

Instructions: Criminal Background Check

Step 1: Click here to go to [Student Login](#) and enter the following:

Client code: CCHIST16

Username: CHISTUDENT

Step 2: Check the consent page to proceed to the Applicant Information page:
Type in the required information: Last name, First name, Current address, City, State, Zip, Date of Birth, Social Security Number, Gender/Race, ADD any ALIASES, Your Phone Number, Your Email address. Be sure to enter the reference **CHI STUDENT** then click "Next".

Step 3: Click "Add to Cart".

Step 4: Make sure your name is spelled correctly. If you need to make a change, click on the "Edit" button on the right-hand side of the page. If everything is correct, type in your full name in the box above the statement – "Please type in your Full Name above to authorize this Transaction with your Electronic Signature" and check the box below. Click in the check box and click "Checkout".

Step 5: Enter your credit card information including Card Type, Card Number, Expiration Date, CCV, Name, Email, Billing Address, City, State and Zip. If you want a receipt emailed to you, make sure your email address is entered correctly. Then click "Checkout". The fee is \$15.00 unless you have additional names to be searched.

Step 6: You will receive a confirmation page when your payment is complete. Click "Logout" at the top right-side of the page to exit the system.