HR TruCheck®

Applicant Portal Guide

➢ Login to https://background.hrtrucheck.com/br_login.php

➢ Enter the access code **AUHealth** and Click **Enter (case sensitive and no spaces)**
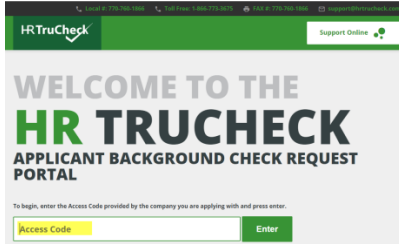
➢ Enter First and Last name, Email address and a 6 digit password of your choice under **New Users**
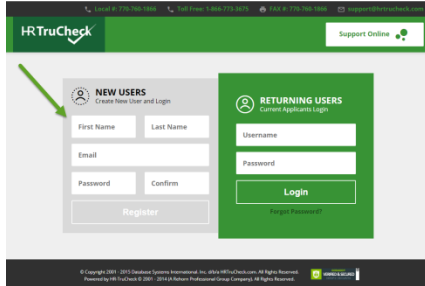
➢ Click **Register**

➢ Click the **Start New Request** Box

➢ Click **General Consent** and **Let's Begin**
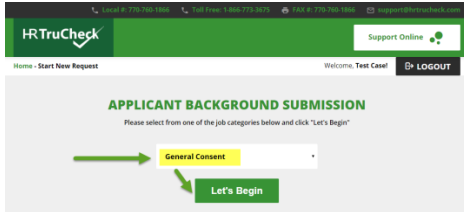
➢ Fill out all boxes in the **Personal Information** section and click **Next Step**

➢ Follow each step and fill out any information that pertains to that section such as maiden or alias names and previous addresses. If no information pertains to a certain field , simply click **Next Step**

➢ **Review Information Entered** and Click **Next Step**. If you need to make any changes click the **Previous Step** button and correct the information and resume by clicking **Next Step**

➢ Sign your name in the **Electronic Signature** box and click the box to agree you understand the Terms of Acceptance.
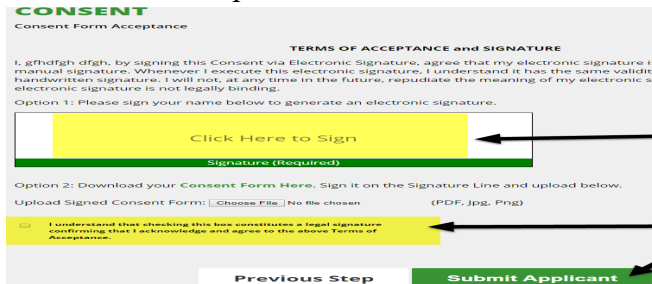
➢ Click **Submit Applicant**

➢ **Your Information has been Submitted** screen will appear.

If you have any questions, or need help, please contact HR TruCheck at 866-773-3675 or email us, support@hrtrucheck.com

our use the [Support Online] tab to chat with a live Background Specialist.