

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.

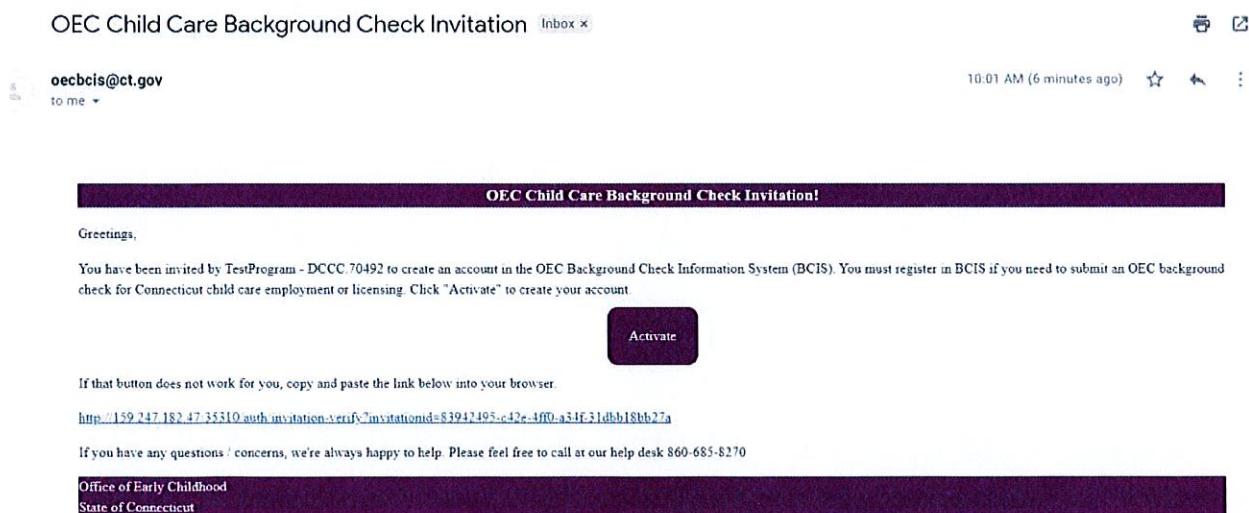
Before you begin

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.



The email will come from oecbcis@ct.gov ****THIS IS AN OUTGOING MAILBOX AND IT IS UNATTENDED. PLEASE DO NOT REPLY TO THIS EMAIL OR USE THIS EMAIL ADDRESS TO SEND US AN EMAIL.**** 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

CT OEC BCIS

BCIS Account Registration

83942495-c42e-4ff0-a34f-31dbb18bb27a

Phone

Email

Show Password Detail

Password

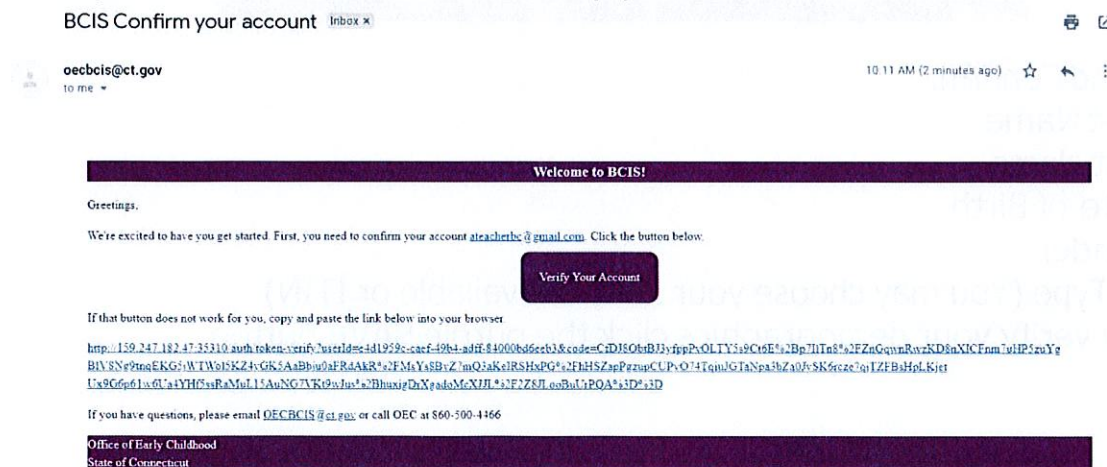
- contains at least one lower character
- contains at least one upper character
- contains at least one digit character
- contains at least one special character
- contains at least 12 characters

Confirm Password

Register Go to Login

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:

Please take the following steps to complete your background check:

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 PERSON DETAIL 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.

Menu **CT OEC BCIS** Sign Out

ateacherbc@gmail.com Demographic Information Alias Address Information

BCIS ID **Demographic Information**

Status -----

Person Detail
Background Check
FAQ
Settings

First Name

Middle Name

Last Name

Suffix

Choose a DOB

Gender

ID Type

SSN

- 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.

Alias Information

Add Any Name Changes, Maiden Names, Aliases, Also Known As (AKA), etc...

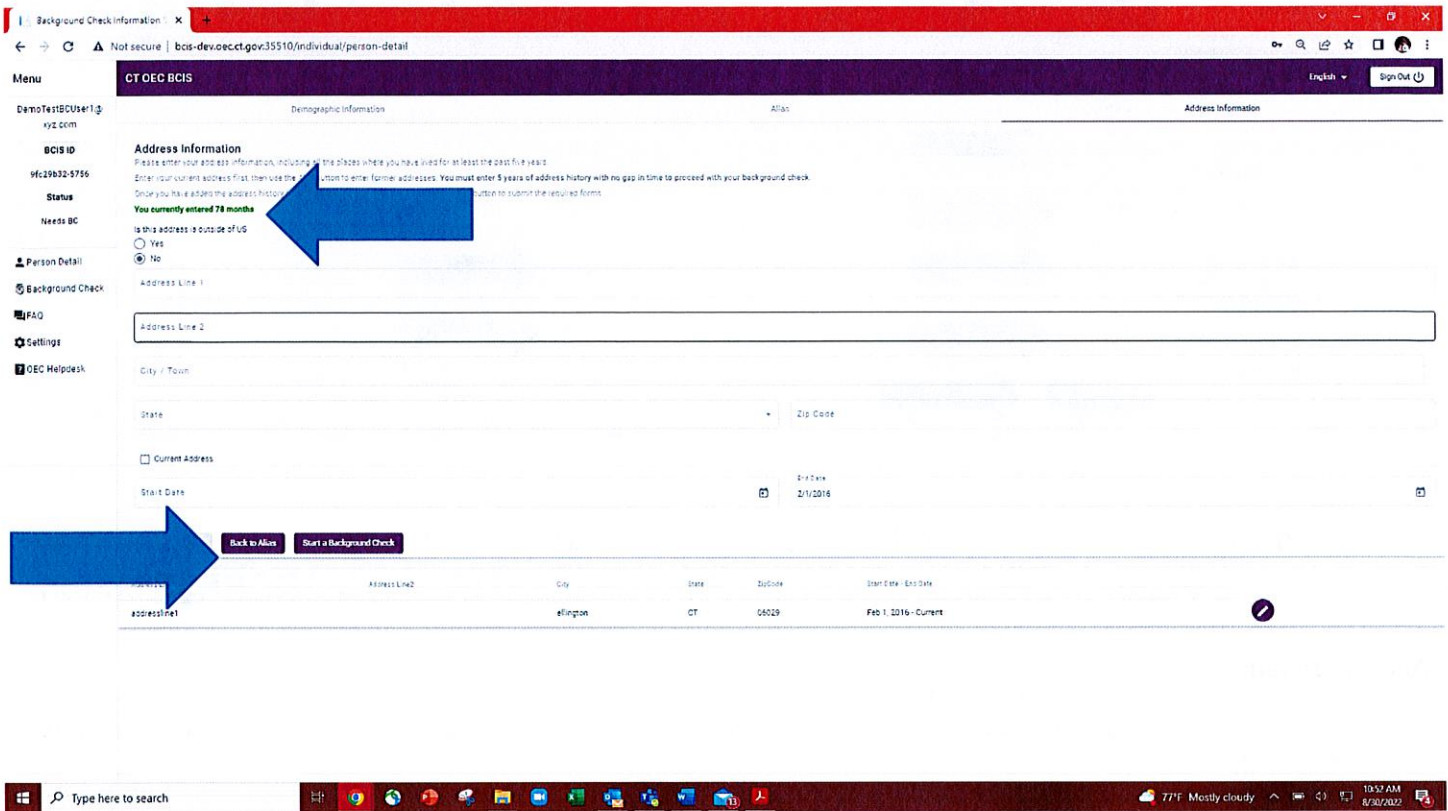
If the individual has used any other name legally (not nicknames), add that name (including both first and last name) below, then click 'Add' to confirm. Repeat to add additional aliases or any other name the individual has used legally.

Alias First Name

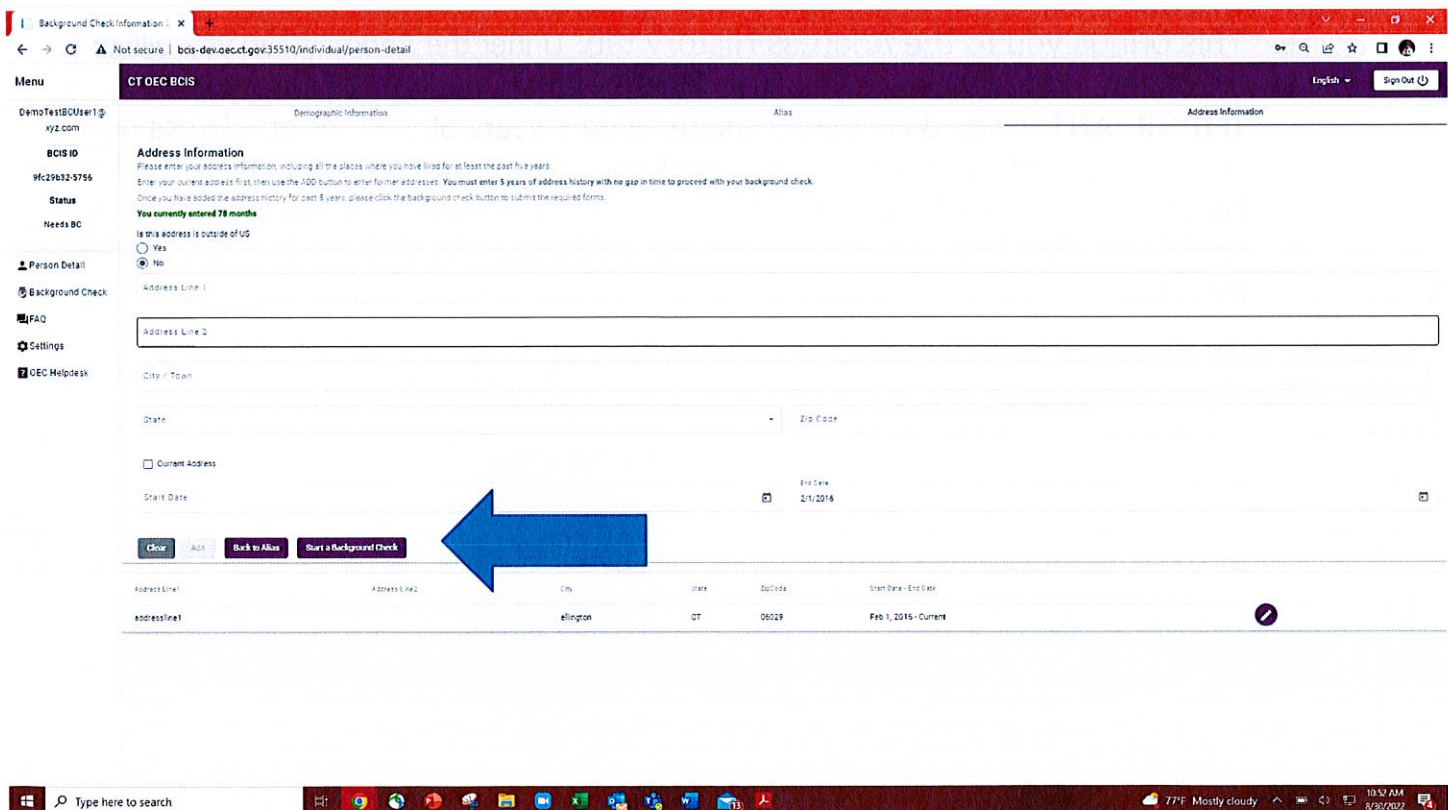
Alias Middle Name

Alias Last Name

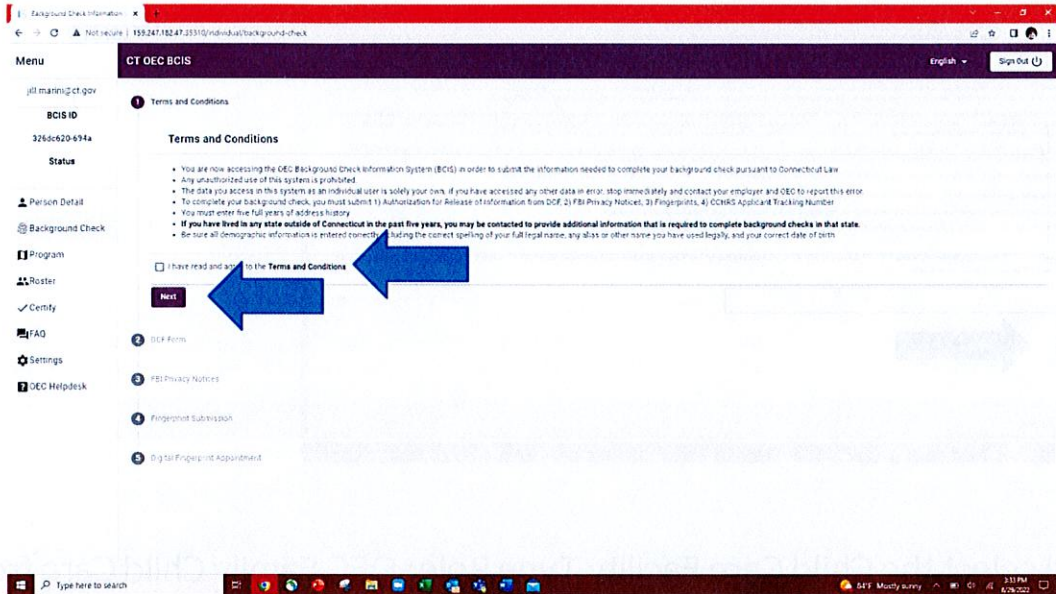
- e. This brings you to the Address History tab. Under the Address Tab you will enter — or confirm — the addresses you have lived for during the last **5 years (60 months)**. **IMPORTANT**, if you do not enter the required 5 years/60 months of address history your background check will be delayed, this 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.



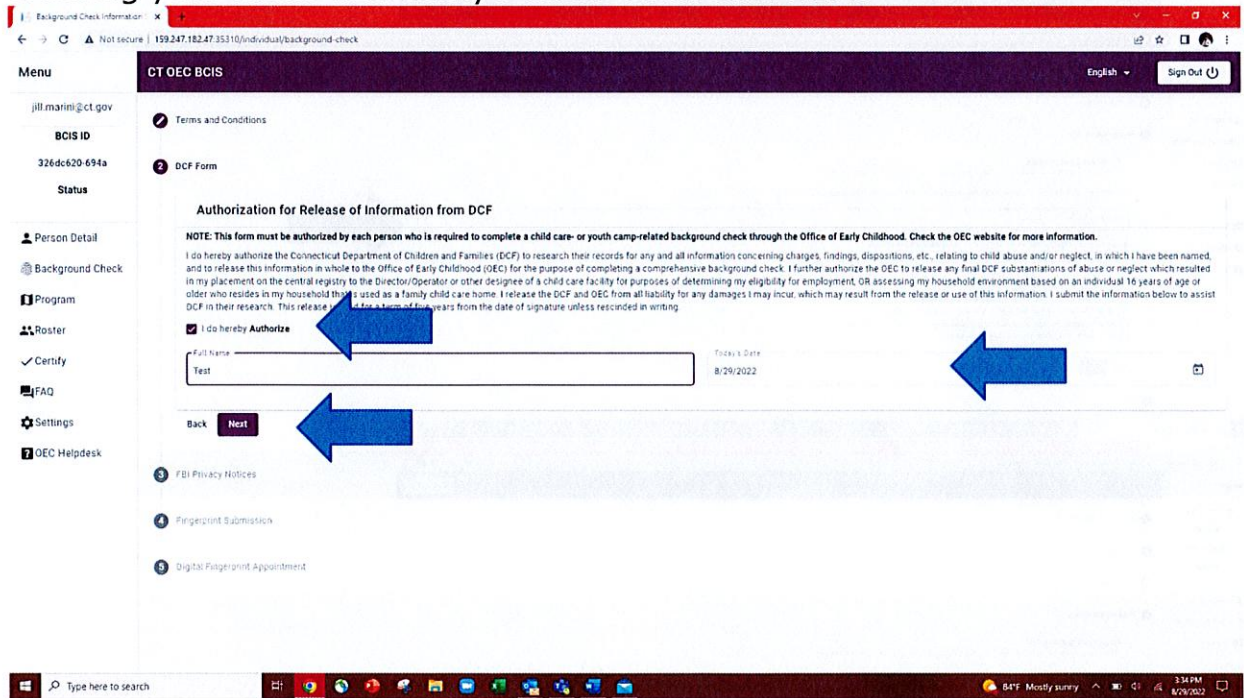
2. Next you will click on the purple START A BACKGROUND CHECK button to begin your background check.



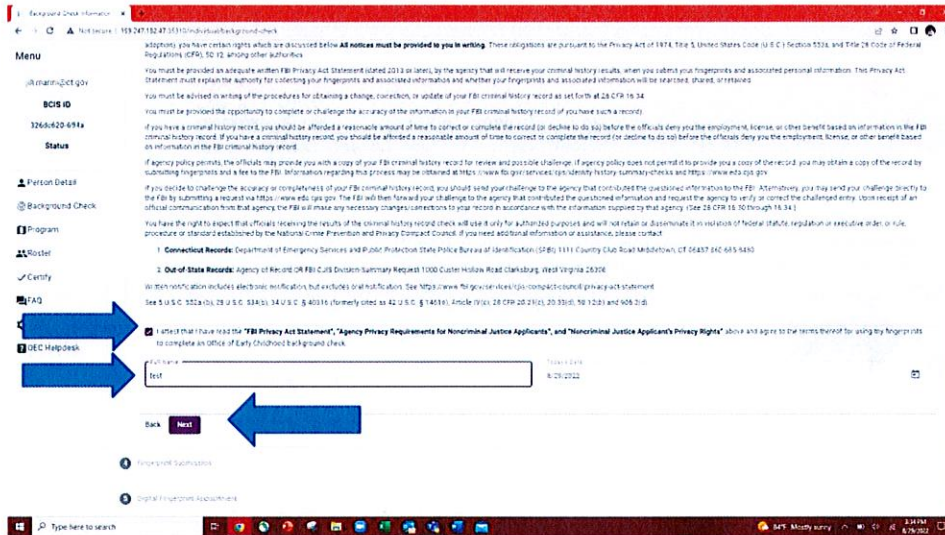
3. This will take you to the beginning of the background check process. Please review the terms and conditions and click the box that indicates that you have reviewed the terms and conditions and hit Next



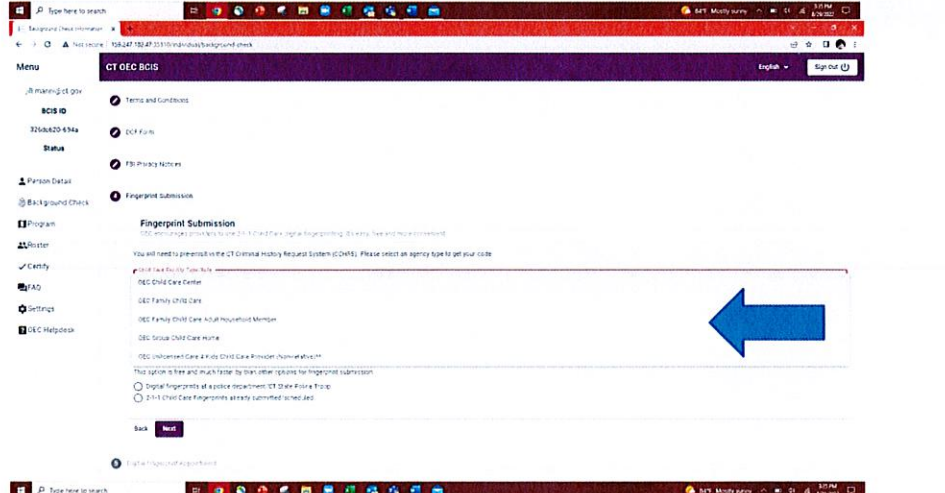
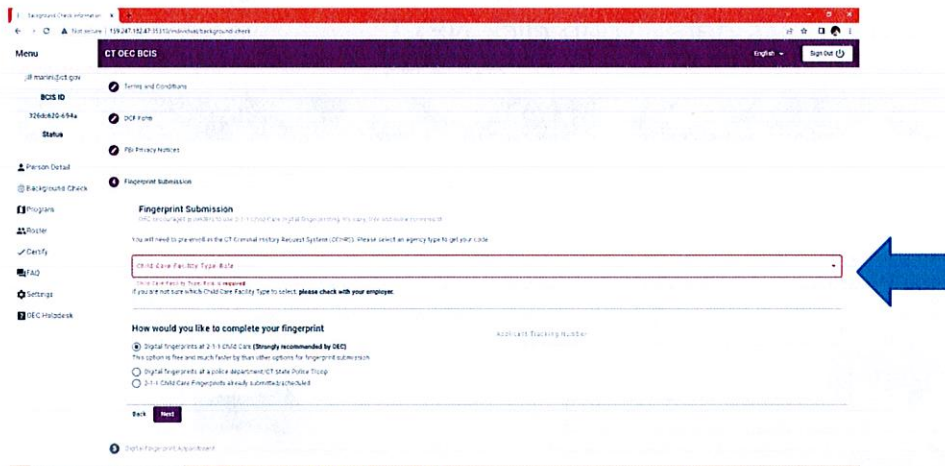
4. Then read and Authorize the DCF Check by clicking on the authorization box and entering your name and today's date. Then click NEXT



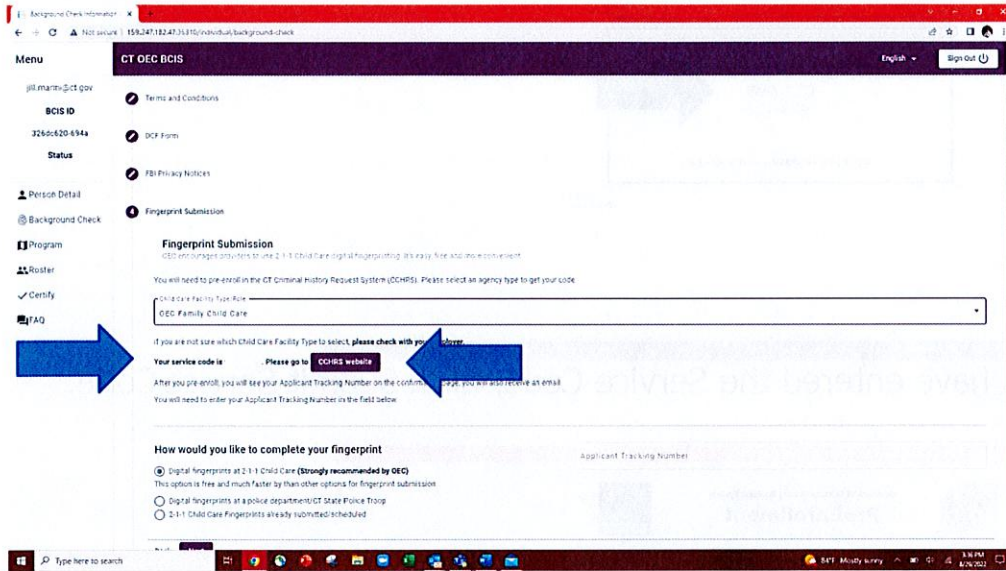
5. Then you will review the FBI Privacy Act Statement and click the Attest box, enter your name and today's date. Then Click Next



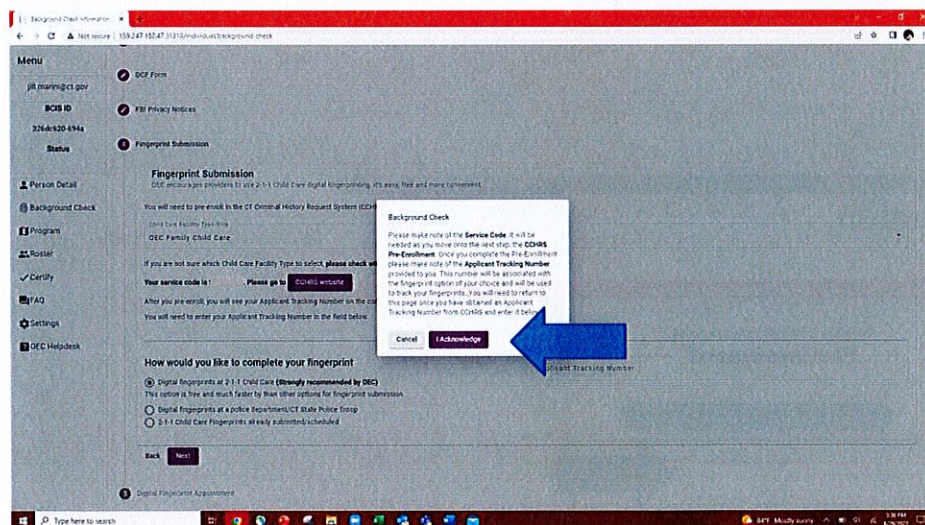
6. Next you will select the Child Care Facility Type Role: OEC Family Child Care from the drop-down menu.



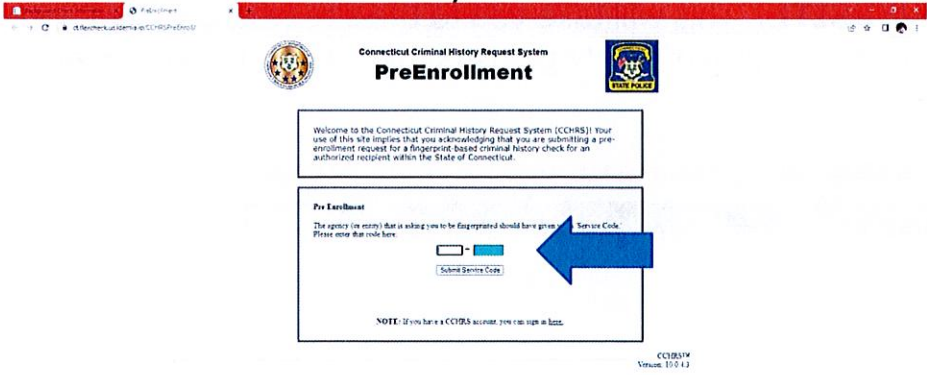
- 7. Next you will write down the OEC Family Child Care Service Code because you will need it on the next screen. Once you have done this, please click on the purple box **CCHRS WEBSITE**. This will take you to the site where you will pre-enroll for fingerprinting. **If you skip this step, you will not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



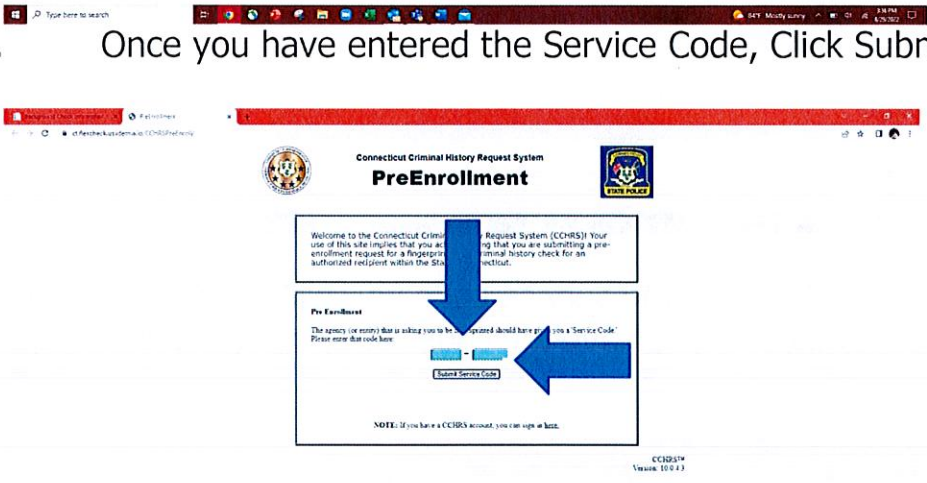
- 8. BCIS will remind you to write down the service code you will need to pre-enroll for fingerprints. If you are confident, you have the code ready click, Acknowledge.



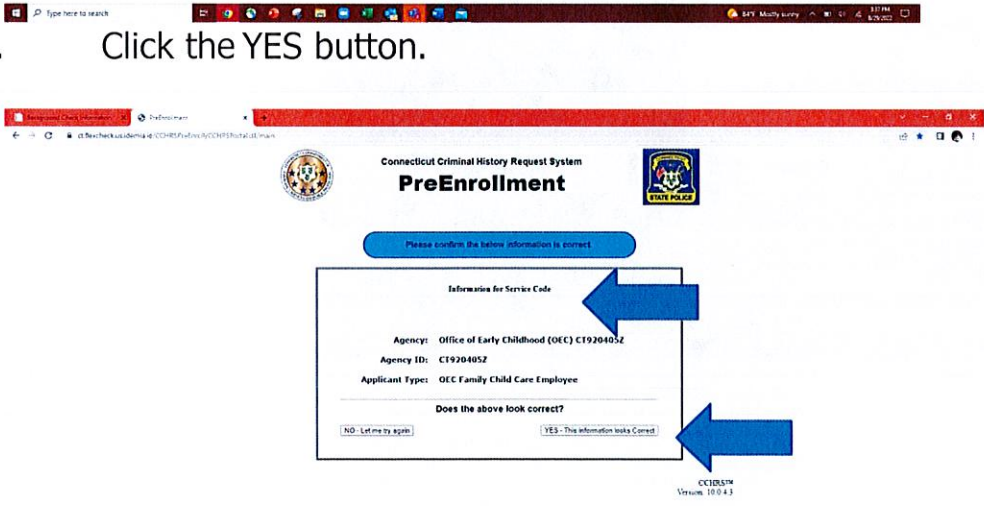
9. This will take you to the CCHRS Website. Once you arrive you will enter the OEC Service Code for OEC Family Child Care



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



11. 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.



SUCCESS. Your Pre-Enrollment has been submitted.

You will receive an email from the CCHR system that provides your Applicant Tracking Number and barcode below. You **MUST PRINT** either this page or the email and take that print out with you to get your fingerprints taken. You will need this information at the time fingerprints are taken.

Applicant Tracking Number: 21T001

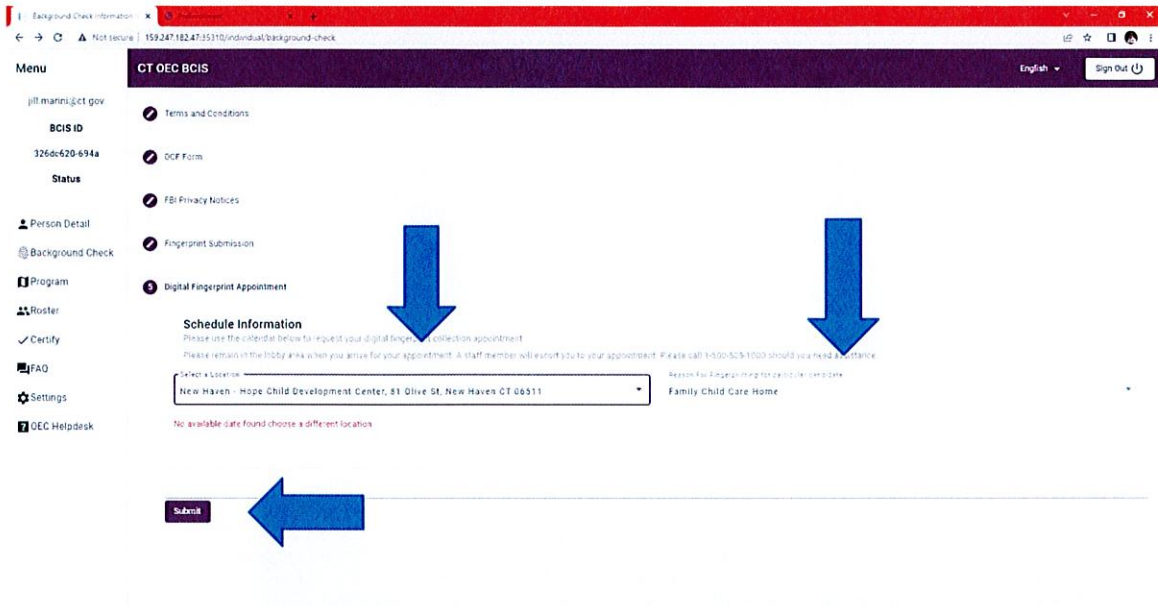
TEST, TEST
DOB: 1/1/1988

It is required to have the Applicant Tracking Number (shown) at the time of fingerprinting.
Connecticut State Police - 832.268.2624 x10-37

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:
- 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.
 - If you choose to obtain your digital prints at a police station, please click this box, hit NEXT, and it will complete your process.
 - 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.

The screenshot shows the 'Fingerprint Submission' page in the BCIS system. The page is titled 'Fingerprint Submission' and includes a navigation menu on the left. The main content area is titled 'Fingerprint Submission' and includes instructions for users. A section titled 'How would you like to complete your fingerprint?' has three radio button options: 'Digital Fingerprint (211 One Site) - (Highly recommended by DEED)', 'Digital Fingerprint at a Police Station (CT State Police Trap)', and '211 Child Care Fingerprint already scheduled'. A blue arrow points to the '211 Child Care Fingerprint already scheduled' option. Another blue arrow points to the 'Applicant Tracking Number' input field, which contains the value '227124457'.

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.
- 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.
 - In the LIVE session if there are available appointments at the location you have chosen, they will appear.
 - 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.