



BACKGROUND CHECK PROCEDURE

If you are participating in one of our mission trips and are 18 years or older, we require a background check to be completed before you are approved to participate. The background check covers social security validation and a search through the national criminal database.

A background check with NEXT is valid for 3 years. So please check your profile under 'My Trip' to see if you have a valid background check on file.

STEP 1: To start, click on the link from website:

[<http://www.smart-trak.com/nextworldwide/default.aspx>](http://www.smart-trak.com/nextworldwide/default.aspx)

STEP 2: Enter in all the information it asks (name, last name, email). Click 'SEND INVITE' when completed.

STEP 3: You will receive an email confirming your request for a background check. Click on the 'background screening' link that is provided.

STEP 4: The link will take you to a website where you will be asked to create a USERNAME and PASSWORD. The password must be at least 8 characters. Once done, click the 'LET'S GET STARTED' blue button.

STEP 5: You are then prompted to make a profile - enter in ALL information that is required and 'agree' to the authorization and disclosure statement.

STEP 6: Hit 'CONTINUE' at the bottom of page when finished.

STEP 7: A THANK YOU screen will come up saying your information is being processed. Click the 'BEGIN TRAINING' button to take you to the logout screen. (**there is no training to actually go through, this just finishes the process**).

STEP 8: The Training & Assessment screen appears and you can now log out of Smart-trak by clicking the 'Save & Logout' link.

Soon after completing this process, you will receive a *Thank You* email from NEXT Worldwide. You can login to the 'My Trip' section of the NEXT Worldwide website (www.nextworldwide.org) 2-3 weeks after you receive the email to see if you have been approved.