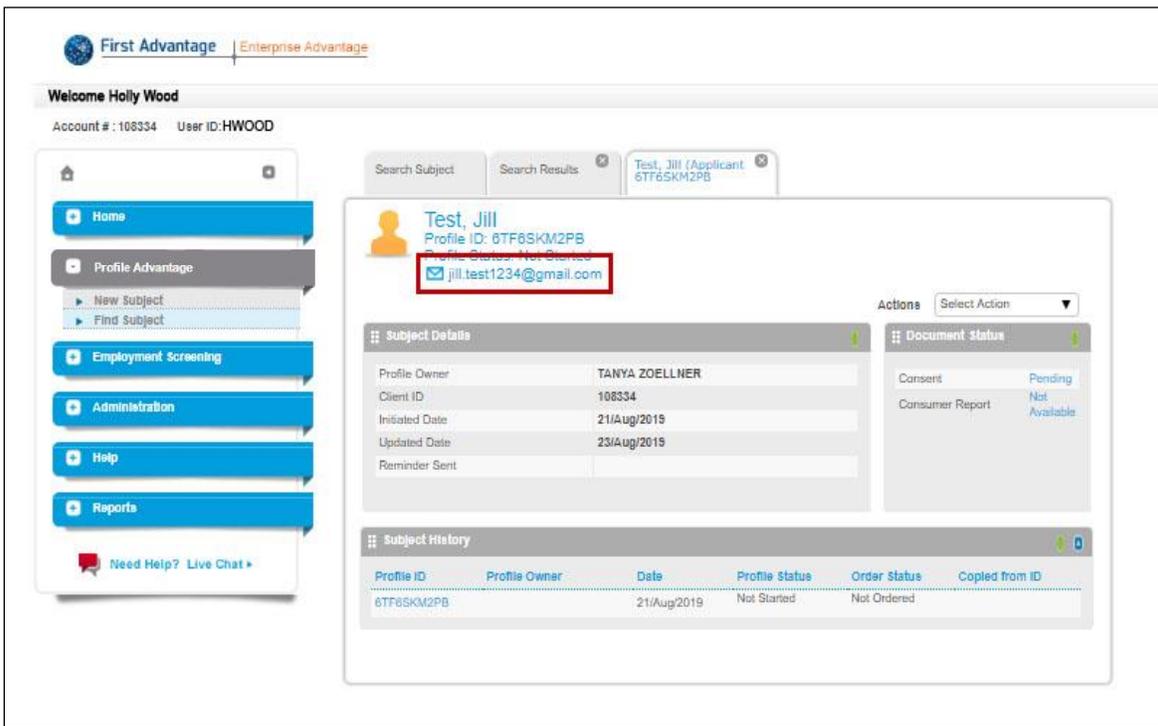
13. Click the **Save** button.

This screenshot shows the 'View/Edit Details' window after the email address has been corrected to 'jill.test1234@gmail.com'. The 'Save' button at the bottom of the window is highlighted with a red box, indicating it is the next step in the process. The 'Email Address' field now contains the correct email address.

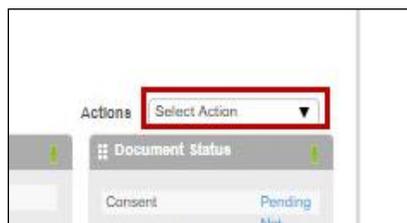
14. Click the **OK** button.



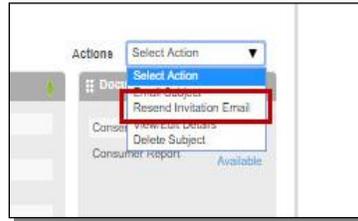
15. Jill's email address has been updated.



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.



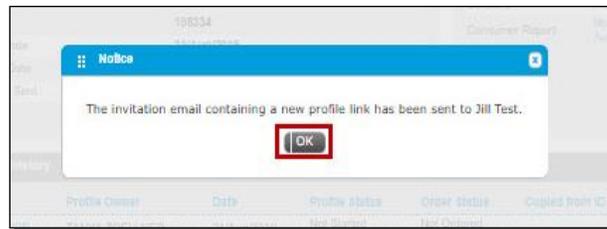
17. Click the **Resend Invitation Email** list item.



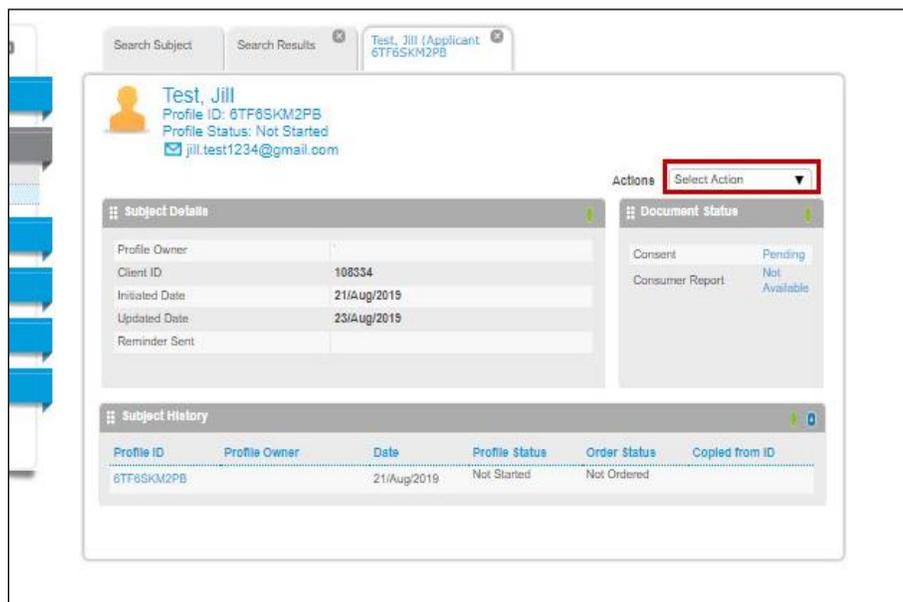
18. Click the **Resend Email** button.



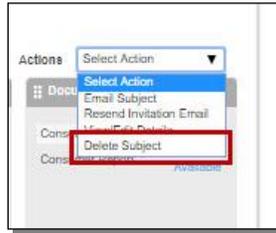
19. Click the **OK** button.



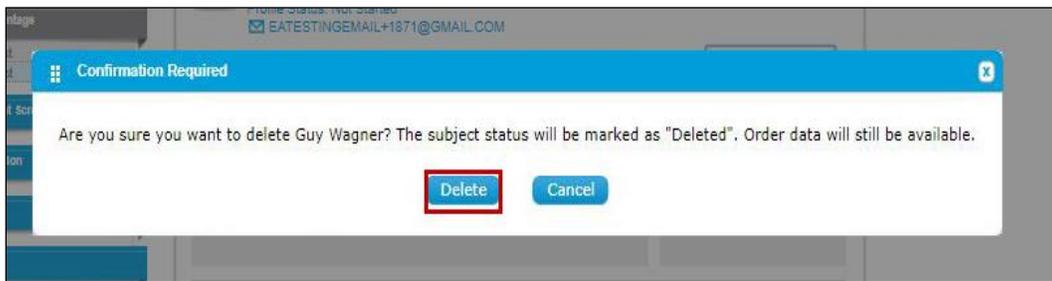
20. If you need to cancel the order, click the **Actions dropdown**.



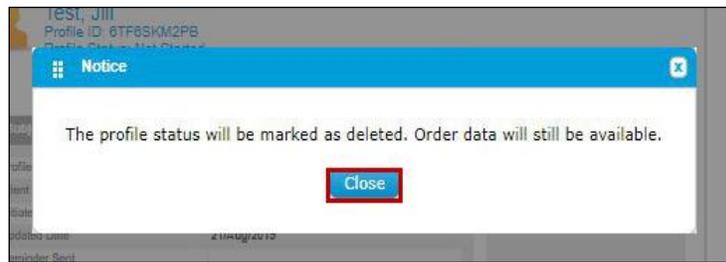
21. Click the **Delete Subject** list item to cancel the order.



22. Click **Delete**.



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](mailto:HRSBackgrounds@admin.ufl.edu)