

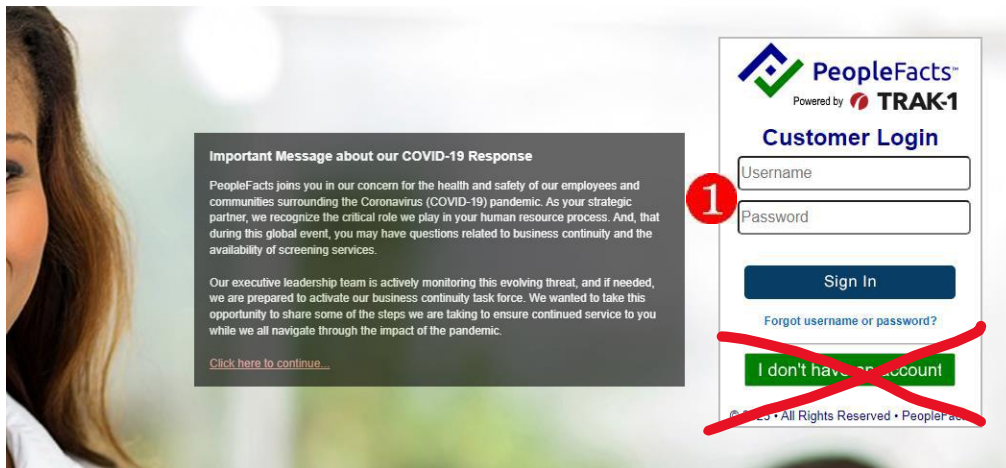


# Trak-1 System User Guide *(updated 04.03.2024)* Archdiocese of Seattle

## GETTING STARTED

Log into the Trak-1 system by entering the following address into your web browser: <https://portal.trak-1.com/>. Each location has a single account. Please do not create new account access; all accounts are pre-assigned by location. ***Do not submit a manual background check without a fully completed, signed & dated authorization form.***

1. Enter your **Username** and **Password** and click **“Sign In”**.



## SUBMITTING A BACKGROUND CHECK

Once in the Application, choose the “Standard” package. Please do not re-order background checks if the wrong package was chosen previously. There is no difference and it costs extra!

2. Enter the following information into the appropriate fields. Information not listed here is not needed.
  - **Email Address**  
*Please only enter the email address of the applicant. Do NOT use a parish or communal email address.*
  - **First Name**
  - **Middle name** *be sure to click the box “Applicant has no middle name” if there is none*
  - **Last Name**
  - **Sex** – leave blank if not provided

**Volunteer Package**

Company

Starts With     Contains

Archdiocese of Seattle

Asterisk are beside required fields

**Applicant Information**

Applicant's Email Address ← *Please Provide Applicant's Email*

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\* First Name    \* Middle Name    \* Last Name

Suffix     Applicant has no middle name.

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Sex    Race

Select     Select

3. Continue entering information into the appropriate fields. Information not listed here is not needed.

- **Date of Birth**

*We do not use the Social Security Number. The field will not let you populate it.*

- **Estimated Salary** – *this is a required field: choose “Volunteer” or for an employee “\$0 - \$20k”*
- **Address**

Social Security Number		Re-Type SSN	
<input type="text"/>		<input type="text"/>	
* Date of Birth	Estimated Salary	SETA Net ID	
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="-Select-"/>	<input type="text"/>	

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* Address (Street address only)	Address (Apt. number, etc.)
<input type="text"/>	<input type="text"/>
Country	City
<input type="text" value="United States"/>	<input type="text"/>
State	* Zip
<input type="text"/>	<input type="text"/>

[Click to populate City/State](#)

3

4. Leave the information in this next section as is. It defaults. *Please do not change any settings.*  
Click the **“Next”** button.

Schedule this Applicant for Rescreening [Clear Info](#)

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**Federal Court Records Search**

\* State  [Add](#)

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**Multi-County Criminal Search**

\* State  [Add](#)

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**CrimTRAK NO SSN**

Number of Years to Search

Max Number of Counties to Search

Omit State  [Add](#)

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By submitting this application, Archdiocese of Seattle certifies that it:

- Provided a "clear and conspicuous" written disclosure to the subject of this report that a consumer report may be obtained for employment purposes
- Obtained written authorization from the subject of this report to perform the background check
- Will provide a copy of the report and "Summary of Rights" to the subject of this report before taking adverse action
- Will not use the report in violation of any equal opportunity laws or regulations

[Next](#)

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5. After clicking the "Next" button a preview page appears.

- **Carefully review** each piece of information that you entered into the application.
- **Verify for accuracy.**
- Click the **"Back"** button if you find an error. You will be taken back to the application page to make the correction.

**IMPORTANT:** background check applications submitted with errors result in false and inaccurate reports. We cannot correct them once they are processed. We are responsible for the cost of erroneous applications. PLEASE TAKE TIME TO REVIEW YOUR APPLICATION CAREFULLY.

Click **"Submit"** once you are sure that all information is correct.

**You are not done... Please confirm the information below!**

**Selected Package**  
Volunteer Package

**Applicant Info**  
'NA' Denotes an empty field. No information was given.

Email Address  
testapplicant@gmail.com

First Name                      Last Name

First Name                      Middle Name                      Last Name  
Test                                      Person                                      Applicant

Suffix  
NA

Sex                      Race  
Female                      NA

Social Security Number  
NA

Date of Birth                      Estimated Salary                      Business Code  
7/25/1956                      \$1.00                                      SETA Net ID  
NA

Address (Street address only)                      Address (Apt, Office, Bld number)  
1234 NE 63rd St.                                      NA

Country                      City  
United States                      SEATTLE


State                      Zip  
WA                      98103

**Additional Required Info**

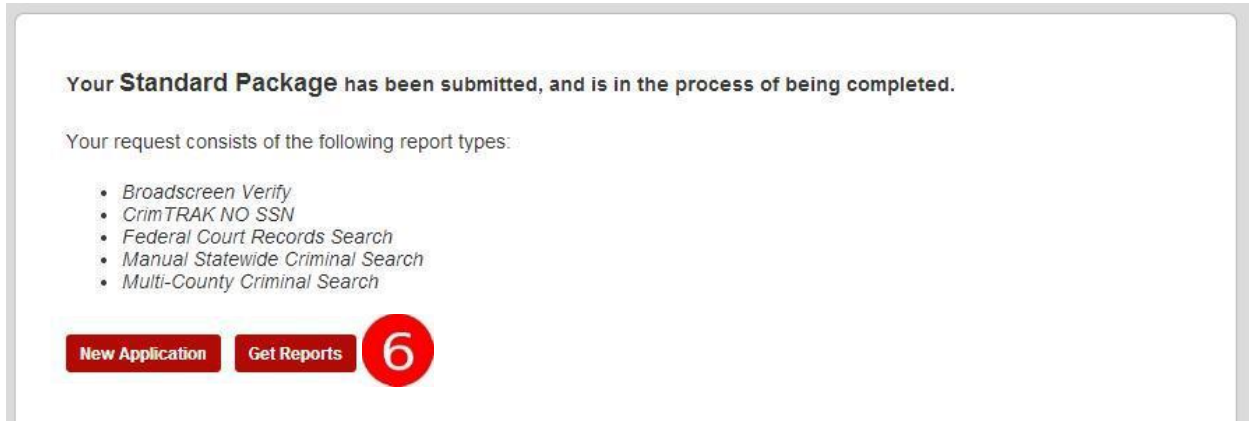
Federal Court Records Search  
State: WA

Multi-County Criminal Search  
Additional Fee: \$0.00  
State: WA

**Back**   **Submit**



6. Once submitted a confirmation page will appear. There are a couple of quick links which are helpful if needed.
- **New Application** will take you back to the application page to start again. This is great for a batch of applications.
  - **Get Reports** will take you to the reports page if you want to look up a report submitted previously.
- If you do not need either of these links you may simply **logout of the system** using the logout button at the top. You will receive an **email notification** when the search is complete and has been resulted.



## ACCESSING REPORTS

7. Log into Trak-1 as noted at the beginning of this instruction.
- Click **“REPORTS”** at the top of the page. A reports list of recently submitted applications will appear.
  - Click on an applicant name to access the actual report for that individual.



8. At the top of the page are navigation buttons.
- Click **“Back to Reports”** to return to the reports list.
  - Click **“Save/Print”** to download a copy that can then be saved to your computer and/or printed for file. *These are the only two navigation buttons you will use on this page.*



**To access results greater than 90 days old:**

- Click the “**REPORTS**” link.
- Scroll down the page to the “Reports Navigation” box.
- Click “**Archived Reports**”.
- In the “Archives Toolbox” enter the person’s last name, and the date range you wish to search. Do not change the company. Search a broad range, perhaps 3 or more years so you catch all potential historical data.
- Click “**Refresh List**”.

**READING THE RESULTS**

9. The Report Summary is the actual results of the criminal background check search.

- This report is part of the permanent record of the individual and must be documented in Virtus if the individual is an adult.
- Results for applications submitted by the individual user through Virtus should be automatically uploaded within a few days of submitting the initial application.
- Results for manual background check submission **must be manually entered into the Virtus profile** by the person who submitted the application into Trak-1.
- **PLEASE NOTE:** the email notifications that you receive for background checks indicate that the background indicate that the background check is complete, i.e. the results are in. The email DOES NOT tell you the results. Please do not presume. To know the results you must either view the actual report in Trak-1 or wait for the results to upload into the Virtus profile for the individual.
  - a) “**The applicant is CLEAR**” means that the background check is all clear and they are eligible for immediate hire/volunteer work.
  - b) “**You will receive the final determination within ten working days**” means that the background check has been flagged. All flagged background checks are reviewed by the Archdiocesan Safe Environment Coordinator. By law we must allow a waiting period for processing. A determination regarding eligibility to work in the Archdiocese is made after 7-10 business days, and any restrictions on the work will be noted. Locations will be notified of the determination.



**REPORT SUMMARY**

Archdiocese of Seattle - Standard Package

Prepared for:

Archdiocese of Seattle, Shawna McMahon  
 Requested on 4/10/2014 3:51:44 PM  
 Completed on 4/10/2014 4:33:27 PM

Subject of Report:

**Name:** Volunteer Middle Last  
**DoB:** XXX XX,1980  
**Address:**  
 101 main street  
 EVERETT, WA 98208

Report Summary:

The applicant is CLEAR **9**

Compliance Notice to our valued landlords: Before taking an adverse action against the person named in this report you must provide him or her with a pre-adverse action notice, a copy of this report, and a copy of A Summary of Your Rights Under the Fair Credit Reporting Act. You must provide notice even if the information in the report plays only a small part in the overall decision. Additional notice requirements may apply in certain states. Trak-1 provides you with details about the content and format of these notices in the addendums to your Customer Service Agreement and at [www.trak1.com/compliance](http://www.trak1.com/compliance). For tools to help you generate these required notices refer to the top of the page you used to print this report.

Compliance Notice to our valued employers: Before taking an adverse action against the person named in this report you must provide him or her with a pre-adverse action notice, a copy of this report, and a copy of A Summary of Your Rights Under the Fair Credit Reporting Act. You should provide the notice a reasonable amount of time to respond to your notice. If after hearing the individual's response you determine to continue with the adverse action you must provide a second post-adverse action notice. You must provide notice even if the information in the report plays only a small part in the overall decision. Additional notice requirements may apply in certain states. Trak-1 provides you with the content and format of these required notices in the addendums to your Customer Service Agreement or at [www.trak1.com/AdverseAction](http://www.trak1.com/AdverseAction). For tools to help you generate these required notices refer to the top of the page you used to print this report.

**Notice to All Users of This Report:** This report does not guarantee the accuracy or truthfulness of the information as to the subject of the investigation, but only that it is accurately copied from public records, and information generated as a result of identity theft, including evidence of criminal activity, may be inaccurately associated with the consumer who is the subject of the report. For further information about your obligations regarding adverse action, please refer to the Federal Trade Commission articles: “Using Consumer Reports: What Landlords Need to Know”, <http://www.ftc.gov/bcp/edu/pubs/business/credit/bus49.shtm> and “Using Consumer Reports: What Employers Need to Know” <http://www.ftc.gov/bcp/edu/pubs/business/credit/bus08.shtm> Failure to abide by your legal obligations may expose you to liability. For questions contact us at 7131 Riverside Parkway Tulsa, Oklahoma 74136, 800.600.8999.

**For assistance with the Trak-1 system, please contact Trak-1 directly: (800) 600-8999**