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Volunteer Screening Instructions for Maryland Science Olympiad State Tournament (April 22, 2023)

STEMOutreach <STEMOutreach@jhu.edu>
To: Amanda Valledor <amanda.valledor@jhu.edu>

Fri, Mar 17, 2023 at 4:06 PM

Dear volunteer,

Thank you for registering to volunteer at the **2023 Maryland Science Olympiad State Tournament** on Saturday, April 22nd at Johns Hopkins University! If you need to update your availability or cancel your registration at any time, you can do so online [here](#).

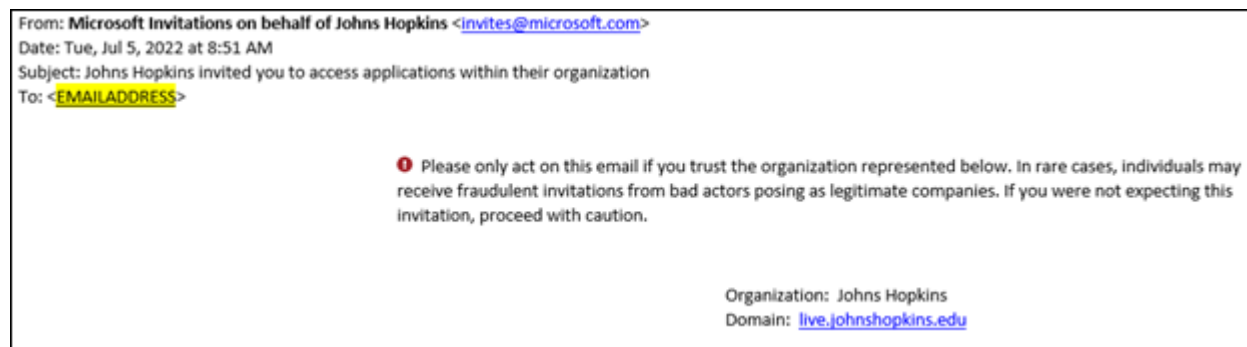
As mentioned on the registration page, JHU's [Safety of Children in University Programs policy](#) **requires all volunteers at this event to complete a safety pre-screening process**. This includes completing an online training AND a non-biometric criminal background check.

- There is no cost to you for this screening process, but it can take between 2-14 days to finish processing. Please complete all necessary steps as soon as possible.
- You will not be assigned to an official volunteer role until you have completed the screening process.

Step 1: Complete the self-paced, online child safety training module

Volunteers must complete an online training module through an application called myLearning. The module takes approximately 45 mins to complete.

1. We will create a guest account for you to access myLearning as an external volunteer.
2. Within the next 48 hours, you will receive an email from **Microsoft Invitations on behalf of Johns Hopkins** <invites@microsoft.com> inviting you to "*access applications within their organization*" on the live.johnshopkins.edu domain. Below is a screenshot of what the email may look like:



3. Accept the invitation using the link in this email which will take you to the online course you need to complete called "Training on the Safety of Children in University Programs."
 - a. This application requires that pop-up blockers are disabled. Check your settings if the training module doesn't load automatically.
4. At the end of the training, save a copy of your "certificate of completion" for your records.

Step 2: Complete the Non-Biometric Background Check

A JHU HR representative will initiate a non-biometric background screening via the university's vendor Universal Background Screening. You will receive information via email to fill out paperwork online to process the screening.

1. Within the next week, you will receive an email from eforms@universalbackground.com with subject line "Johns Hopkins University - Background Check Forms" with a link to complete the background check.
 - a. Note: The body of the email will say "Thank you for your interest in a career with Johns Hopkins University." We are unable to change this messaging, but this form is also intended for our volunteers.
2. The end of the email will contain an Invitation Number for you to enter once you click on the link to fill out the background check form.
3. Once you have entered the form, fill in all required fields. Below is an example of what the form will look like:

4. Once your screening has come back cleared from any necessary state or federal agencies and we have a record of your online training completion, you will be cleared to volunteer at the event.

Once you have been cleared to volunteer, the Maryland Science Olympiad at JHU volunteer coordinator will reach out to you with your specific volunteer assignment(s) and shift time(s). Be on the lookout from an email with additional details by mid-April.

If you have any questions or concerns, please contact Amanda Valledor at this email address or amanda.valledor@jhu.edu.

Thank you in advance for the time you are taking to get cleared to volunteer at our event. We know your time is precious and we are so grateful to our volunteers like you for all you do to help us run a safe and fun tournament! We look forward to welcoming you to campus on April 22.

Thank you,

Amanda

Amanda Valledor (she, her, hers)

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