After reviewing this guide, please click on the link you received in the email from Risk Mitigation Services to complete the electronic authorization process.

Tip! If you started your application/authorization process and are attempting to access through the link a second time, you may need to completely close your browser, clear your browser history, then click on the link again for it to work.

Alert! If you do not have a SSN, please enter 9999 when asked for the last 4 digits of the SSN and 999-99-9999 when asked for the full SSN. If you do not have an address in the United States, please use the university address 110 Anderson Hall, Manhattan, KS 66506. The background screening company will follow-up with you via email or phone if additional international data is required to complete the background process.
2 Click 'Do you agree to conduct the background screening process electronically through Kansas State University,' then, scroll down.

3 Enter the last 4 digits of your SSN. If you do not have a SSN, enter 9999.
4 Draw your signature with your mouse or other method, then click 'I Agree' and 'Submit'.

5 On Step 3-Disclosure and Step 4-Consent, Click 'By checking this box, I affirm that I have read and agree to the Disclosure Regarding Background Investigation.' At the bottom of the page click 'I approve the use of my signature', then click on 'Submit'.

[Image of signature field and agreement options]
6. On Step 5-Summary of Rights, Click "By checking this box, I affirm that I have received my FCRA Summary of Rights Above.*"

7. Step 5 Continued, Click 'I approve the use of my signature' and click 'Submit.'
On Step 6-Notices, Click 'By checking this box, I affirm that I have read the State Notices Above.'

Step 6 Continued, Click 'I approve the use of my signature' and 'Submit'
10 On Step 7-Supplemental Release, Click 'By checking this box, I affirm that I have read and agree to the terms as stated.'

11 Step 7 continued, Click 'I approve the use of my signature' and 'Submit'
Step 8 - Application, Enter your current address. If you only have an international address, please enter the university address 110 Anderson Hall, Manhattan, KS 66506. Enter your phone number of if your international number is not 10 digits please enter 999-999-9999. The click 'Next'
Step 8 continued, Enter your SSN (or enter 999-99-9999 if you do not have a SSN), enter your Date of Birth, then click 'Next'

Click 'I approve the use of my signature', enter the last digits of your SSN, or 9999 if you do not have a SSN.
Click 'I Agree / Submit', please wait, then once successfully submitted you will receive a 'Thank You' confirmation page.

All Steps Have Been Completed