

Instructions for PG County Commercial Background Check

1. First you need to create a **“My School Bucks”** account in order to access the Commercial Background Check with PG County. [Click here to create your account](#)
 - a. Question 1 on the account set up **“Search for your district by state or province”** – Choose **Maryland** (even if you do not live in the state of Maryland)
 - b. Question 2 – **“Select District”** Choose **Prince George’s County Public Schools**
 - c. The remaining questions on the account are personal and easy.
2. Once you have created your account, it will then ask you to **Add a Student – choose to “skip this and add later” this will complete the account setup.**
3. You will receive an email asking to validate your **My School Bucks** email address you used to register your account. Make sure to open the email and validate your account. Once you have done this it will take you to the My School Bucks homepage for Prince George’s County.
4. At the **right top** side of the page you will see **“School Store”** hover your mouse over **“School Store”** so you can see the drop down menu. Take your mouse and hover it over **“Categories”** another drop down menu will appear to the right, click on **“Commercial Background Check”** in that drop down, or try this [link](#) (note this link will not work unless you are already logged in).
5. There are a few questions on the Background Check that you will need to answer specifically.
 - a. In Section II
 - i. Question 23 – **“Type of Service”** – please choose **“other”**
 - ii. Questions 24 – **“If Other, Please Specify”** – please type **“Volunteer”**
 - iii. Question 25 – **“Anticipated Start Date”** – please choose **May 19th, 2017.**
 - iv. The Question **AFTER 28. “School/Office Location of Student(s)”** – please scroll down to **James Duckworth Regional** and click on it.
 - v. **IGNORE** questions 29-30.
 - vi. Click the box that asks you to certify the above statements.
 - vii. Sign electronically and click **“add to basket”**
6. Once you have added the background check to your cart, it will take you back to the homepage. Click on the **Orange Shopping Cart** in the upper right corner of the homepage.
7. When you do this – it asks you to **login again** – please use the email and password you used to create your **“My School Bucks”** account.
8. Once you are logged back in you will see a copy of your background check – **scroll to the bottom of the page and put in your payment information and place the order.**
9. It will take up to **SEVEN DAYS** to receive the results of the background check. When you receive the results PLEASE email them [Eliot Hubbell](#) or [Jeanne Clarke](#) .
10. If you need any assistance please call **202-296-3390.**