



CBC INSTRUCTIONS FOR YOUTH PROGRAM DESIGNATED INDIVIDUALS

Generating the Billing Form

Step 1

- Select **Youth Program Participant** (Once you click on Youth Program Participant, you will see the next step)
- If the Designated Individual is a current UTEP employee, select **Current UTEP Employee**
- If the Designated Individual DOES NOT currently work for UTEP, select **Non-UTEP Employee**

Step 2

- Enter the **Direct Supervisor's** name
- Enter the **CAO's** name (if applicable)
- Enter the **Business Center Manager's** name (if applicable)
- Enter the **Department** name

Step 3

- Enter the **Cost Center/Project ID**
- Click Submit

Submitting the CBC Request to Human Resources

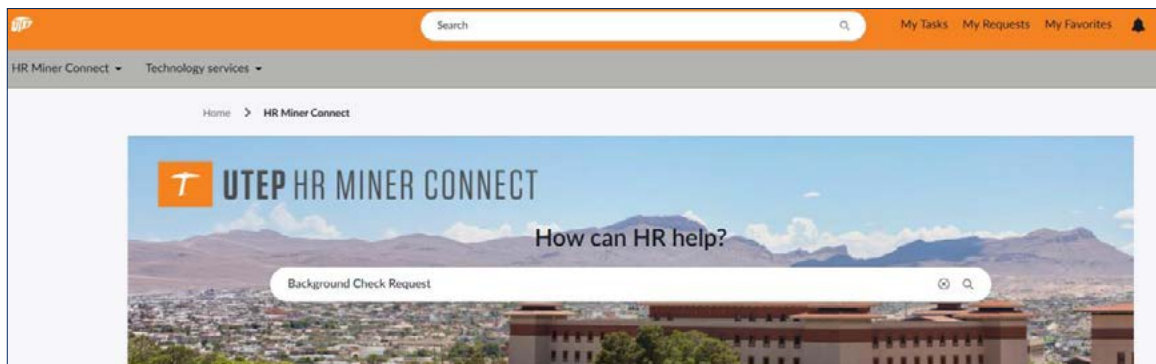
Step 1

- Access the Miner Connect homepage via the [UTEP Human Resources website](#)



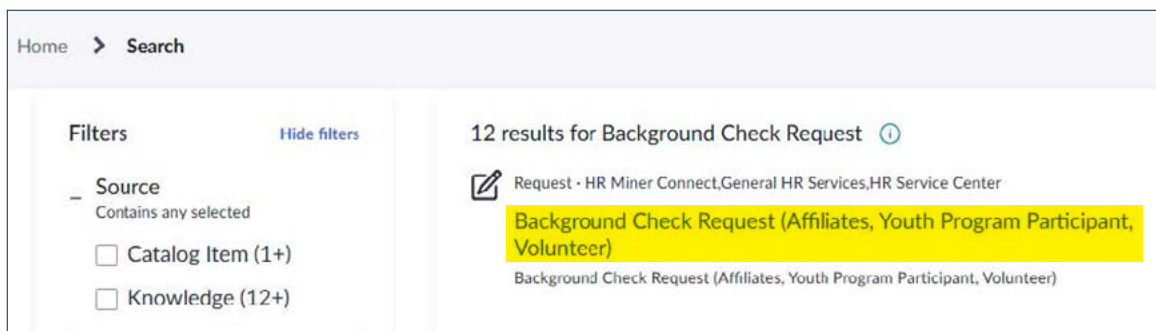
Step 2

- Search **"Background Check Request"**



Step 3

- Select **"Background Check Request"**



Step 4

- Enter the **Tentative Start Date**
- Enter the **Projected End Date**
- Enter the **Complete Legal Name** (First Name and Last Name) of the participant
- Enter the **Personal Email of the Designated Individual**
- Enter the **Background Check DTN Number**
- Enter the **Program Name**
- Enter the name of the **Program Coordinator**
- Click **Submit**

Background Check Request (Affiliates, Youth Program Participant, Volunteer)

Background Check Request (Affiliates, Youth Program Participant, Volunteer)

A request to conduct a background check for individuals serving as affiliates, youth program participants, or volunteers.

Note: Background check must clear before individuals are allowed to obtain access or participate on campus.

* Indicates required

* Please indicate the classification for the background check request

Youth Program Participant

* Tentative Start date

MM-DD-YYYY

* Projected end date

MM-DD-YYYY

* Complete Legal Name (First Name, Last Name)

Save as Draft

Submit

Required information

Tentative Start date

Projected end date

Complete Legal Name (First Name, Last Name)

Personal Email

Enter the Background Check DTN Number:

* Personal Email

Provide the email address of the individual for whom the background check is being requested.

* Enter the Background Check DTN Number:

For Youth Program Participants (Indicate the Program Name)

For Youth Program Participants (Indicate the name of the Program Coordinator)

Add attachments

Choose a file or drag it here.
Copy and paste clipboard files here.

Save as Draft

Submit

Required information

Tentative Start date

Projected end date

Complete Legal Name (First Name, Last Name)

Personal Email

Enter the Background Check DTN Number: