Household Members/Staff of Family Child Care Homes Instructions for Creating an Account and Completing a Background Check

Introducing BCIS

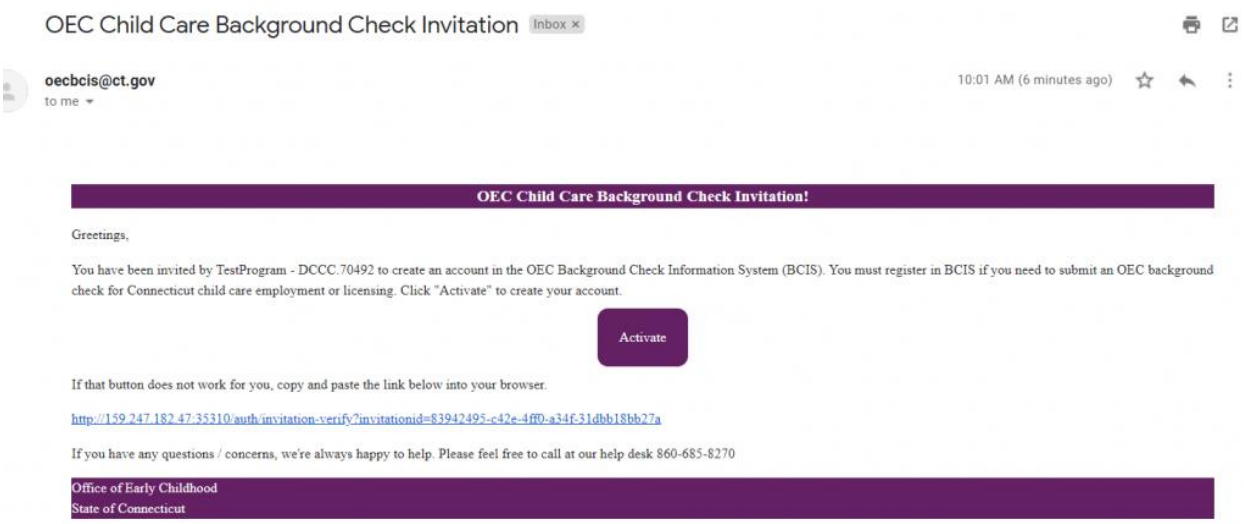
The Background Check Information System (BCIS) is a tool to help you submit required information to OEC. It dramatically streamlines the process of getting a background check for Family Child Care Providers, their household members, and staff.

Before you begin
Make sure to use an up-to-date browser like Chrome, Edge, Firefox, or Safari with BCIS. Note that BCIS will **not** work with Microsoft Internet Explorer. Microsoft has officially retired Internet Explorer — it's no longer updated or supported.

1. Check your email for an invitation to create an account

The Family Child Care provider will send you an invite to the FCC licenses BCIS Roster.

When you receive this email click on the ACTIVATE button.


OEC Child Care Background Check Invitation Inbox ×

oecbcis@ct.gov
to me

10:01 AM (6 minutes ago)

OEC Child Care Background Check Invitation!

Greetings,

You have been invited by TestProgram - DCCC.70492 to create an account in the OEC Background Check Information System (BCIS). You must register in BCIS if you need to submit an OEC background check for Connecticut child care employment or licensing. Click "Activate" to create your account.

Activate

If that button does not work for you, copy and paste the link below into your browser.

http://159.247.182.47:35310/auth/invitation-verify?invitationid=83942495-c42e-4ff0-a34f-31dbb18bb27a

If you have any questions / concerns, we're always happy to help. Please feel free to call at our help desk 860-685-8270

Office of Early Childhood
State of Connecticut

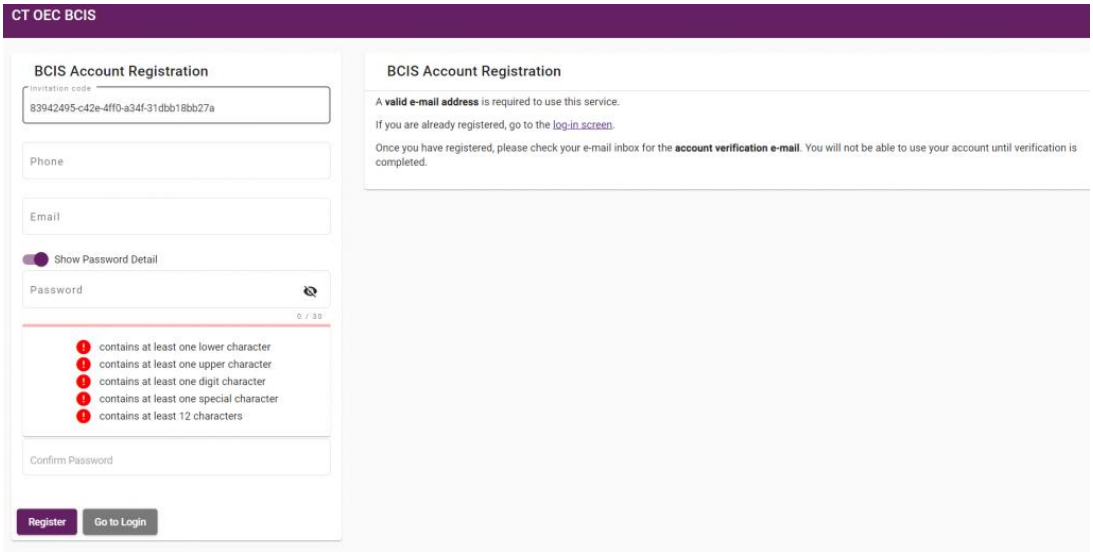
The email will come from **oecbcis**@ct.gov and have the subject line "**BCIS Account**." Click the "Activate" button to create your account.

If you don't get the email, check with your FCC Provider.

2. Create your account

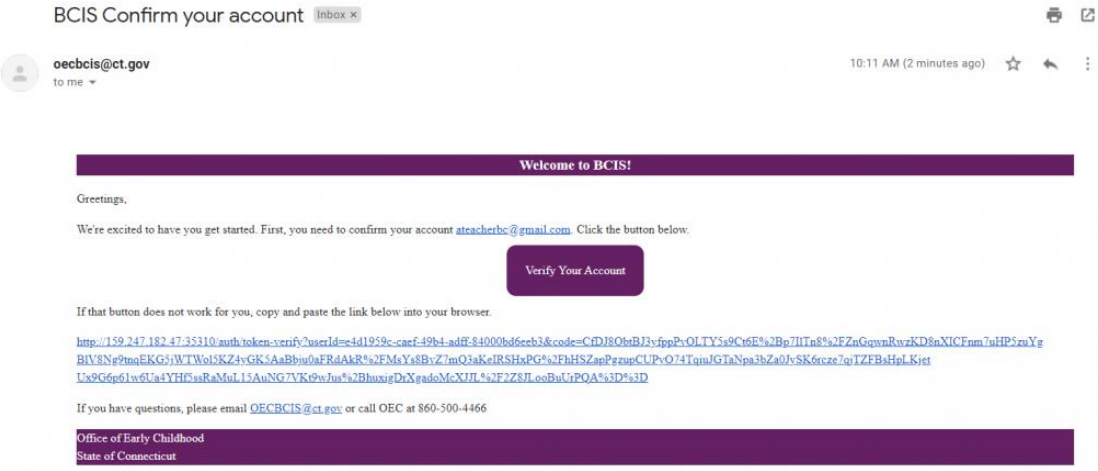
Once you follow the link, you'll enter your email address, create a password, and click Register

Registration screen



Then check your email again. You should see an email from oecbcis@ct.gov with the subject "BCIS Confirm your account." Open that email and click the button to "verify your account."

Example of the second email to verify your account



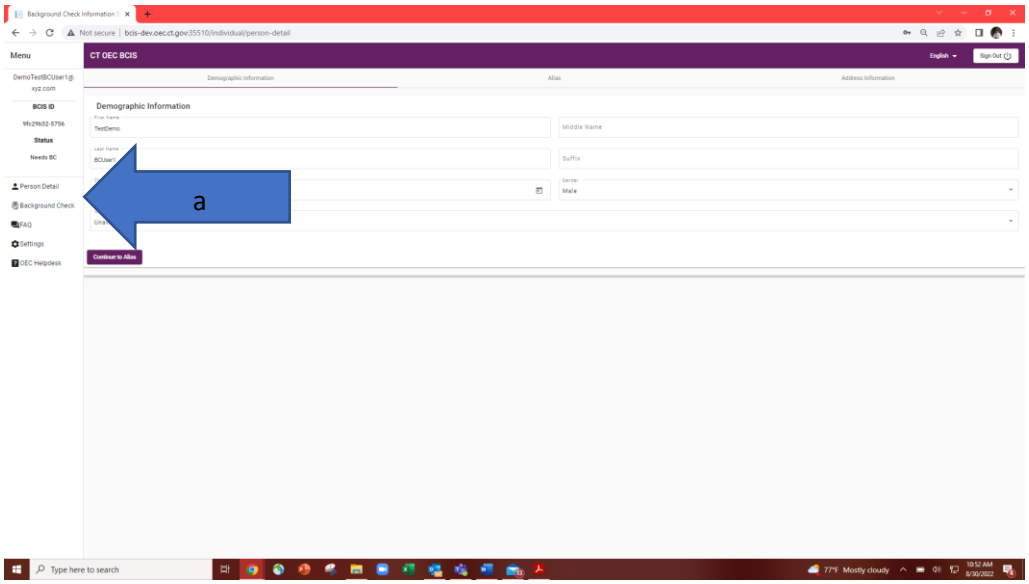
Now, you can login with the password you created. You'll be asked to confirm your date of birth for security purposes. Your account has now been created. You will use this log in information anytime you receive an email about completing a background check or the Family Child Care Provider requests you to update information in your background check.

How do I get a background check?

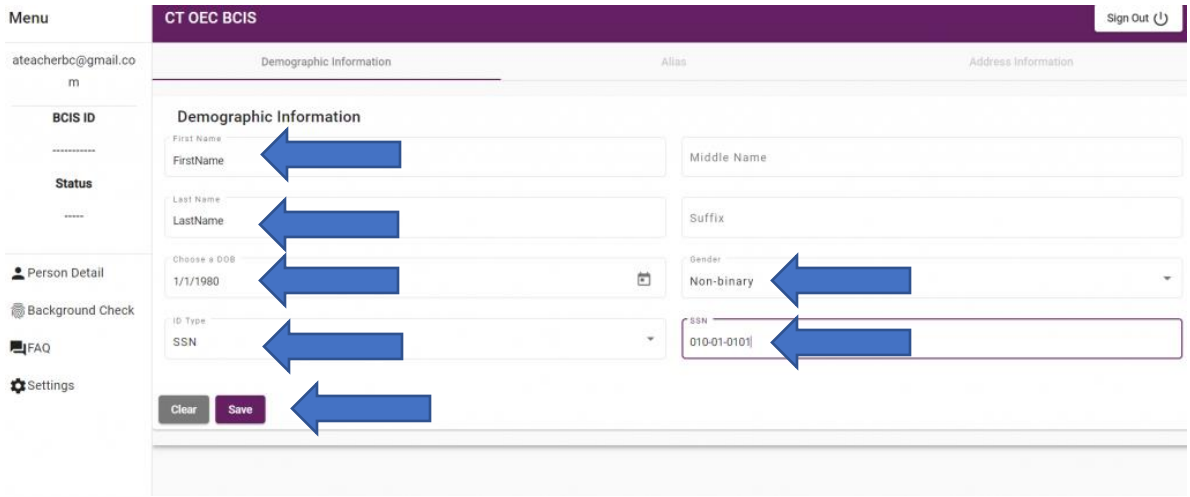
When it is time for you to obtain or renew your background check, your FCC provider will send you a REQUEST BACKGROUND CHECK email, using BCIS. Once you receive this email, please log in and follow the steps below to complete your background check:

<u>Please take the following steps to complete your background check:</u>

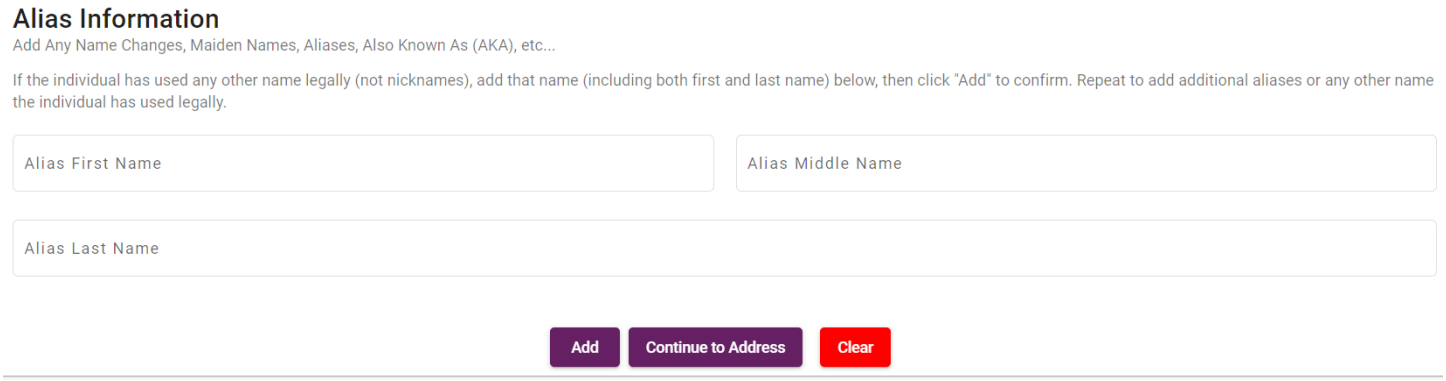
1. First you will need to make sure that your demographics and address history are up to date. This is done by:
    a. Clicking on the <u>PERSON DETAIL</u> image on the left-hand side.



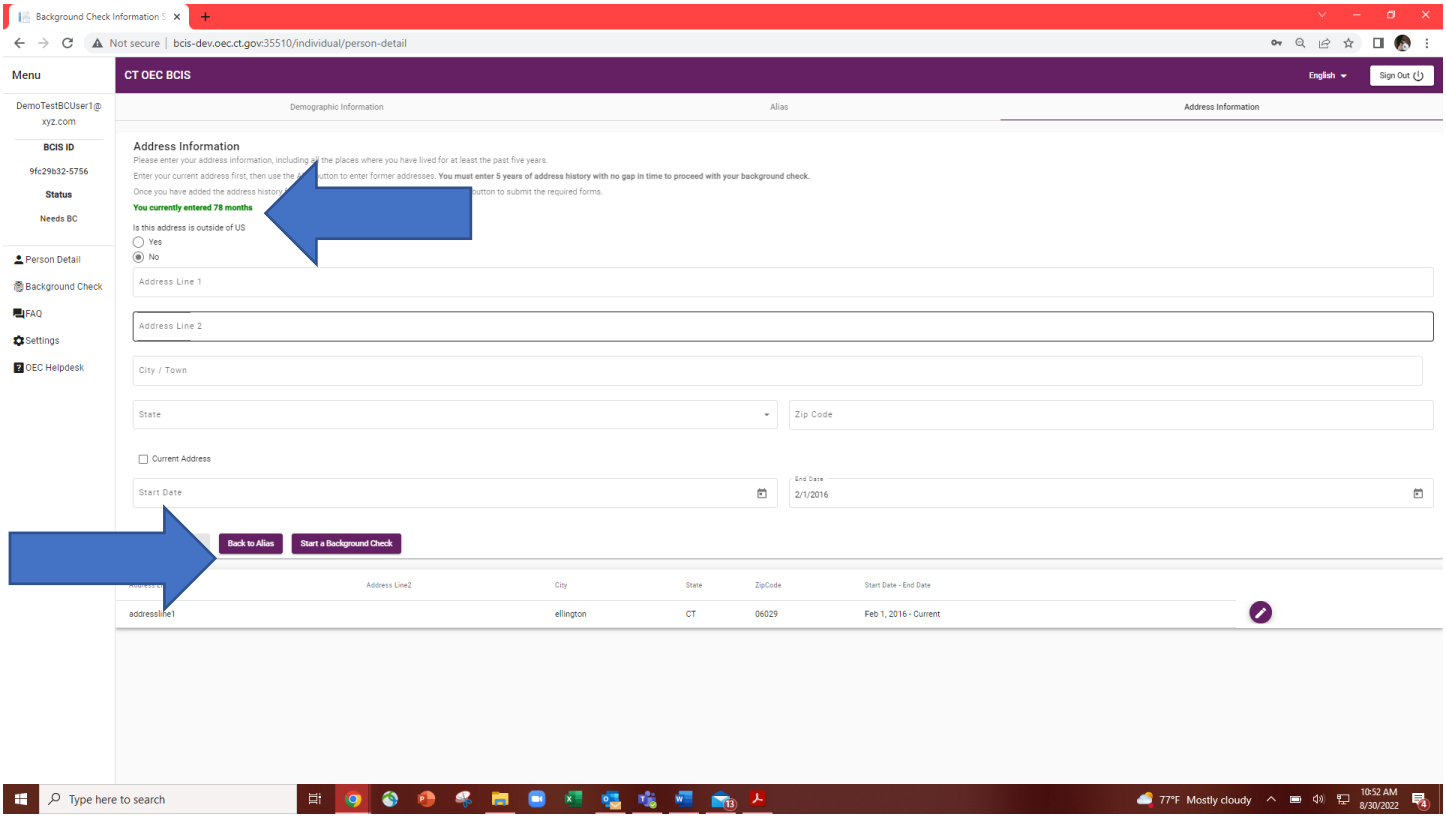
    b. Update and Confirm:
        i. First Name
        ii. Last Name
        iii. Date of Birth
        iv. Gender
        v. ID Type (You may choose your SSN, Unavailable or ITIN)
    c. Once you verify your demographics click the purple SAVE button.



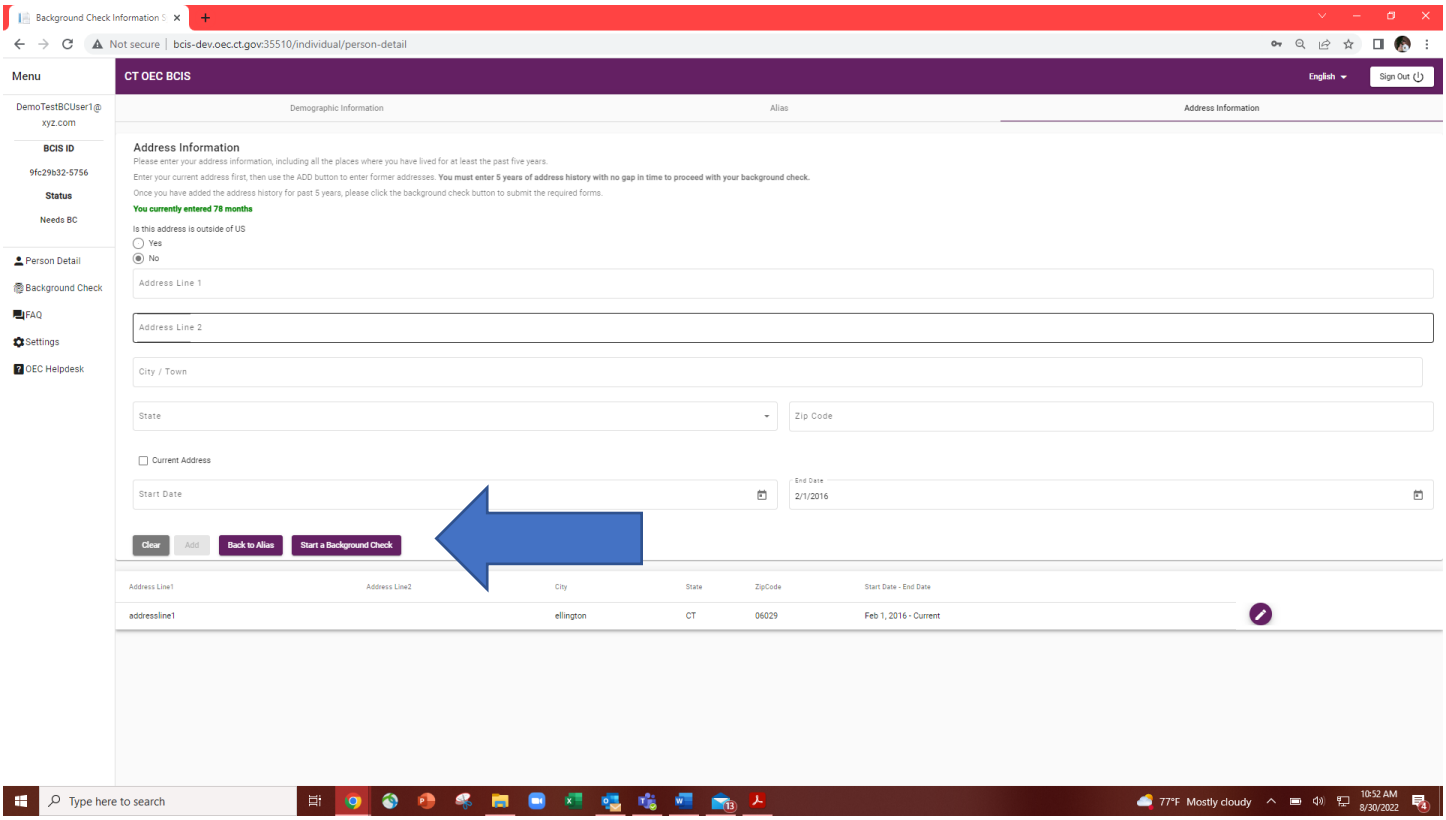
d. This will bring you to the alias page. Please enter any other names you may have used. When done click on the purple **CONTINUE TO ADDRESS** button.



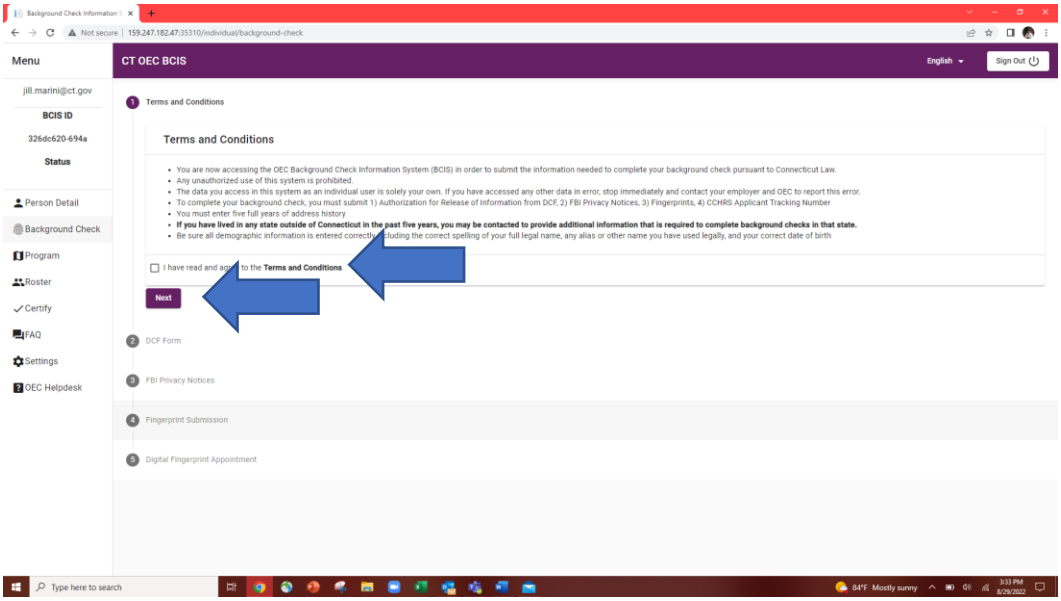
e. This brings you to the Address History tab. Under the Address Tab you will enter — or confirm — the addresses you have lived for during the last **5 years** (60 months). **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed, this will delay your start date. There is a built-in calculator, and it must read AT LEAST 60 months for your background check to be completed. (See blue arrow below). When finished please click the purple UPDATE BUTTON.



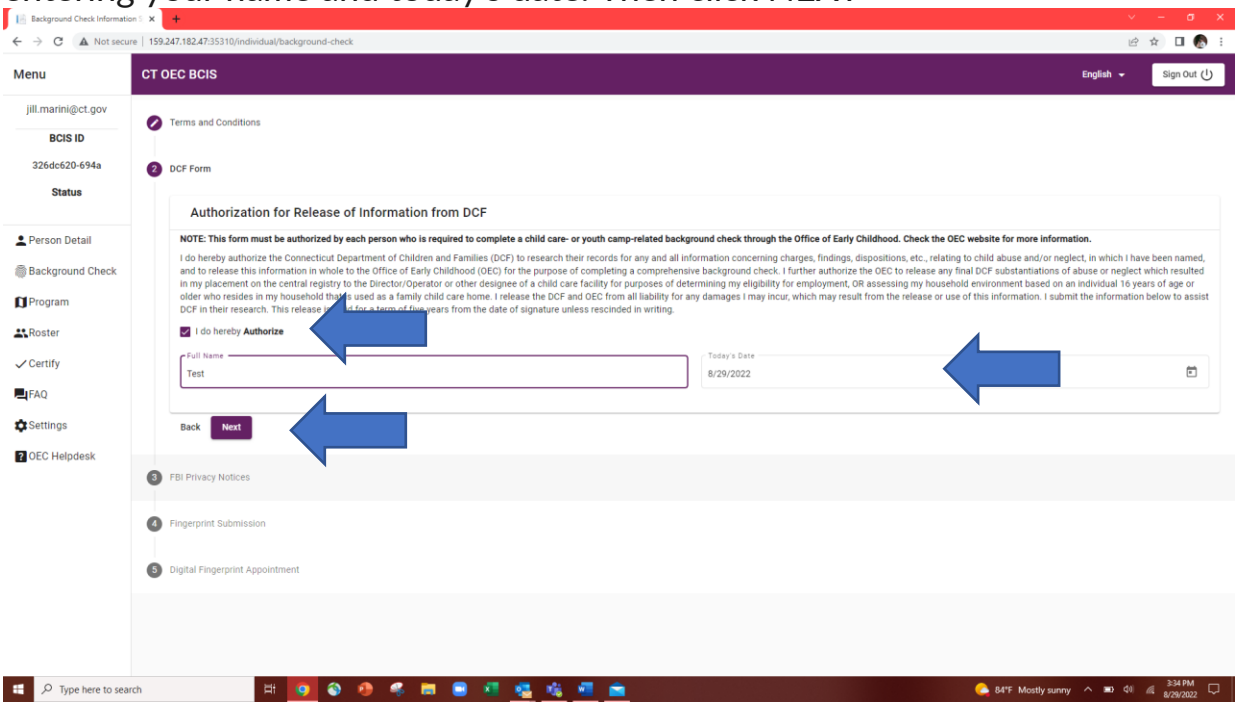
2. Next you will click on the purple START A BACKGROUND CHECK button to begin your background check.



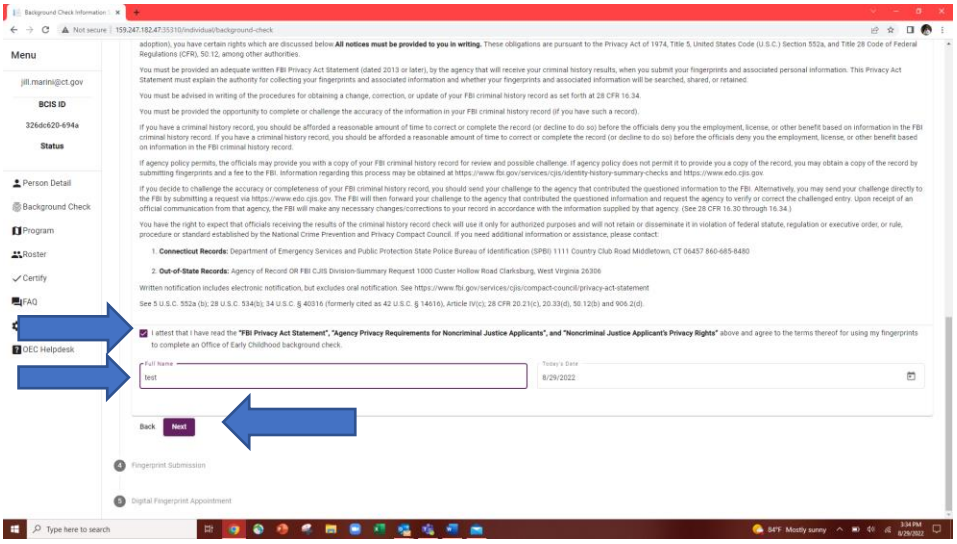
3. This will take you to the beginning of the background check process. Please review the terms and conditions and click the box that indicates that you have reviewed the terms and conditions and hit Next



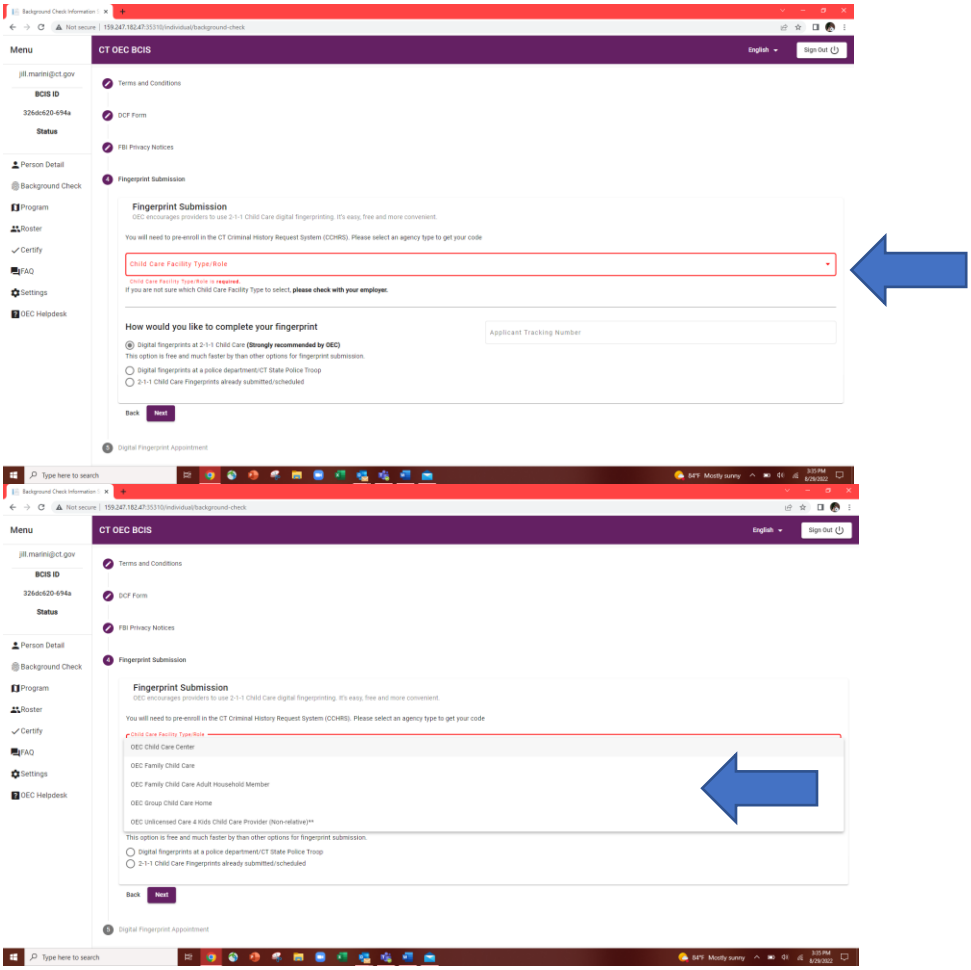
4. Then read and Authorize the DCF Check by clicking on the authorization box and entering your name and today's date. Then click NEXT



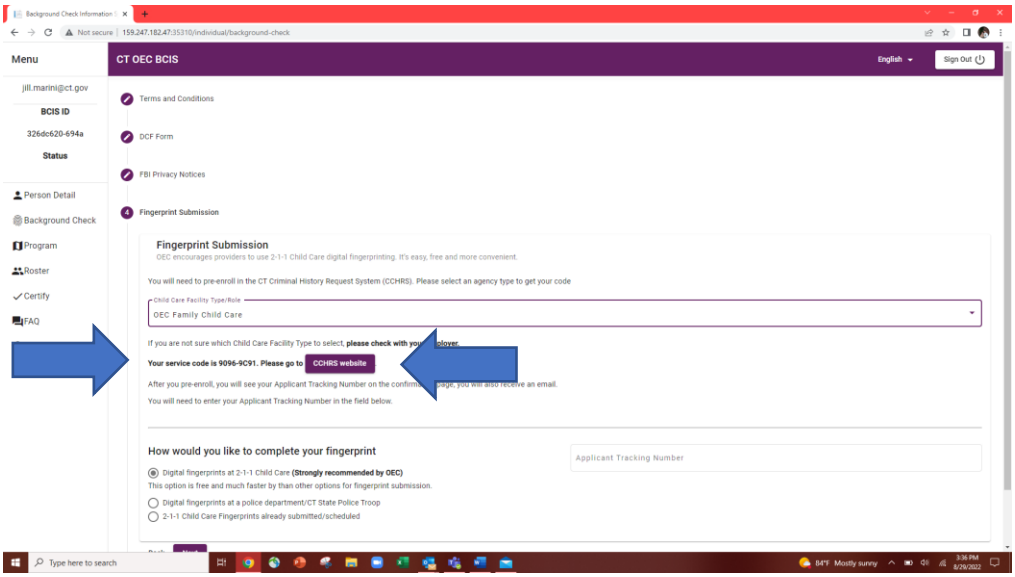
5. Then you will review the FBI Privacy Act Statement and click the Attest box, enter your name and today's date. Then Click Next



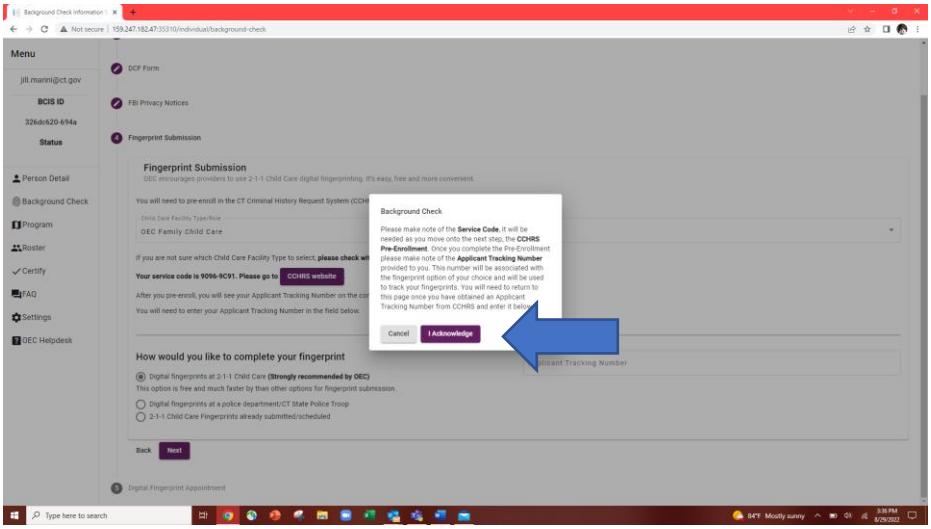
6. Next you will select the Child Care Facility Type Role: OEC Family Child Care from the drop-down menu.



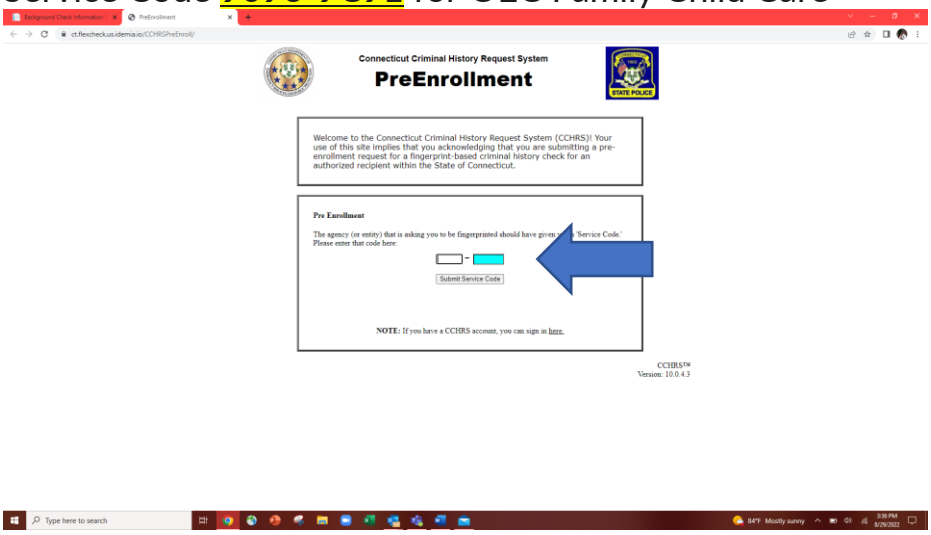
7. Next you will write down the OEC Family Child Care Service Code **9096-9C91** because you will need it on the next screen. Once you have done this, please click on the purple box **CCHRS WEBSITE**. This will take you to the site where you will pre-enroll for fingerprinting. **If you skip this step, you will not be able to obtain digital fingerprints.**



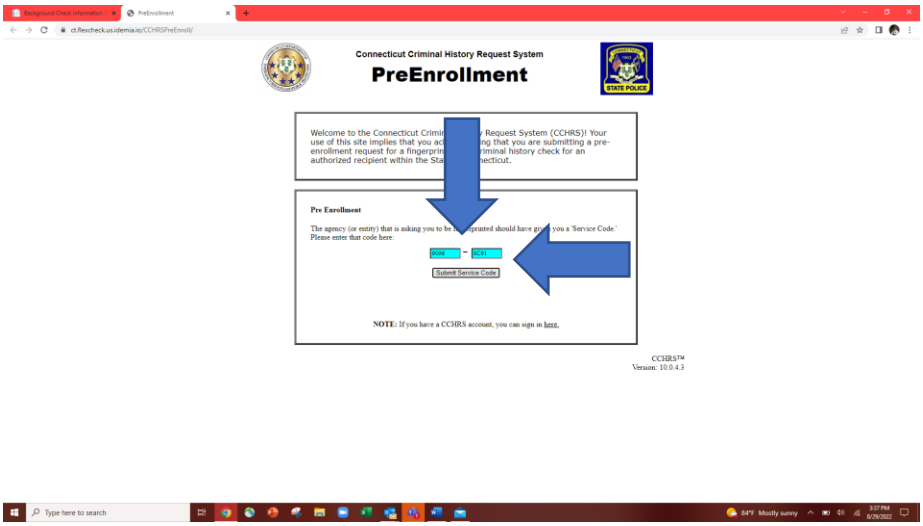
8. BCIS will remind you to write down the service code you will need to pre-enroll for fingerprints. If you are confident, you have the code ready click, Acknowledge.



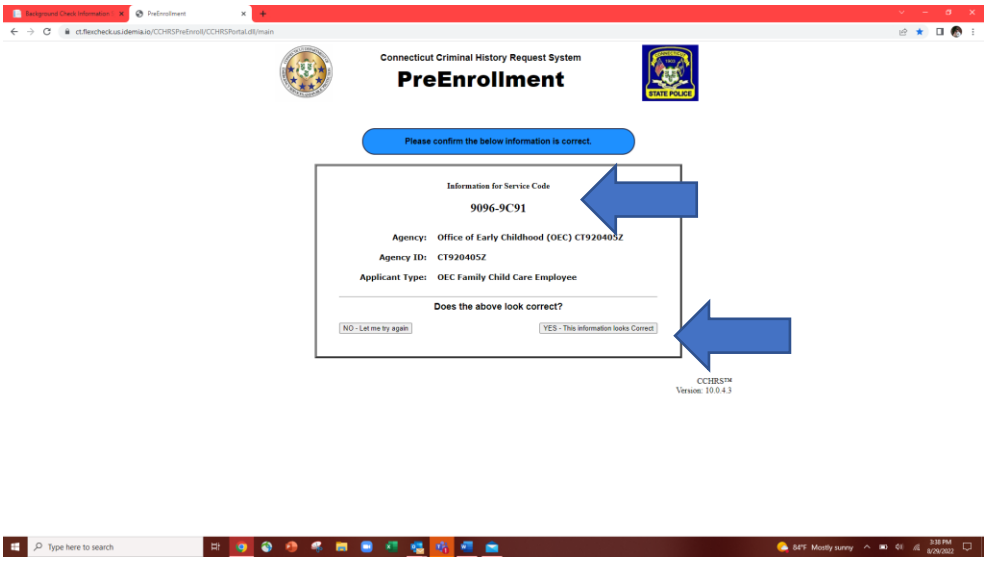
9. This will take you to the CCHRS Website. Once you arrive you will enter the OEC Service Code **9096-9C91** for OEC Family Child Care



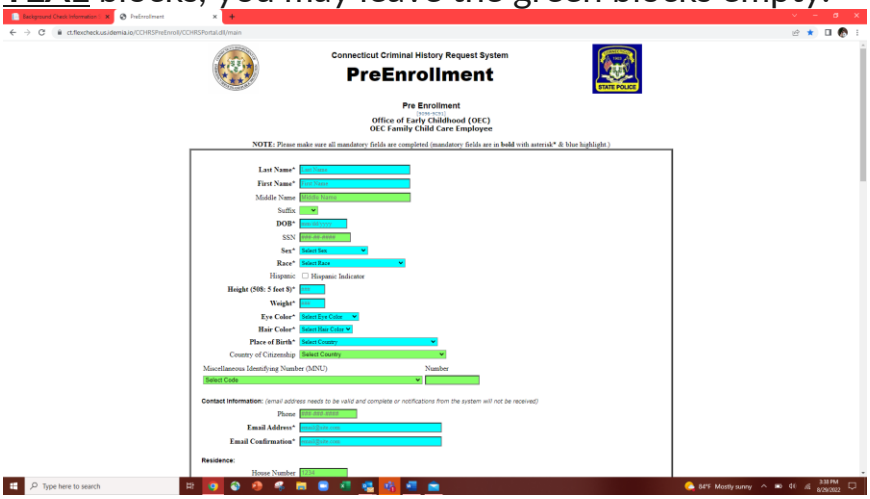
10. Once you have entered the Service Code, Click Submit Service Code.



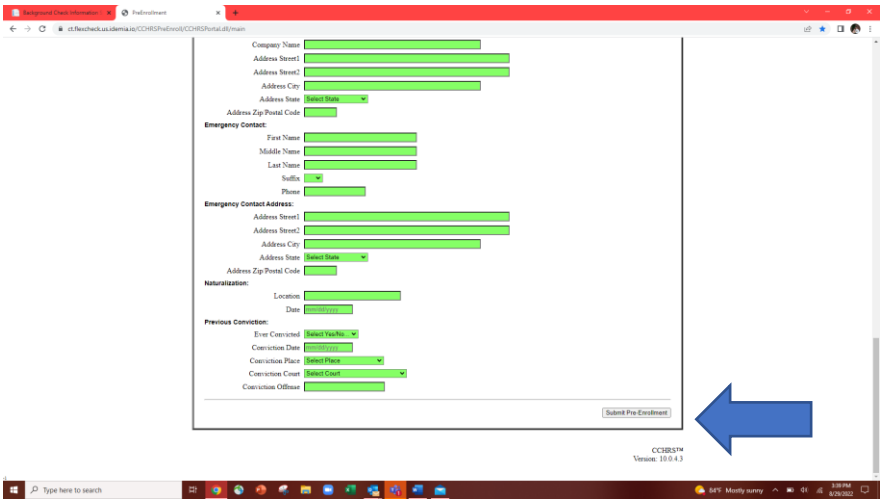
11. If your screen displays the OEC Family Child Care Service Code click the YES button.



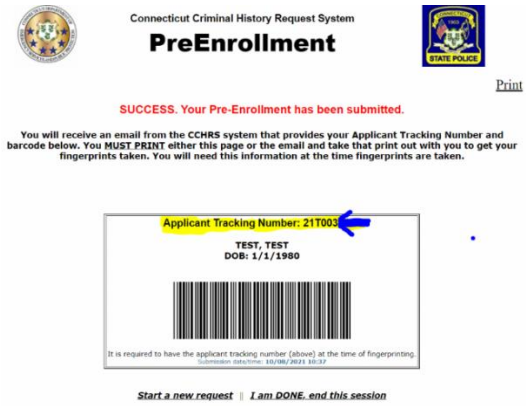
12. Please fill out the Pre-Enrollment form. You are only required to fill out the **TEAL** blocks, you may leave the green blocks empty.



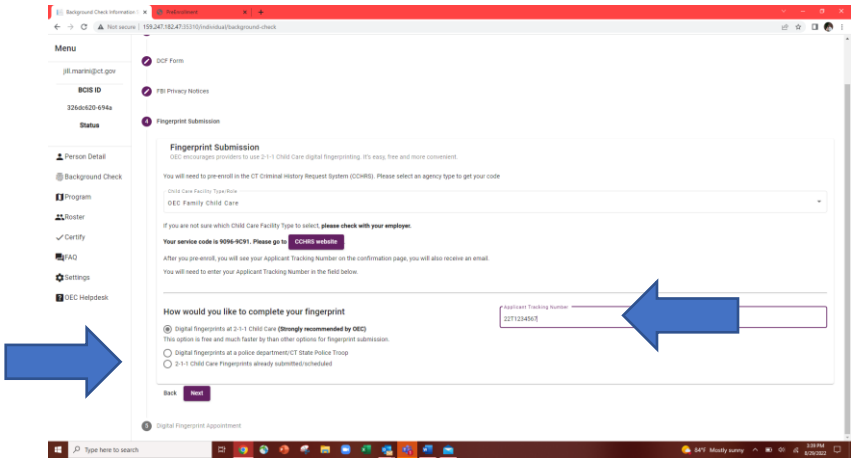
13. Once you have populated all the TEAL blocks, scroll to the bottom, and click on SUBMIT MY PRE-ENROLLMENT



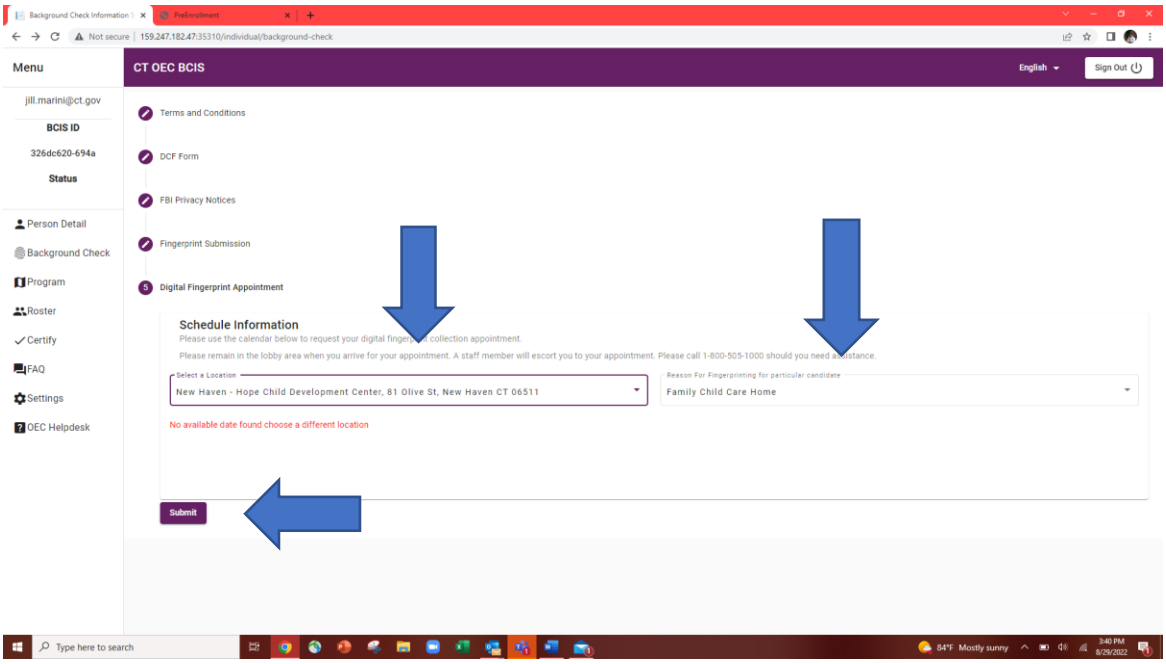
14. If you have done it correctly, you will receive a success message. It is important that you note the Applicant Tracking Number, you will need to enter it into BCIS and to schedule your fingerprinting appointment. It will always begin with the current year and the letter 'T" followed by seven numbers. An email confirmation will be sent to the email address you used to pre-enroll.



15. You will now go back to BCIS and enter the Applicant Tracking Number into the ATN line. You will also select how you will obtain your prints:
    a. If you select Digital prints, it will allow you to schedule a fingerprint appointment right from BCIS (please see Step 16), click NEXT to go to Step 16.
    b. If you choose to obtain your digital prints at a police station, please click this box, hit NEXT, and it will complete your process.
    c. If you choose an already scheduled 211 one site, this means that you are working with a Family Childcare network to schedule your prints, select this box, hit NEXT and it will complete your process.



16. If you choose to schedule your own prints at a 211 location, you will be redirected to the next page where you can schedule your appointment.
    a. You will select the location you would like to use from the drop-down menu. Then you will select Family Child Care Home as the Reason.
    b. In the LIVE session if there are available appointments at the location you have chosen, they will appear.
    c. If there are no available appointments at your location of choice, you may have to choose another location. Once you have made your choice click SUBMIT.



17. Once you complete your fingerprints and OEC receives notification of favorable results the results they will be entered into your profile and your status should update to CURRENT.