To complete the Criminal Background Check through Validity Screening Solutions, you MUST have a valid e-mail address with access to retrieve your password.

On the homepage (http://tinyurl.com/cbc-Kansas4H), select “New User? Click here.” in the top, right corner of the page as shown below.

You will be redirected to the User Registration page. Complete this page fully, including the e-mail address you can readily access to retrieve your password. Select “Save” at the bottom of the page.

You will redirected back to the home screen, which will include a message at the top if your registration was successful.

You will now need to access your e-mail to log into your account.
You will receive the following e-mail, which includes your username and a link to login and set your password. Select the link as shown below.

You have successfully signed up for an account with Validity Screening Solutions’ eJobApp system. You must confirm your email address and select your personalized password to continue with the process. To complete your submission you must:

- Create your new password (click here to set password link)
- Once logged in, click Apply or Submit to begin the process
- Fill out all necessary fields as specified and complete by clicking blue "Submission" at the end

Below you will find a link that you can use to login to your account and set your password to something you like.

Username: [redacted]

[Click here to login and set your password]

Sincerely,

Validity Screening Solutions

You will be redirected to this page, where you will need to create a password using the criteria provided. Select “Change My Password” when you have created a password and confirmed it.
Again, you will be redirected to the homepage but will be logged in under your information. On the homepage, you will need to scroll down to find River Valley Extension District. All of the counties/districts are listed in alphabetical order. Select “Submit” next to RVED as shown below.

You will be redirected to start the application process as shown below. Follow the instructions and prompts to go through the process, including consents, signatures, and personal information.
Once you have completed all of the steps, you will be on the Application Submission page. It will ask you to verify the following information. If it is all correct and you are ready, select “Submit Application” as shown below.

Congratulations! You have completed the Criminal Background Check.