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.

![Image 1](image1.png)

15. Jill’s email address has been updated.

![Image 2](image2.png)

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**.

![Image 3](image3.png)
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

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