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.
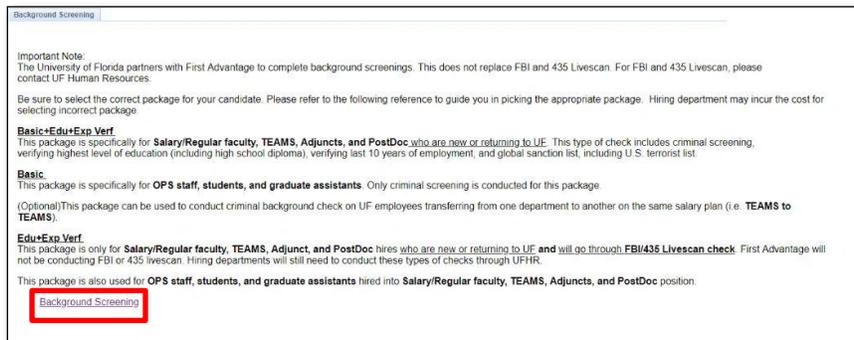
2. After logging in with UF Single Sign On, a Notice appears. Click **I Agree**.
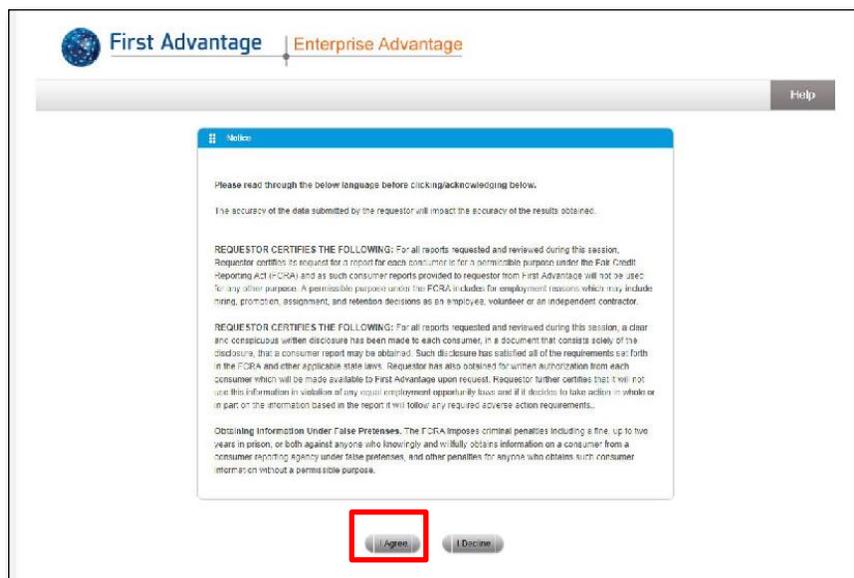
3. Alerts & Notifications may appear to provide system updates on possible downtime or delays. Click the **Continue** button.
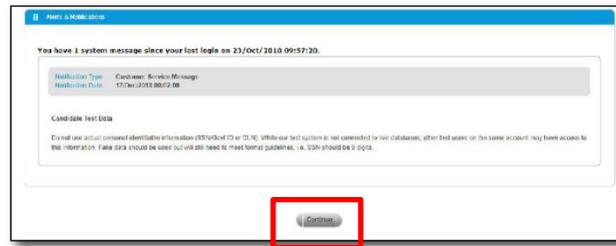
4. Click the **Profile Advantage Subheader** to expand the menu. Profile Advantage allows you to manage your candidate profiles and background orders.
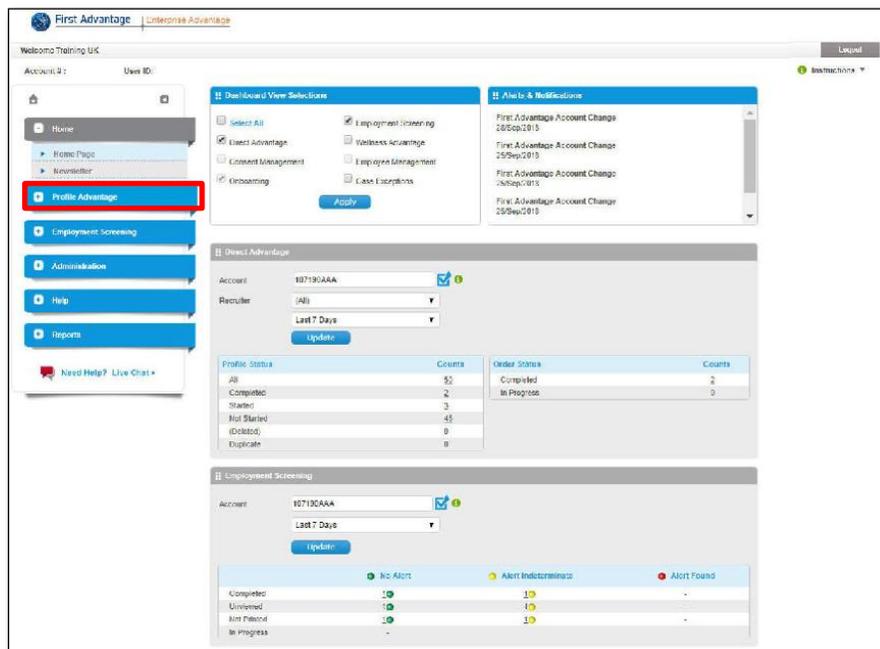
5. To edit information about a candidate, select **Find Subject**.
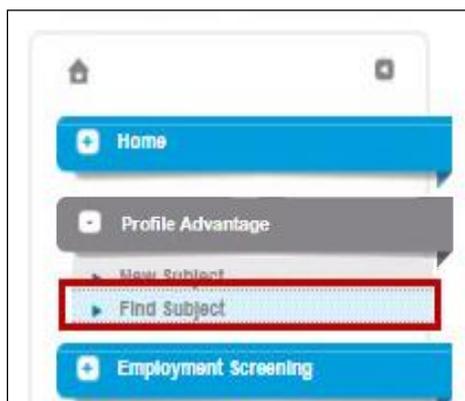
6. Using whatever search criteria you would like, enter information about the candidate. For this example, the **First and Last Name** fields will be filled with **jill** and **test**, respectively.

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

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:
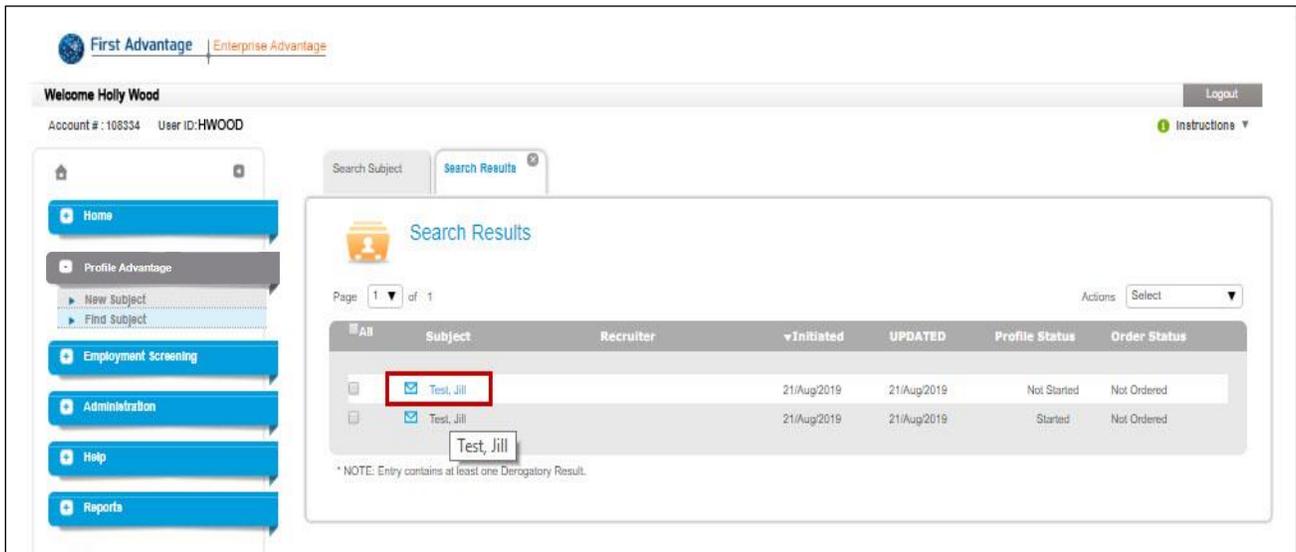
9. To make changes, click the **Actions dropdown**.
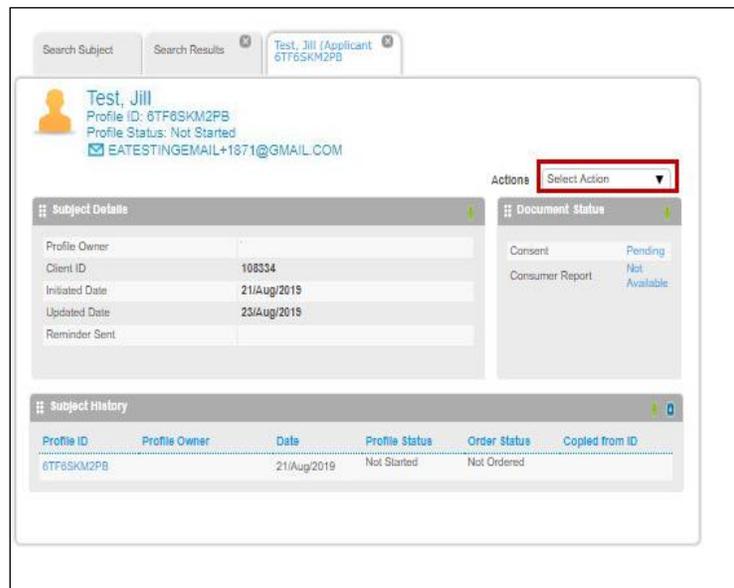
10. Click the **View/Edit Details** list item.

11. Click the **Edit** button.

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.

13. Click the **Save** button.

14. Click the **OK** button.

15. Jill's email address has been updated.
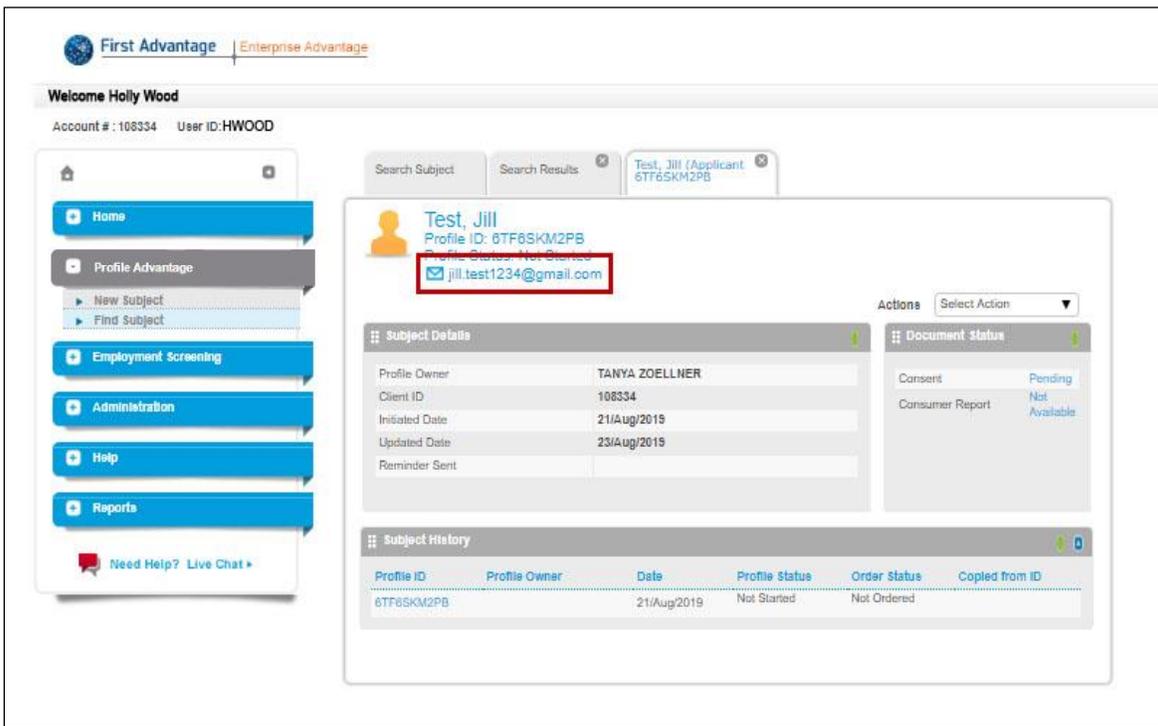
16. One more thing that you may need to do is to resend the Subject's **Invitation Email**. To do this, click the **Actions dropdown**.
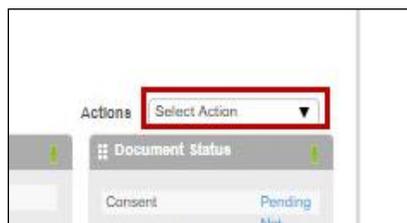
17. Click the **Resend Invitation Email** list item.
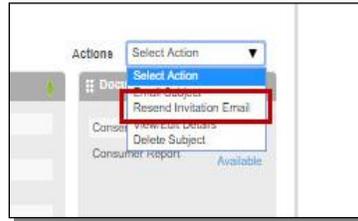
18. Click the **Resend Email** button.

19. Click the **OK** button.
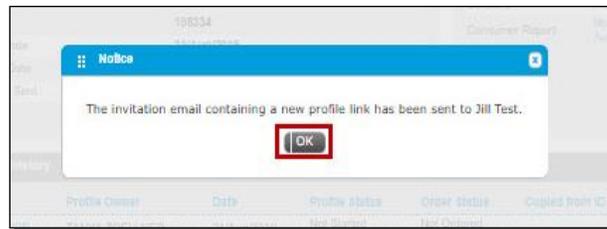
20. If you need to cancel the order, click the **Actions dropdown**.
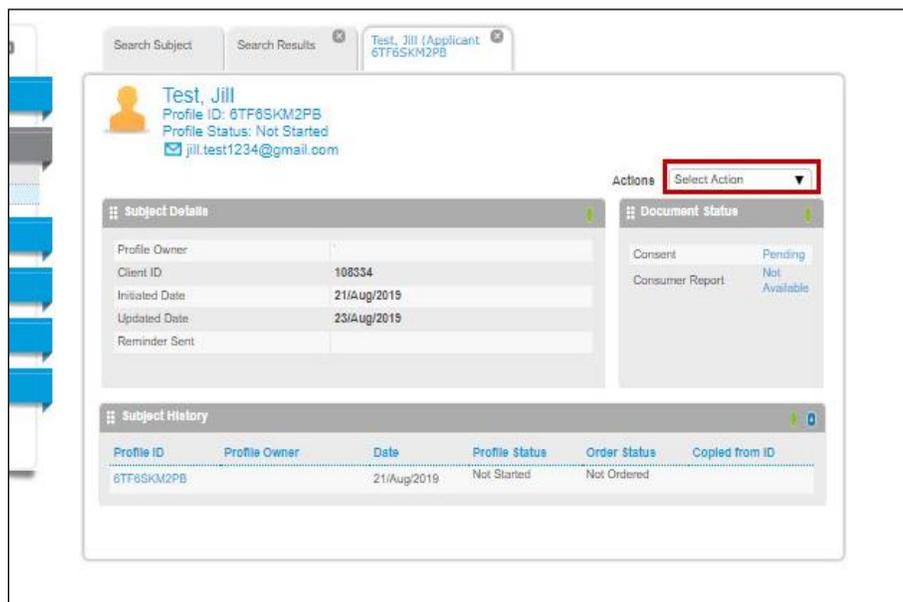
21. Click the **Delete Subject** list item to cancel the order.
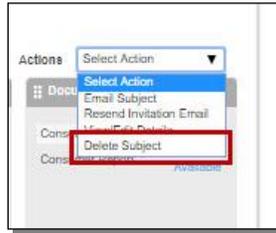
22. Click **Delete**.
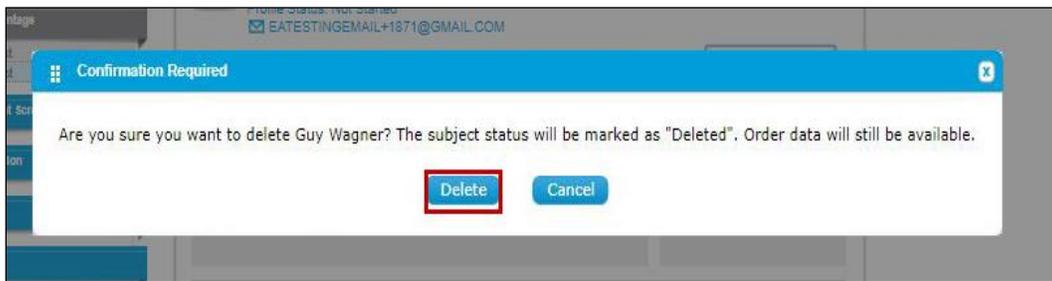
23. The Subject has been marked as "Deleted" in First Advantage. Click **Close**.
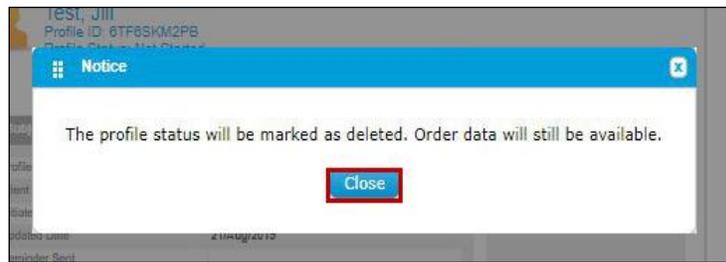
For additional information on First Advantage, please visit the UF Hiring Center's Prepare An Offer webpage.

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