This is the process that all Campus Compact AmeriCorps members and supervisors should expect to follow during the onboarding and enrollment process. Each Iowa Campus Compact staff member has a specific role during this process, but we are all here to help you and your member!

• Monique Ellefson (mellefson@compact.org) – manages enrollment, orientation, & training for all full time (FT) and half time (HT) members
• Carly Bahnsen (cbahnsen@compact.org) – manages background check and OnCorps process, works primarily with minimum time (MT) members
• Isaac Newsome, Jr. (inewsome@compact.org) – manages orientation & member training, works primarily with (MT) members

**Nomination Form Submitted**
- IACC verifies if Position Description has been finalized

**Welcome Email**
- Background check instructions
- Acknowledgement form
- Contact form
- HR paperwork (FT/HT only)

**Background Checks**
- Sex Offender (Truescreen)
- State (Truescreen)
- Federal (Fieldprint)

**My AmeriCorps**
- IACC sends invitation
- Member accepts invitation & creates profile
- CNCS verifies SSN & citizenship

**Pre-Service Orientation Email**
- AmeriCorps overview
- Prohibited Activities
- CCA overview

**Member Service Agreement**
- to be signed ON or BEFORE the member’s start date
- includes Position Description

**Member Orientation**
- Meeting with IACC staff member
- Sign Orientation Agenda

**Enroll Member**
- cannot be done until all background checks have been processed/cleared
- cannot be done until the MSA has been signed by both member & supervisor

**OnCorps Set-Up**
- IACC sends OnCorps log-in & instructions
- Member can schedule 1:1 meeting for first submission
This is the process for background checks that each member is expected to go through. Since this a new process, we wanted to outline what members should be doing. Specific results cannot be shared with host site supervisors due to privacy information; general results (i.e. passed or failed) can and will be shared. If, however, a host site requires their own background checks due to internal policies, then you can ask your AmeriCorps member to complete that check, if your organization covers the cost associated with it. All background check instructions will be shared in the welcome email we send to members.

**TRUESCREEN** (sex offender check & state check, if needed)

IACC sends invite to member → Member creates Truescreen Profile → Member uploads government photo ID → Truescreen runs sex offender check (& state check if needed) → IACC verifies ID & results

**FIELDPRINT: LIVESCAN SITE** (federal check; fingerprints taken electronically) *whenever possible, members should go to livescan sites*

Member sets up Fieldprint Account → Member schedules appointment to be fingerprinted → Member attends appointment & is fingerprinted → Fieldprint completes check → IACC verifies results

**FIELDPRINT: NON-LIVESCAN SITE** (federal check; fingerprints taken with ink and paper)

Member sets up Fieldprint account → Member schedules appointment to be fingerprinted → Member attends appointment & is fingerprinted → Member mails fingerprints (instructions provided at appointment) → Fieldprint completes check → IACC verifies results