

Procedure for Brazosport Independent School District (BISD) Background Check

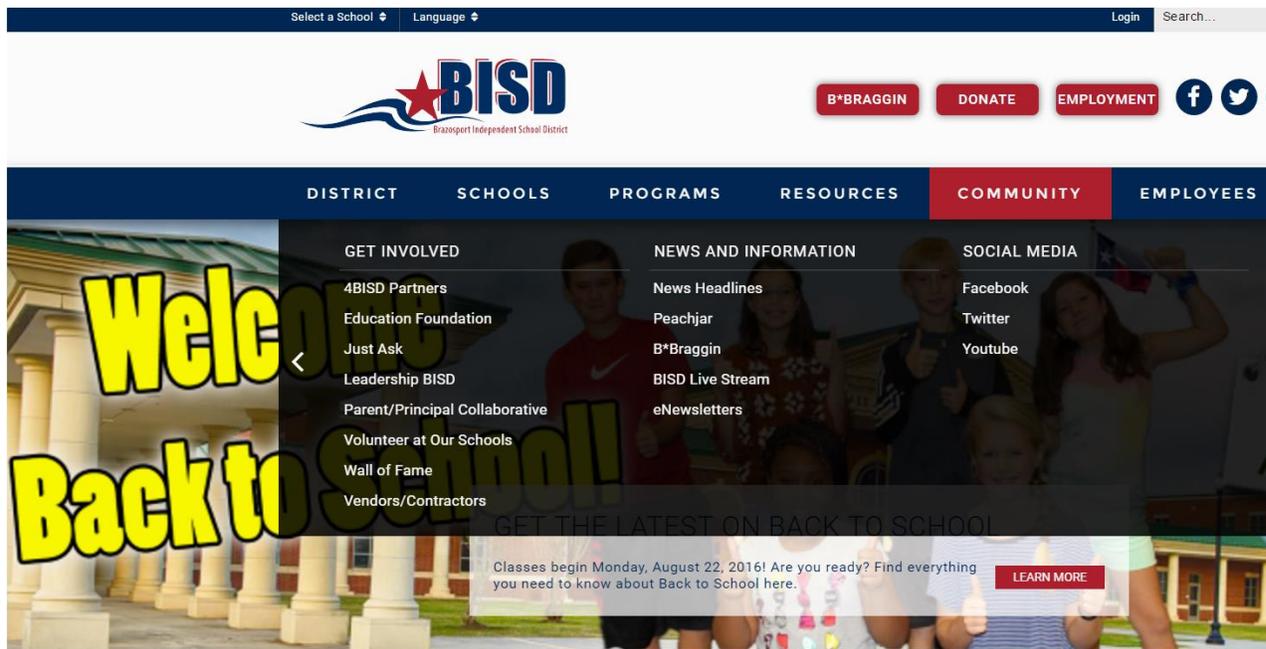
Background:

BISD requires an annual background check for volunteers that will be around students at school sponsored activities – such as the Environmental Education sessions at the refuges or a Birds of Prey show at one of their schools. The bad news is BISD will not accept the background check of another organization; the good news is that it is an easy, online process and it is free.

After you complete your application and submit it, you will get an email confirming your application. You will not get feedback if you pass the background check. You will be contacted only if there is an issue with your record. I will be sent a spreadsheet of everyone that has been approved. We use this list to know who can be called to volunteer when BISD students are coming to the refuge. In case you are wondering, I am not notified if someone had some issues or was denied clearance.

Online Background Check Process:

- Go to the following website: <http://www.brazosportisd.net/>
- Click on the “COMMUNITY” tab
- Look at the first column “GET INVOLVED” and click on the “Volunteer at Our Schools” link



The screenshot shows the website for Brazosport Independent School District (BISD). At the top, there is a dark blue navigation bar with "Select a School" and "Language" dropdown menus, a "Login" button, and a "Search..." field. Below this is the BISD logo, which features a red star and the text "BISD Brazosport Independent School District". To the right of the logo are three red buttons: "B*BRAGGIN", "DONATE", and "EMPLOYMENT", followed by social media icons for Facebook and Twitter.

The main navigation menu is located below the logo and consists of several tabs: "DISTRICT", "SCHOOLS", "PROGRAMS", "RESOURCES", "COMMUNITY" (which is highlighted in red), and "EMPLOYEES".

The "COMMUNITY" dropdown menu is open, showing three columns of links:

- GET INVOLVED**
 - 4BISD Partners
 - Education Foundation
 - Just Ask
 - Leadership BISD
 - Parent/Principal Collaborative
 - Volunteer at Our Schools
 - Wall of Fame
 - Vendors/Contractors
- NEWS AND INFORMATION**
 - News Headlines
 - Peachjar
 - B*Braggin
 - BISD Live Stream
 - eNewsletters
- SOCIAL MEDIA**
 - Facebook
 - Twitter
 - Youtube

At the bottom of the page, there is a banner for "Back to School" with the text "GET THE LATEST ON BACK TO SCHOOL" and "Classes begin Monday, August 22, 2016! Are you ready? Find everything you need to know about Back to School here." and a "LEARN MORE" button.

VOLUNTEER AT OUR SCHOOLS

[dist](#) [dept/reg](#) [info](#)/[volunteer](#)

Thank you for your interest in volunteering at our schools. Whatever your skills, interests, or availability we've got an opportunity for you to impact the students and staff of Brazosport Independent School District. Below are steps to get you started.

Steps to becoming a Brazosport ISD Volunteer:

Step 1:

Click on the [4BISDVolunteers](#) graphic to begin the registration process.

- If you are a new volunteer, click '[New Volunteer](#)' and complete the registration form.
- If you are a returning volunteer, you will need to complete this process annually, so click '[Returning Volunteer](#)' to log in and complete the registration.

Note that a background check is required of all potential volunteers** Once the background check is complete (may take up to 24 hours) continue to Step 2.



- Click on the "4BISD Volunteers" logo, the following page comes up:

Welcome

Instructions



Brazosport Independent School District

Welcome to the Brazosport Independent School District Volunteer website. We will walk you through the process step-by-step. A navigation bar will be displayed.

 **Returning Volunteer**, please [sign-in](#).
If you are a Registered User of the system, including Current and Former

New Volunteer, please register.
If you are a New Volunteer but NOT a Current or Former Employee, please

 **Current or Former Employee**, please [click here](#).
If you have not created a User ID and Password, please select this option.

If you have further questions or comments, please contact us at **979-730-**

The certified browsers for TEAMS are Microsoft Internet Explorer, version 9.0 or higher, and
 [Adobe Acrobat Reader](#)

- Click on “New Volunteer” if you have never gone through this process,
- Click on “Returning Volunteer” if you went through this process last year or the year before (there is a help link if you did not record your user name or password),
- Click on “Current or Former Employee” if you ever worked for BISD in the past (this applies to a few of our volunteers).

The following screen clips are for the “New Volunteer”. If you are a “Returning Volunteer”, all the screens are usually populated with the information you entered last year. You will be asked to update the information, if there are changes, if no changes click the “Next” tab. (When I went through this process the all my data was saved. However, 2 years ago my phone number was blank and I had to re-enter that data.)

Volunteer Application

Home
Sign In
My Profile
[1] Login Information
[1a] Other Names
[2] Contact Information
[3] Additional Languages
[4] Criminal History

Login Information

* * indicates a mandatory field.

Login Information

First Name: *

Middle Name:

Last Name: *

Title:

Generation:

Social Security Number:

SSN: * ⓘ

Verify SSN: *

Country of Citizenship: *

Please remember your User ID, Password, and Hint Answer for future access to your application. Answer is case sensitive.

User ID: * ⓘ

Password: *

Verify Password: *

Hint Question: *

Hint Answer: * ⓘ

- Just proceed through the various screens filling out the information and at the bottom of each form you will click "Save and Continue"
- You will eventually get to a screen as follows:

Volunteer Jobs

⤴ Back to Location Categories

Select Volunteer Jobs

(Central Administration)
Wildlife Refuge Volunteer

- When you get to this screen be sure and check "(Central Administration) Wildlife Refuge Volunteer" box
- The rest of the process is straight forward and you've completed the process.
- You will get a confirmation e-mail when you submit your application.

Next Steps:

- Every few weeks BISD HR will let me know who has passed.
- It normally takes a few days to complete the background check.
- Last year our first Discovery Environmental Education Program (DEEP) session held at the Brazoria National Wildlife Refuge (BNWR) was September 22nd. As of yesterday August 26th, no schools have scheduled yet.
- I will develop a list for Tom Schneider of who has passed the background check.

Reminder:

If you need help with this process, please contact me and I can walk you through it on the phone. The entire process will take you about 10-15 minutes. If this is your first time to register on the BISD website have your driver's license and social security number handy, you will be asked for this information.

Thanks,

Ed Barrios