Online Background Check Process Overview for applicants of...

**BERRY COLLEGE**
Graduate Education Program

To initiate a background investigation for your company through Professional Screening & Information ("PSI"), it’s as simple as 1...2...3...4, and you are done!

**STEP 1:**
Create an account and enter personal information or login.
- Access our website at [www.psibackgroundcheck.com](http://www.psibackgroundcheck.com).
- Select the *Individuals/Organizations LOGIN* button at the top right hand corner of the screen.
- Click *LOGIN* under the *Individuals* section.
- New users should create an account and then enter required personal information.
- Returning users should login using the information used when their account was established.
- If a user forgets their password, select the "Forgot Password" button and after answering your security questions, the user’s password will be emailed to the address on record.

**STEP 2:**
Selecting background type and completing required information.
- After creating an account or to initiate another background investigation, on the next screen select the background type tab (if not already displayed).
- Then, select the "Applicant" type of background. Berry College applicants should not choose the "Individual" type.
- Enter the package code for the background composition the company has selected, which is **PP1**.
- Enter the company’s organization code, which is **CUST_261**.
- Select the location or campus attending.
• Select the program for which the background investigation is requested.

• Berry College applicants should disregard the Clients field and click continue.

• After completing the background type, complete all required information. Some key points to remember are:

  • All fields are required to be completed.
  • After an entry is complete, re-read responses to ensure spelling and format are correct.
  • Save each set of responses for an entry prior to selecting done.
  • There are suggested requirements for the amount of information to be supplied (i.e. years of residency history), be as complete as possible when answering these questions.

**STEP 3:**

**Acknowledgment.**

After completing all required information, read the acknowledgment page, check the appropriate boxes and enter the date for your electronic signature.

*You’re done!!*

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**Questions or comments?**

Call PSI at (706) 235-7574

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