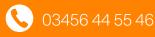# Candidate Guide
Welcome to Agenda Screening

Welcome to Agenda Screening.

We have been asked to carry out background checks on behalf of our client.

Rest assured; your privacy is paramount to us. Any information we gather will be handled with the utmost care and used exclusively for the purpose of verification. For more information about how we safeguard your information click here

Should you have any questions, our team are here to help.

Before you start...

Before you start it may be useful for you to gather the items you may need when submitting your details to us.

Below is a list of information and documents that you may be required to submit.

Name History	Address History
Driving Licence	Activity History (including dates of employment and contact details)

What to expect?

1 You will receive a welcome email from **noreply@agenda-screening.co.uk** This will contain your unique candidate number and the link to our portal. Its important that you follow this link, as this will ensure your account and screening is linked properly.

2 Once you have followed the link you will be greeted with our log in page. Head to the bottom of the page and select Create Your Account.

First time logging in?

CREATE YOUR ACCOUNT

You will receive a welcome email from **noreply@agenda-screening.co.uk**. T This will contain your unique candidate number and the link to our portal. Its important that you follow this link, as this will ensure your account and screening is linked properly.

3 Enter the email address that you received the welcome email to and click Send Verification Code.

4 Once the verification code has come through, enter the code into the relevant field, and click Verify Code.

5 Once verified, you will be given the option to change your email address if you wish. You can then proceed to create a password and provide your first and last name, before completing the account set up.

6 The screen that you see next will be your candidate dashboard. You will see a tile with your candidate number, select the tile that corresponds with your candidate number from the original email and access your screening.

7 You will be required to work your way through each section, completing all the mandatory fields before moving onto the next.

8 Any items not completed will be highlighted in red.

9 To verify your ID we use a YOTI, a government approved IDV provider. You will be asked to upload a copy of your ID and undergo a "liveness test" which is essentially taking a photo of yourself to confirm you are who you say you are and helps prevent ID fraud.

What happens next?

Once you have completed all the necessary fields and submitted your details, you can access the portal at any time by following the original link and logging in with your email address and password.

You can send the screening team message or upload additional documents here as well as check the status of your screening.

The screening team may contact you if they require further clarification or information on the phone and via the portal. You will receive an email from **noreply@agenda-screening.co.uk** prompting you to revisit your portal where you can view any outstanding messages and respond directly.

Upon completion of your screening, our client will receive an email advising of completion prompting them to view the final report in their portal. Your data will remain in our system for 12 months before anonymisation takes place.

You can reach us via Live Chat which will link you directly to a member of our UK based screening team, this can be accessed by selecting the Help icon at the bottom of the page or by calling us on **+(44) 03456 44 55 46**.