**STEP 1: DETERMINE WHICH PROCEDURE TO FOLLOW**

**A:** IF YOU HAVE NEVER HAD A BACKGROUND CHECK COMPLETED BY BANNER HEALTH, FOLLOW THE STEPS FOR **PROCEDURE "A" ONLY**

**B:** IF YOU ARE A CURRENT BANNER EMPLOYEE OR HAVE HAD A PREVIOUS STUDENT BACKGROUND CHECK COMPLETED BY BANNER HEALTH, FOLLOW THE STEPS FOR **PROCEDURE "B" ONLY**

**PLEASE NOTE: DO NOT EMAIL SECURE HIRE TO UPDATE YOUR MCE ACCOUNT UNTIL YOUR INSTRUCTOR HAS ADDED YOU TO A ROTATION IN MCE.**

**STEP 2: FOLLOW THE STEPS TO COMPLETE THE CORRECT PROCEDURE**

**PROCEDURE A**

**Step 1:** Click on the link below to start the Background Check:

https://www.privateeyesinc.com/escreening/OApp_LoginEntrance.asp?mode=direct&code=925212

NOTE: If the link does not work, please copy and paste it into browser address bar and hit the "Enter" key on your keyboard to be navigated to the site.

**Step 2:** Verify that your background check was received.

Once your Background Check information is received by Private Eyes, Inc. (PE), **you will receive an email confirmation and acknowledgement**. Be sure to look in your Spam folder for this email. **If you do not receive an email confirmation from PE it means your submission was not received and a background check will not be performed.** In this case, you MUST resubmit your online background check application until you receive the email confirmation.

**Process Time:** It will take approximately 2-3 weeks to process your background check and for the results to be entered into the mCE system. If it has been at least 2 weeks since you received an e-mail confirmation or your student experience begins within 2 weeks and you don't see clearance in your mCE account, contact Secure Hire at securehire.students@bannerhealth.com.

**PROCEDURE B**

**Step 1:** Email Secure Hire

Submit Email to: securehire.students@bannerhealth.com

**Process Time:** It will take approximately 1 week for the results to be entered into the mCE system. If it has at least 1 week since you requested the information and you do not see clearance in your mCE account then contact Secure Hire.

**PLEASE DO NOT CONTACT THE mCE HELP DESK OR CLIENTSOLV TECHNOLOGIES FOR ANY ISSUES REGARDING YOUR BACKGROUND CHECK, PLEASE CONTACT SECURE HIRE.**

**Secure Hire • Phone: 866.922.2474 • Email: SecureHire.Students@BannerHealth.com**