

## 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](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](mailto:securehire.students@bannerhealth.com).

### PROCEDURE B

#### **Step 1: Email Secure Hire**

Submit Email to: [securehire.students@bannerhealth.com](mailto: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 been 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](mailto:SecureHire.Students@BannerHealth.com)