























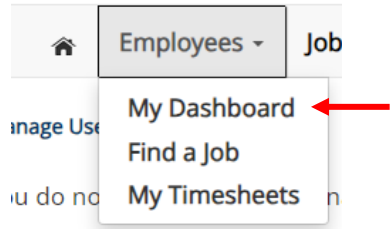
Dynamic Forms Completion – CBC Form (For students)

Log in to my.utrgv.edu and click on the **JobX icon** or follow the link: <https://utrgv.studentemployment.ngwebsolutions.com/>

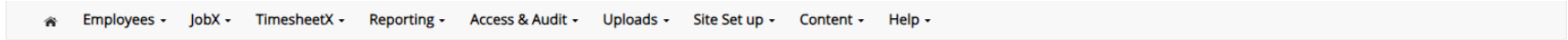
Applications 

 ASSIST	 Office 365	 Blackboard
 V Link	 Engagement Zone	 iTravel+
 FPT	 PeopleSoft	 vSoftware
 HR Portal	 E-Learn	 Handshake
 Library	 V OneCard	 Gartner
 Housing	 Course Evals	 EAB Navigate
 Orientation	 mySAS	 JobX

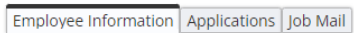
Once logged in > click on **Employees** > click on **My Dashboard**



Under **Employment Eligibility Forms & Details** > look out for any hiring forms that show a status of **Not completed** > click on the **link**.



User Dashboard



Stop, please complete the following steps before your first day of work.

1. You may need to complete one or more hiring forms or accept your hire before you can begin working.
2. Please review the Employment Eligibility Forms & Details and/or Hire sections below to determine if you need to complete any remaining forms before you can be hired.
3. If you have outstanding forms, the form links will be highlighted in pink below.
4. Please click the blue link next to the first form status that is 'Not Completed' to complete the form.
5. Please look in the Hire Pending section for the blue [Accept/Decline](#) button to accept or decline your position.

Employment Eligibility Forms & Details

Criteria	Status	Link?
I-9 Status	Not completed	I9
Personal Student Form	Completed / NA	
Personal Non Student Form	Not completed	
Sponsorship Eligibility Form	Completed / NA	
International Form	Completed / NA	
Voluntary Demographic Form (Non Student)	Completed / NA	
Voluntary Demographic Form (Student)	Completed / NA	
CBC Status	Not completed	CBC

Once you click on the link on your dashboard, you will reach the **instructions page**. Please click the link to complete your Criminal Background Check. Once you have submitted the **CBC on Accusource**, please return back to the form and click **Next**.



Criminal Background Check

First Name:

Last Name:

Student ID:

Email:

IMPORTANT NOTICE: As a UTRGV employee, you will need to complete and submit the required documents below **prior to your first day of work**. Please note, that you should not report to work until your hiring form is approved.

Please complete the Criminal Background Check (CBC) by clicking [here](#) and then **finish completing this form**. A CBC form is needed when:

- Break in Service: If you had a break in service of 6 or more months.
- No CBC in the last 12-months: If you haven't had a break in service of more than 6 months, but there is no CBC on file in the last 12 months.

IMPORTANT: After completing the above process, click the **'Next'** button at the bottom of the screen and continue to the next page. This process is not complete until you have received the **'Thank you for completing your form'** Confirmation Page.

Thank you,
Office of Student Employment

Save Progress

Next




You will then reach the **confirmation page**. It will ask you to confirm that you have completed all steps for the hiring form (from the instructions page) > click **Next**.

*If you need to return to the instructions page, click **Previous**.*

IMPORTANT NOTICE: As a UTRGV employee, you will need to complete and submit the required documents **prior to your first day of work**. Please note, that you should not report to work until your hiring form is approved.

am confirming I have completed the Criminal Background Check (CBC) process by clicking the link on the previous page.




To submit form > **Sign your first and last name** > click **Sign Electronically**.

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.



If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Once the form has been submitted, the status will automatically update on **My Dashboard**.

Employment Eligibility Forms & Details

Criteria	Status
I-9 Status	Completed
Personal Student Form	Completed / NA
Personal Non Student Form	Completed / NA
Sponsorship Eligibility Form	Completed / NA
International Form	Completed / NA
Voluntary Demographic Form (Non Student)	Completed / NA
Voluntary Demographic Form (Student)	Completed / NA
CBC Status	Completed

You have now completed the CBC Dynamic Form. For instructions on how to complete the rest of the forms, please select the appropriate guide.

For more information or assistance, please contact studentemployment@utrgv.edu.