

BACKGROUND CHECK INFORMATION FORM

MYSA Instructions link (with screen shots)

http://www.mnyouthsoccer.org/programs/bcheck_instruct.pdf

First change: There is an option for “Annual MYSA re-check” option in addition to the “MYSA Volunteer Package.” This did not seem to alter any screen content. MYSA instructions imply that those who signed up last year should select the re-check option.

Reminder - all Volunteers (coaches, board members, etc) for MYSA clubs (Including RYSA) have to complete the online adult registration for the fall season (MYSA soccer year starts Aug 1). This registration is good for 1 year (covers next spring season, too).

1. Go to www.mcdowellagency.com and Click on “Client Log-in.”
2. Enter User ID (MYSROC) and Password (MYSROC). Then click “Login.”
3. Click on the “Request” tab on the navigation bar.
- 4) If you have not volunteered with the Minnesota Youth Soccer Association previously or have not had a background check completed in the previous 12 months by the Minnesota Youth Soccer Association select, “MYSA Volunteer Package.” If you have completed a background check with MYSA in the previous 12 months select “Annual MYSA Re-Check.” (I interpret this as not an exact 12 months - ie: You can select “Annual MYSA Re-Check” if you registered with McDowell for last year's fall or this spring's soccer season.)
- 5) Type your full name into the space next to “Electronic Signature” and mark the box next to “My name entered above Signifies my Electronic Signature.” Click “Continue” to proceed with the request.
- 6) The following information is **required** to complete the background check:
 - A) Last Name
 - B) First Name
 - C) Current Address
 - D) State of Residence
 - E) Date of Birth
 - F) Social Security Number
 - G) Gender (must enter “MALE or FEMALE”)

** MYSA has requested that you provide additional information to be completed for registration purposes only. Please include your home phone number, email address, work and cell phone numbers. This information is for MYSA registration purposes only. Click “Continue” to proceed with the request.
- 7) This page shows the types of searches requested. You will need to add STATEWIDE and your residence COUNTY criminal/civil searches. Under “Criminal/Civil Searches:” click on “+Add/Edit Jurisdictions”
- 8) On this page you will add the STATEWIDE (BCA) search and your residence county criminal record search. These are the only 2 searches that need to be added.
 1. For the Minnesota BCA search:
 - a. Select Felony and Misdemeanor for “Search Type.”
 - b. Select Minnesota for “State.”
 - c. Select “Statewide” for County/Jurisdiction (NOTE: STATEWIDE is listed LAST in the county pull down list).

2. For the county criminal record search:
 - a. Select Felony and Misdemeanor for “Search Type.”
 - b. Select Minnesota for “State.”
 - c. Select your current county of residence for the County/Jurisdiction search.

When completed select “Add Searches to Order.”

9) After you click “Add Searches to Order” you will be taken back to the main “Enter Search Request Details” screen. No other changes are needed - just click on “Agree and Submit Order.”

10) Once you have successfully submitted a request for background screening, a “thank you” page will appear. Please be sure to print a copy for your records. You can then logout to complete the process.