# Volunteer Information Matching System (VIMS) Step by Step Screening Guide 2016/2017 Season

*Web Address:* [https://my.usfirst.org/FIRSTPortal/Login/VIMS_login.aspx](https://my.usfirst.org/FIRSTPortal/Login/VIMS_login.aspx)
*More FIRST Youth Protection Program Resources:*
[http://www.firstinspires.org/resource-library/youth-protection-policy](http://www.firstinspires.org/resource-library/youth-protection-policy)

*Please use the most updated browser version. If you are working on a campus or company with strong firewalls, please be aware you may encounter issues. We recommend you access FIRST systems on a home network. FIRST systems are not supported by mobile platforms.*

**FIRST** Volunteer Resources Department
Questions? Comments? Concerns?
[volunteer@firstinspires.org](mailto:volunteer@firstinspires.org)

Gracious Professionalism - *"Doing your best work while treating others with respect and kindness - It's what makes FIRST, first."*

# Contents

# How do I get screened?

## Volunteers need to apply to an Event in order to initiate screening

- Log into your Volunteer Information & Matching System (VIMS) account.
  https://my.usfirst.org/FIRSTPortal/Login/VIMS_login.aspx
- If you don't have an account, please create a new account before proceeding. If you need additional guidance, please reference the VIMS User Guide.

*NOTE: You must be **13 years or older** to volunteer and create a VIMS account. You must be 16 or older to volunteer at FIRST Championship.*
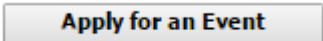
Volunteers 17 years and younger (minors), and volunteers with a permanent residence outside of the U.S. and Canada, do not require to be screened.   However, everyone is required to agree to the YPP policy by check the box at the bottom of the profile screening.  Agreeing to the YPP policy will change the screening status to "N/A" for those who don't need to go through screening.

The screening process may take several days to complete. You will receive an email when screening has completed, and your status will update in your VIMS account.

Passed screening is valid for up to 3 years.

To begin the process:

### Select an Event
- Click on **"Volunteer Role Applications"** in the left hand navigation bar.

- Click on       **Apply for an Event**

- Select a Program(s):

  *NOTE: Multiple programs may be in your area. You are able to search multiple events at the same time. If a program/event is not listed, please use your regional contact.*

  http://www.firstinspires.org/about/contact-us

- Select the Country
- Select State/Province -or- type in your Zip/Postal Code
- Click "Search Events"

## Select Event(s)

indicates a required section or field

### Apply for an Event

• Select Program(s):

☐ FRC - *FIRST* Robotics Competition
☐ FTC - *FIRST* Tech Challenge
☐ FLL - *FIRST* LEGO League
☐ Jr.FLL - Junior *FIRST* LEGO League

You are able to search multiple programs in a given area. Select all programs you are interested in.

• Select Country:  -Select-

• Select one of the following options:
  › Select State/Province  -Select-
        - or -
  › Specify Zip/Postal Code  [            ]  and Radius: 10 miles

[Search Events]  [Clear Search]  Don't see your state/province or any events in your area?
Find a local/regional contact!

- Events will populate at the bottom of the screen.
- Click on the "Select" hyperlink, adjacent to the event the User would like to volunteer.

TOP

| Select | Event Type | Event Name | Location | Date |
|--------|-----------|------------|----------|------|
| Select | FIRST | FIRST Event | City, State/Province | MM/DD/YYYY - MM/DD/YYYY |

- Fill out the Role Application and Click "Submit" (See "Add Role" Instructions below)
- Fields marked with a **Red Dot** are required.

## Select One or More Roles

- Select the Role you would like to Add
- Click on "Add"
- Use Green Arrows to order roles for preference.

## Select Roles for Event

• indicates a required section or field

## Role Application for Specified Event

| Program | Event | Location | Date(s) |
|---------|-------|----------|---------|
| FIRST | FIRST Event | City, State/Province | MM/DD/YYYY - MM/DD/YYYY |

### • Apply For Role(s) at Event:

Select one or more roles from the list below, then click **Add-->** to add to the selection list at right, in order of assignment preference (First Selection = highest preference). Role is added to box in Red; use arrows at right to adjust preference settings. Up to five roles may be selected for this event.

For more information on a role, select it, then click **Display Role Description** below (displays in a separate tab/window).

Assign me as needed
Audio Visual
Field Builder Assistant
Field Builder
Kickoff Coordinator
Kit Distribution
Robot Quick Build Trainer
Team Check-In/Registration
Workshop Trainer

Click on a role, and then click "Add"

Add -->     <--Remove

First Selection:
Second Selection:
Third Selection:
Fourth Selection:
Fifth Selection:

Display Role Description     No Role Description Available

### • Select Day(s) Available:

Check the day(s) you are able to volunteer for this event.

☐Monday(MM/DD) ☐Tuesday (MM/DD) ☐Wednesday(MM/DD) ☐Thursday(MM/DD) ☐Friday (MM/DD)

Please select ALL days you are available.

---

- Some events have pre-event/post-event volunteer needs. Pre-/Post-event days will be displayed in unbolded red.

Please apply to ALL dates that you can volunteer, commenting on any time restrictions that you may have on those dates.

### • Select Day(s) Available:

Check the day(s) you are able to volunteer for this event.
Pre-event/post-event dates are displayed in unbolded color.

☐ Thursday (11/20)   ☐ **Friday (11/21)**   ☐ Saturday (11/22)

NOTE: If you have specific times you are available, please add that into the "Time Availability/Comments" section.

FIRST. FOR INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY

After selecting roles and days available, click **"Apply for Selected Role(s)"**



- An automated email confirming your application has been received will be sent to the email address provided. **THIS DOES NOT MEAN YOU HAVE BEEN ASSIGNED TO A ROLE NOR SUCCESSFULLY PASSED SCREENING**. The User will be sent an email with the assignment once they pass screening and when the Volunteer Coordinator has finalized the assignment. The User can also find the assignment under "Volunteer Role Assignments" when it becomes available.

# Getting to the Screening Page

- Applying to an event will trigger screening. You may defer screening to another time; however, you must complete the screening process in order to volunteer for a *FIRST* event. If you defer screening, you will be prompted to initiate screening the next time you login to VIMS.
- Please Read Instructions & Click "Go to Screening Website".
-

- Click on "Go to Screening Website"



You will be redirected to the Screening Website (Verified Volunteers).
- If you choose to defer, "Continue VIMS"
    o You will be able to apply to additional events and update your account, but until you have completed and passed the screening process, you will not be able to be assigned to any event.
    o The next time you log in to VIMS, you will be automatically prompted to continue to screening.

**Login**

**Youth Protection Program (YPP) Screening Incomplete**

Per the policies of the *FIRST* Youth Protection Program, all US and Canadian volunteers applying for an event role should complete the screening process. According to *FIRST*'s records, your screening form is currently **incomplete**. Follow the steps below to return to the screening website to complete the form.

Visit the *FIRST* Youth Protection Program home page for additional information, and to view a brief video explaining the program.

**Step 1:** Begin by selecting the **I Agree to Screening** button below.

**Step 2:** The button text will change to **Go to Screening Website**, and will then take you to the screening company's website where you can start the screening process.

You may complete screening at a later time using the **Continue VIMS** button, continuing to run VIMS in this login session.

Please note that you will not be eligible to be assigned to a role at a *FIRST* event until you have completed the screening form and passed screening. We therefore encourage you to begin the screening process as soon as possible.

I Agree to Screening

Continue VIMS

*FIRST* extends our greatest tha... make our programs successful. We thank you for supporting our mission, and making a difference in the lives of our young people.

I forgot my password

**Start Here**
[Must be 13 or older]

Create FIRST Account

] After successfully submitting your YPP screening, you will be presented the below message to indicate that your Screening is in Progress. Screening on average takes 8-36 hours to complete.



**Youth Protection Program (YPP) Screening In Progress**

Thank you for completing the YPP screening form for US volunteers. Your screening is now in progress and you do not have to take any further action at this time.

Once you have passed screening, you will be eligible for assignment to your *FIRST* event role applications.

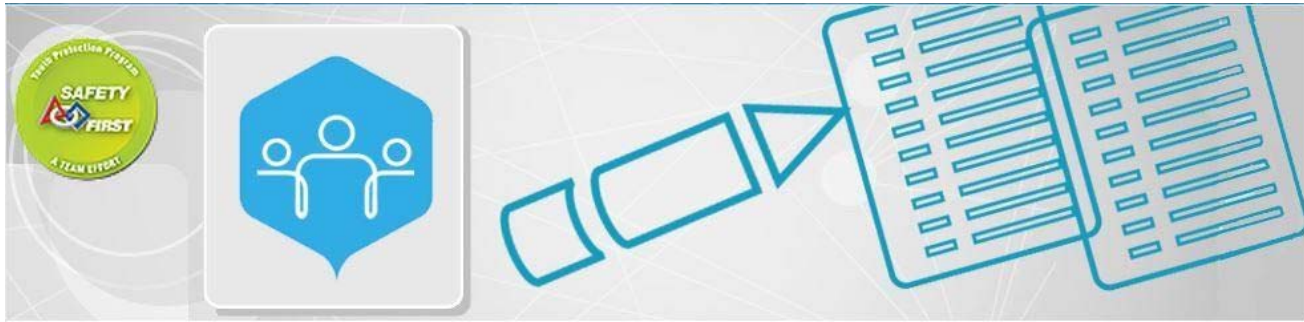The **Continue VIMS** button below will resume VIMS operation.

Continue VIMS

# U.S. Screening Process via Verified Volunteers

- Once you select "Go to Screening Website", you will be redirected to Verified Volunteers *FIRST* screening portal.
- Enter the requested information **exactly** as entered in VIMS.

*\* If you have to make a correction, do it AFTER you have logged into your screening account.*



Please contact Verified Volunteers directly for any questions related to your account on the Verified Volunteers website:

Phone: 855-326-1860
Email: theadvocates@verifiedvolunteers.com

Next, you will be asked to create an account.

- Create a Username and Password to be used in Verified Volunteers.



- Once you have created your Username/Password, click "Get Verified" to continue.

## Step 1: Fill out Your Personal Information.

- NOTE: Your information should have been transferred over from VIMS and prepopulate the fields. Make sure everything is correct and complete any missing fields.
- Once all necessary fields have been filled, click "Save & Continue".



The Social Security Number is **OPTIONAL**. If you choose not to provide it, select "No SSN". However, doing so may delay the screening process.

- Your Social Security Number (SSN) *IS NOT* required. Click the "No SNN" box if you do not wish to provide your SSN.

## Step 2: Provide Current Address.

## Step 3: Review and acknowledge where prompted.

- Read the consent form and click the appropriate boxes indicated you have read and understood the information provided.
- Electronically Sign your name



# 4 Easy Steps to Getting Verified

You, as a consumer, have a number of rights when it comes to your personal information and your background check report. US FIRST TEST is required by law to provide you with information regarding those rights and to gain your consent for a background check before allowing you to continue with your order. Please review and sign, by checking the boxes, to indicate your consent to begin the background check process and to acknowledge your rights under the Federal and applicable State Fair Credit Reporting Act(s).

**Step 3 of 4**

You're almost there! Please review the information to the left and acknowledge **where prompted** to continue with your background check order.

🖶 Print Consent and Rights

🔒 WITH VERIFIED VOLUNTEERS, YOUR **INFORMATION IS SECURE**
Learn More

### Consent to Use of Electronic Records and Signatures

You have the opportunity to complete and sign documents, as well as receive notices and other documents related to your volunteer application and background check, in electronic rather than paper form. To agree to these uses of electronic documents and signatures, and to sign this document with the same effect as physically signing your name, click the "Sign" button at the bottom of this page after reviewing the information below.

In order to sign, complete and receive documents electronically you will need the following:

- 2. A personal e-mail address.

☐ I acknowledge receipt of the preceding Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT." ⚠

☐ I have read the Disclosure Regarding Volunteer Background Report provided by Verified Volunteers and this Authorization to Obtain Volunteer Background Report. By my signature below, I hereby consent to the preparation by Verified Volunteers, a consumer reporting agency located at 113 South College Avenue, Fort Collins, CO, 80524, (855) 326-1860, www.verifiedvolunteers.com, of background reports regarding me and the release of such reports to any organization I authorize and its designated representatives, to assist the organization in making a volunteer decision involving me at any time after receipt of this authorization and throughout my volunteerism, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, to furnish any and all information regarding me to Verified Volunteers and/or the organization itself, and authorize Verified Volunteers to provide such information to the organization. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original. ⚠

☐ I understand that by typing my name where indicated below, I consent to the use of electronic records and signatures in the manner described above, and the electronic storage of such documents. ⚠

**Your First Name**          **Your Last Name**

First Name*                  Last Name*

Values must equal

Back                                    ▶ Save & Continue

*FIRST* FOR INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY

## Step 4: Review Your Personal Information.

- Review, confirming the information is correct.
- *FIRST* will pay for the Background Check, however, the option to donate is available. If you do not wish to donate at this time, please click "Not at this time" and proceed to checkout.
- **Click "Submit Order"**.  Please be sure to click "Submit Order" to start the screening process.

- Save your order number for you records. You may want to add that they will receive an email with their order number and another email when their background check has been completed and sent to *FIRST*.



If you select "Go to My Profile":
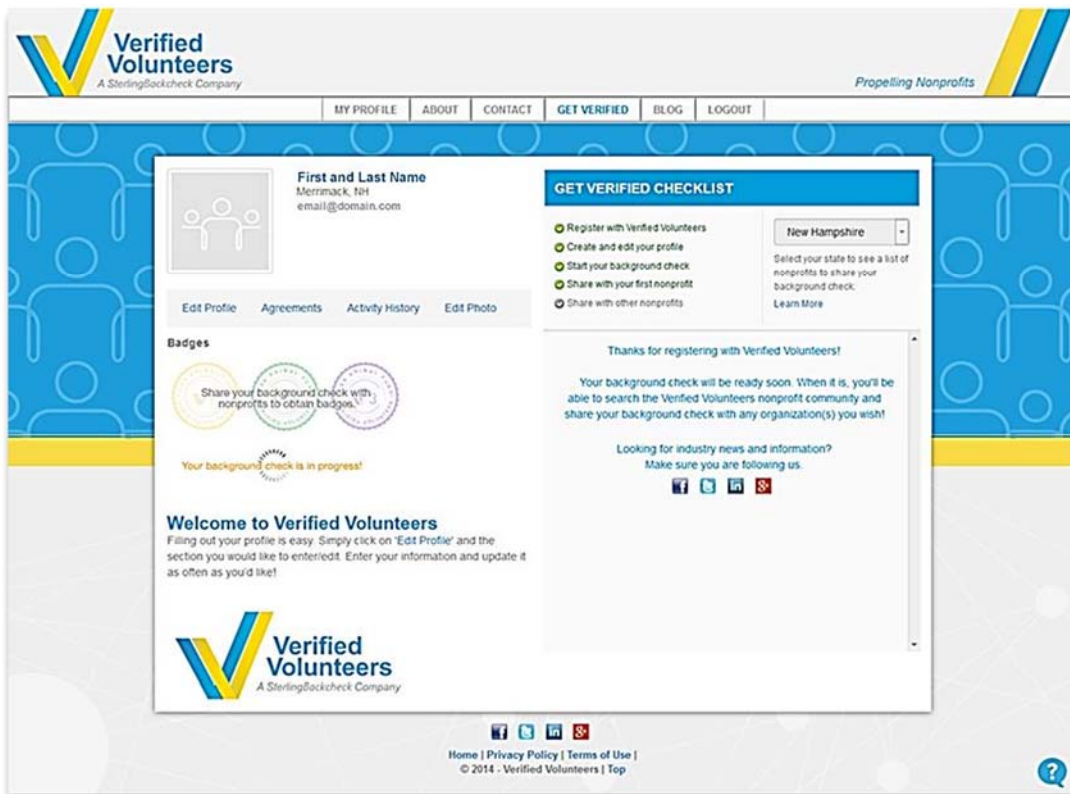
# Canada Screening Process via myBackCheck

After applying to an event and going through the prompts, Canadian Residents will be redirected to the Canadian screening company's website: myBackCheck.com.
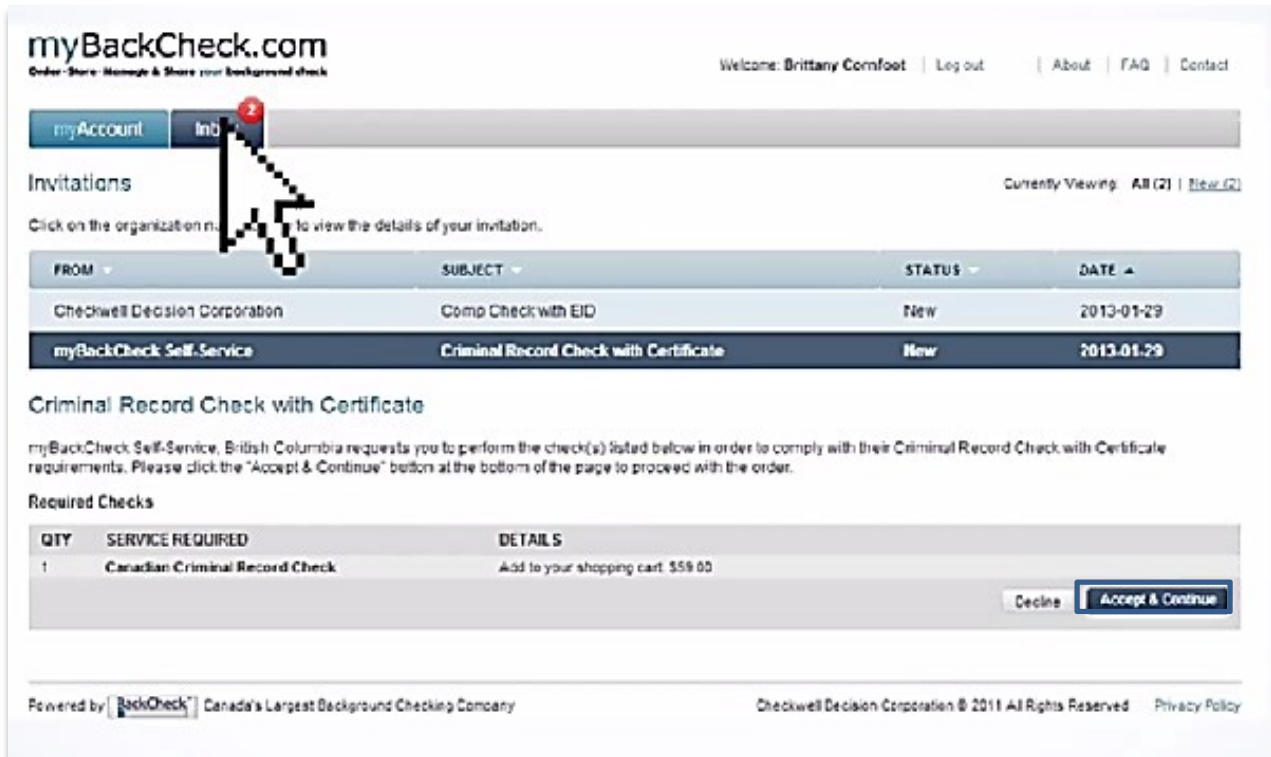
For more information or find out how to Verify your Identity in person, please refer myBackCheck.com training video: http://vimeo.com/30137373.

If you need assistance at any point within the myBackCheck website, please contact:

877-455-6730
support@mybackcheck.com

- You will be redirected to myBackCheck.com when you choose "Go to Screening Website" after applying to an event or by clicking "I Agree to Screening" upon logging into VIMS
- Check the Inbox to see if you have any invitations for screening.
- Click on the invitation to be screened for *FIRST.*
- Click "Accept & Continue".

- Your Check is paid for by *FIRST*. When prompted, click "Purchase" to continue to the Consent Form.
- Complete Canadian Criminal Record Check and add any personal information that is required.



- Review the information you have provided. Read and agree to the Terms and Conditions.

- Continue to Verify Your Identity by clicking, "Continue to Identify Challenge Questions".
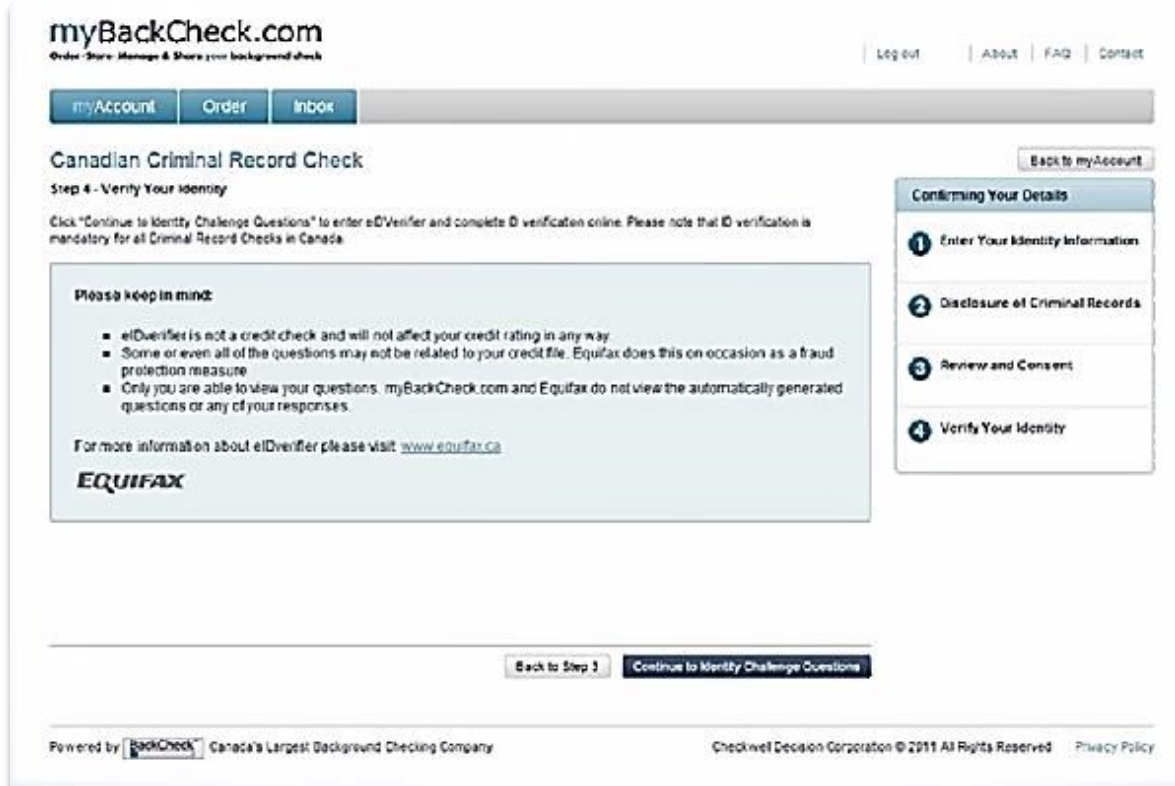


- Answer the provided questions.
  - NOTE: No one sees these answers but you, nor does answering these questions impact your credit in anyway.
  - You can also Verify Your Identity in person. Please refer to the myBackCheck.com training video: http://vimeo.com/30137373.
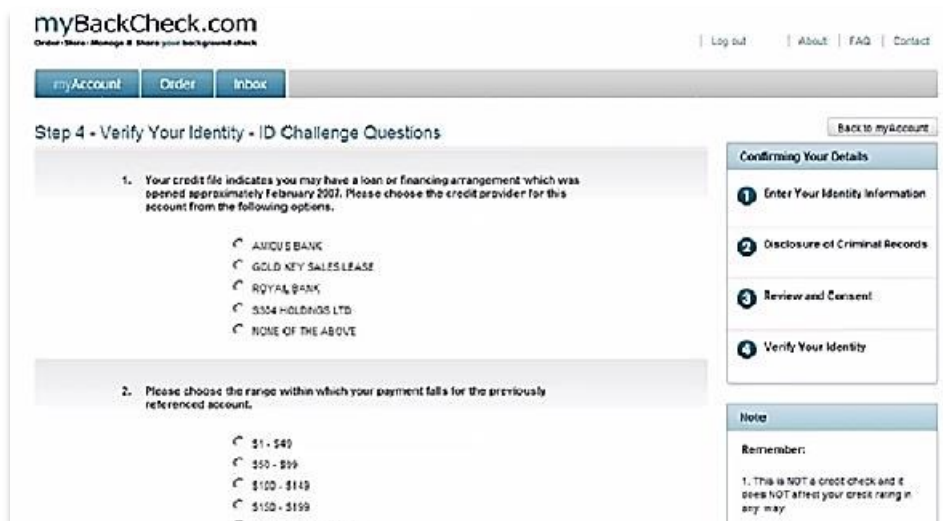
# Electronic ID Verification with eConsent (TransUnion) FAQ

## What is Online ID Verification?

BackCheck has partnered with TransUnion to offer EIV to individuals as a means of verifying their identity online when completing a Criminal Record Check. Created by TransUnion, and used by Canada's largest financial institutions, EIV is currently the highest level of online identity authentication, replacing the use of photocopied ID. It features an interactive question set, based on information that would normally be contained out-of-wallet. This process is similar to any sensitive online transaction such as online banking or receiving a credit report, and the individual's credit score will not be affected in any way. In short, TransUnion and BackCheck ensure that applicant is who they say they are.

## How does it Work?

An applicant's TransUnion credit file is used to confirm their identity through verification of personal information such as full name and date of birth, as well as the use of an interactive set of questions relating to their personal credit history. Privacy is protected and information is secure. Only the applicant has access to view the questions presented and the responses.

## Typical Questions

TransUnion's interactive query features a set of multiple-choice questions based on an applicant's personal credit history.

Typical questions involve information that is contained "out-of-wallet" such as:

- Which financial institution provides your auto loan?
- Which financial institution provides your student loan?
- Within what range does your monthly payment fall for your home loan?
- Which account did you open in approximately January 2009?

## What happens when an applicant fails online ID verification?

Most people pass, but some individuals may not be able to proceed online for the following reasons:

- No credit file found
- A security flag was identified
- Personal information provided did not match the information on file at TransUnion
- Candidate's unable to successfully answer questions accurately.

If an applicant fails online ID verification, they will be asked to proceed with traditional (in-person) ID verification by printing their BackCheck Consent Form and presenting two pieces of ID. Applicants can verify their identification through one of the following:

**Canada Post**: BackCheck has an exclusive partnership with Canada Post. Applicants can visit one of over 5,000 participating Canada Post locations nationwide. Visit our post office locator at www.backcheck.net/canadapost

**Hiring Manager**: Applicants can present their form to a hiring manager at the requesting organization. Once satisfied that the ID's belongs to the individual, they will complete the form themselves, sign it, and fax (1.866.323.3097) or email the form to orders@backcheck.ca


FOR INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY

**Notary Public**: Applicants can present their form to a notary public. Once satisfied that the ID belongs to the individual, they will complete the form themselves, sign it, and fax (1.866.323.3097) or email the form to orders@backcheck.ca
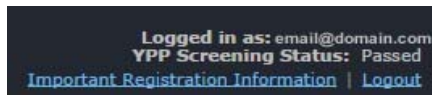
# How do I know what my Screening Status is?

*The screening status is located at the top right hand corner of each page in VIMS, above the Logout button.*

## Significance of YPP Screening Status

- Passed – *passed screening*

  

- Unscreened – *have not submitted your screening request*

  

  - o Why this may happen and how to address this?
    - ▪ Have not applied to a *FIRST* event. - *Apply for an event and go through screening*.
    - ▪ Chose to "Defer" screening. - *Upon login, select "I Agree to Screening" and go through the above steps.*
    - ▪ Did not click "Submit" in Verified Volunteers. - *Return to Verified Volunteers, use your username/password and login. Follow the above steps.*
      - • https://app.verifiedvolunteers.com/Mains/Home
      - • Only use this option if you have created a Verified Volunteers profile. You MUST create a profile through the above steps in order to be linked to *FIRST*.
- Please complete your user profile at Verified Volunteers– *Incomplete profile with verified volunteers*

  

  - o If Canada- 'Please check your status at myBackCheck
- You currently have no roles which require Screening-*Volunteers outside of US/Canada need not require screening*
- In Process- *screening request submitted*
- You have not yet agreed to the YPP Policies for this Season - *Haven't agreed to terms and conditions*
- Inactive- *Unavailable*
- N/A-*Not Applicable for minor or person outside of the US and Canada*
- Screening in Progress – *screening has been submitted*

  
  - o Screening may take as long as 48 to 72 hours. If you have concerns over your screening, please contact safetyfirst@firstinspires.org

# How to Report a Bug or Issue

There are two ways to report a bug in the *FIRST* Volunteer Information Matching System:

1) Click on "Report an Issue" at the bottom of the VIMS login screen.

**VIMS User Guide**

**Frequently Asked Questions**

*FIRST* extends our greatest thanks to the thousands of volunteers who make our programs successful. We thank you for supporting our mission, and making a difference in the lives of our young people.

**New Volunteers: Start Here**
[Must be 13 or older]

Create FIRST Account

©2016 US *FIRST* | About Us | Privacy/Non-Discrimination/IP Policies | *FIRST* Programs | Report an Issue

You will be presented with an issue reporting form.

The information you provide below regarding issues or suggestions is essential to maintaining and developing our volunteer systems. Thank you for taking the time to provide feedback. *Required

First Name *

Last Name *

E-mail Address *

Browser *

What browser were you using when error occurred? (i.e., Chrome, IE, Firefox, Safari)

Description *

Description of issue or suggestion: (Please provide as much detail as possible.)

Submit

2) Email volunteersystems@firstinspires.org
   - Please be detailed in describing the issue and include which browser and version you were using when the issue occurred. If possible, please include screenshots.

**FIRST** FOR INSPIRATION AND RECOGNITION OF SCIENCE AND TECHNOLOGY