

Alaska Background Check Program User Manual

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Log On To Secure Area

1. Navigate to <https://abcs.dhss.alaska.gov/>
2. Enter your facility identification number into the **Facility ID** textbox and click the **Logon** button.

State of Alaska Health & Social Services Public Notices myAlaska Health & Social Services Search

Alaska Background Check Program

State of Alaska > Health & Social Services > Public Health > Certification & Licensing > Background Check

Welcome to the Alaska Background Check System

State of Alaska Computer Resource Terms of Usage Notice

The Alaska Background Check System (ABCS) is the property of the State of Alaska. Upon entering information in the facility identification block, selecting the "logon" option on this ABCS page, or further accessing and using this system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use or access is punishable under State of Alaska Criminal Law.

Please enter your facility identification number.

Login

Facility ID

1. Enter your facility identification here.

Logon

2. Click Logon

Alaska Pioneer Homes | Behavioral Health | Boards and Councils
Finance and Management Services | Health Care Services | Juvenile Justice | Office of Children's Services
Public Assistance | Public Health | Seniors and Disabilities Services
H&SS Public Notices | Site Search | Links for staff | Webmaster | H&SS Contacts

3. Click the **Log On To Secure Area** link.

State of Alaska Health & Social Services Public Notices myAlaska Health & Social Services Search

Alaska Background Check Program

State of Alaska > Health & Social Services > Public Health > Certification & Licensing > Background Check

Alaska Background Check System

Facility Menu

Provider: Providence Health Systems Anchorage

- Add a New Application
- Employee Release of Information Form
- Log On To Secure Area
- Logout

Click Log On To Secure Area

Alaska Pioneer Homes | Behavioral Health | Boards and Councils
Finance and Management Services | Health Care Services | Juvenile Justice | Office of Children's Services
Public Assistance | Public Health | Seniors and Disabilities Services
H&SS Public Notices | Site Search | Links for staff | Webmaster | H&SS Contacts

4. Enter your password into the **Facility Password** textbox and click the **Login** button. At the issuance of all new accounts the password is set as: password. To change your password, please see page 10 of this guide.

State of Alaska Health & Social Services Public Notices myAlaska Health & Social Services Search

Alaska Background Check Program

State of Alaska > Health & Social Services > Public Health > Certification & Licensing > Background Check

Alaska Background Check System

Secure Login

Main Menu

Facility ID

Facility Password



Alaska Pioneer Homes | Behavioral Health | Boards and Councils
Finance and Management Services | Health Care Services | Juvenile Justice | Office of Children's Services
Public Assistance | Public Health | Seniors and Disabilities Services
H&SS Public Notices | Site Search | Links for staff | Webmaster | H&SS Contacts

View Application Status

1. After you have logged into the Secure Area you will see the following screen.
2. To view an application, click the **View Application Status** link.

State of Alaska Health & Social Services Public Notices myAlaska Health & Social Services Search

Alaska Background Check Program

State of Alaska > Health & Social Services > Public Health > Certification & Licensing > Background Check

Alaska Background Check System

Log Out

Secure Area

Provider: Rich Grayson Test Facility

- › [View Application Status](#) 
- › [Change Application Status](#)
- › [Edit Contact Information](#)
- › [Change Password](#)
- › [Return To Unsecure Area](#)

Alaska Background Check Program

State of Alaska > Health & Social Services > Public Health > Certification & Licensing > Background Check

Alaska Background Check System

Log Out

Application Status Rich Grayson Test Facility

Menu Export to Excel

Search

Case Id

Last Name

First Name

Date Entered Range to

Search Reset

Views

- All Cases
- All Cases excluding inactive employees
- Cases missing documentation or fees
- All in process cases
- All provisional cases
- Cases with final authorization
- Statement(Cases missing fees)

Set View

3. On this screen you can see that there are several options that you may use to track and monitor the applications you have entered.
 - a. On the Search (Left) side you can enter any one of the items listed in the search engine and find a specific case.
 - b. If you use the case number you will pull up just the one case with that number, as noted in the case below.

Alaska Background Check Program

State of Alaska > Health & Social Services > Public Health > Certification & Licensing > Background Check

Alaska Background Check System

Log Out

Application Status Rich Grayson Test Facility

Menu Export to Excel

Search

Case Id

Last Name

First Name

Date Entered Range to

Search Reset

Views

- All Cases
- All Cases excluding inactive employees
- Cases missing documentation or fees
- All in process cases
- All provisional cases
- Cases with final authorization
- Statement(Cases missing fees)

Set View

Case ID	Date Entered	Applicant	Status	ROI Received Date	Provisional Date	FP Received Date	* \$54.25 FP Payment Received Date	\$25.00 App Payment Received Date
15731076	2/10/2011	GAGA, LADY	In Process					

- c. If you use just the last name or first name you will receive a list of all cases in your facility with an applicant that has that name.
- 4. On the Views (Right) side of the screen you see that there are seven different ways to select your application statuses. You simply select the view desired and click on the "Set View" button.
 - a. **All Cases:** Use this view to review all cases that have been entered into the system
 - b. **All cases excluding inactive employees:** Use this view to review only those employees that are still active and working.
 - c. **Cases missing Documentation or fees:** Use this view to review all cases where documentation may be missing for a case.
 - d. **All in process cases:** Use this view to review those cases where the provisional clearance has not yet been granted.
 - e. **All Provisional Cases:** Use this view to review all cases that have been given provisional clearance but do not yet have their final clearance.
 - f. **Cases with final Authorizations:** Use this view to review all cases where the final clearance has been completed.
 - g. **Statement (cases missing fees):** Use this view to review any cases where fees have not been paid.
NOTE: The "Statement" view will automatically total for you the amount of money that is due for the applications and fingerprint cards that you have submitted for your facility.
- 5. The database has the ability to export any of the "Views" by clicking the "Export to Excel" button.

The screenshot shows a web interface with two main sections: 'Search' and 'Views'.
 - **Search Section:** Contains input fields for 'Case Id', 'Last Name', 'First Name', and 'Date Entered Range' (with 'to' separator). Below these are 'Search' and 'Reset' buttons.
 - **Views Section:** Contains seven radio button options: 'All Cases', 'All Cases excluding inactive employees', 'Cases missing documentation or fees', 'All in process cases', 'All provisional cases', 'Cases with final authorization', and 'Statement(Cases missing fees)'. A 'Set View' button is at the bottom.
 - **Buttons:** At the top left, there are 'Menu' and 'Export to Excel' buttons. A red arrow points from the 'Export to Excel' button towards the search area.

- 6. This will export the data you selected to view into an excel spreadsheet for your use or to manipulate to fit any standard you need.

Case ID	Date Entered	Applicant	Status	ROI Received Date	Provisional Date	FP Received Date	* \$54.25 FP Payment Received Date	\$25.00 App Payment Received
15718716	7/13/2010	QTEST, EUGENE	Provisional	11/2/2010	10/25/2010	11/2/2010	11/2/2010	11/2/2010
15731076	2/10/2011	GAGA, LADY	In Process	Missing!	Missing!	Missing!	Missing!	Missing!

Change Application Status

1. To change the status of any of your applications, click the **Change Application Status** link. This section allows you to Terminate an application that is "Complete" status, or Withdraw an application that is in "Provisional Status."

State of Alaska Health & Social Services Public Notices myAlaska Health & Social Services Search

Alaska Background Check Program

State of Alaska > Health & Social Services > Public Health > Certification & Licensing > Background Check

Alaska Background Check System Log Out

Secure Area

Provider: Rich Grayson Test Facility

- › View Application Status
- › **Change Application Status** 
- › Edit Contact Information
- › Change Password
- › Return To Unsecure Area

2. As shown in the view below, you are given four ways to search for the application you are looking for. You can search by
 - a. The case ID number
 - b. The Applicants' last name
 - c. The applicants' first name, or
 - d. The case status.

Change Application Status

Rich Grayson Test Facility

NOTE: An Application may not be cancelled by the facility, contact the BCU to cancel an application. (907)334-4475

Find Applicant(s)

Case Id	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Case Status	<input type="text"/>

WARNING: Withdrawals/Terminations can only be reversed within 100 days of the effective date of the Withdrawal/Termination.

- e. When searching by case status you can simply click the  button and select from the drop down menu.

Menu

Change Application Status

Rich Grayson Test Facility

NOTE: An Application may not be cancelled by the facility, contact the BCU to cancel an application. (907)334-4475

Find Applicant(s)

Case Id

Last Name

First Name

Case Status 

Complete

Provisional

Terminated

Withdrawn

In Process

Search

WARNING: Withdrawals/Terminations can only be reversed within 100 days of the effective date of the Withdrawal/Termination.

- f. If you use these selections you will receive a list of all individuals that are in the status selected.

Find Applicant(s)

Case Id

Last Name

First Name

Case Status 

Search

WARNING: Withdrawals/Terminations can only be reversed within 100 days of the effective date of the Withdrawal/Termination.

CASE ID	CASE STATUS	FIRST	LAST	ACTION
15718716	Provisional	Eugene	Qtest	Effective date of withdrawal: <input type="text"/> Withdraw

- g. When you have the applicant you requested, put in the date that the individual left employment in the blank space in the “ACTION” block and click the hyperlink to “Withdraw” or “Terminate” the case.
- h. When you have clicked the “Withdraw” or “Terminate” button the case will look like the following.

WARNING: Withdrawals/Terminations can only be reversed within 100 days of the effective date of the Withdrawal/Termination.

CASE ID	CASE STATUS	FIRST	LAST	ACTION
15718716	Withdrawn	Eugene	Qtest	Reverse Withdrawal

- i. The case status will change to “Withdrawn” or “Terminated”
- j. The “ACTION” Block will state Reverse Withdrawal or Reverse Termination
- k. There is also a statement letting you know that you can reverse the action as long as you do so with 100 days.

NOTE: Terminations can only be performed on applications with a Complete **CASE STATUS** and Withdrawals can only be performed on applications with a Provisional or In Process **CASE STATUS**.

NOTE: Applications that have been withdrawn or terminated will still owe fees to the BCP if the fees have not already been paid.

Application cancellation can only be done by the Background Check Program. If you should need to perform an action that is not allowed or is unavailable, please contact the Background Check Program at (907)334-4475.

- l. When done click the “Menu” button on the top of the page to go back to the main menu.

Edit Contact Information

- 1. Click the **Edit Contact Information** link.

The screenshot shows the top navigation bar with links for State of Alaska, Health & Social Services, Public Notices, myAlaska, and a search box. Below the navigation is the main header for the Alaska Background Check Program, including a breadcrumb trail: State of Alaska > Health & Social Services > Public Health > Certification & Licensing > Background Check. The main content area is titled 'Alaska Background Check System' and includes a 'Log Out' link. Under the heading 'Secure Area', the provider is identified as 'Rich Grayson Test Facility'. A list of menu items is displayed: View Application Status, Change Application Status, Edit Contact Information (highlighted with a red arrow), Change Password, and Return To Unsecure Area. The footer contains various departmental links such as Alaska Pioneer Homes, Behavioral Health, Boards and Councils, Finance and Management Services, Health Care Services, Juvenile Justice, Office of Children's Services, Public Assistance, Public Health, Seniors and Disabilities Services, H&SS Public Notices, Site Search, Links for staff, Webmaster, and H&SS Contacts.

2. When you click the “Edit Contact Information” you will see the following screen.

Facility Name	<input type="text" value="Rich Grayson Test Facility"/>
Address Line 1	<input type="text" value="123 Fake Facility St"/>
Address Line 2	<input type="text"/>
State	<input type="text" value="AK"/>
City	<input type="text" value="Wasilla"/>
Zip Code	<input type="text" value="99654"/>
Phone Number	<input type="text" value="(907) 269-3485"/>
Fax Number	<input type="text" value="907.269.3488"/>
Primary Contact	<input type="text" value="Mark Jarvey"/>
Contact Email	<input type="text" value="mark.jarvey@alaska.gov"/>



3. Simply change the desired information for any of the contact information fields.
4. Once you are done click the **Change Information** button.
5. When done click the “Menu” button on the top of the page to go back to the main menu.

Change Password

1. Click the **Change Password** link.

State of Alaska Health & Social Services Public Notices myAlaska Health & Social Services Search

Alaska Background Check Program

State of Alaska > Health & Social Services > Public Health > Certification & Licensing > Background Check

Alaska Background Check System

[Log Out](#)

Secure Area

Provider: Rich Grayson Test Facility

- › [View Application Status](#)
- › [Change Application Status](#)
- › [Edit Contact Information](#)
- › [Change Password](#) 
- › [Return To Unsecure Area](#)

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2. When you click the change password link you will see the following page

Change Password

Current Password	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>



3. Enter your current password into the **Current Password** textbox.
4. Enter a new password into the **New Password** textbox.
5. Re-enter the new password into the **Confirm New Password** textbox.
6. Click the **Change Password** button.
7. When done click the “Menu” button on the top of the page to go back to the main menu.

NOTE: Please remember to change your password periodically for security reasons. Never give your password to an untrustworthy source and always **Log Out** of the Secure Area when you are finished with your session. The primary contact for the facility can always reset or change your password by using the **Change Password** link on the Secure Area page of the website or by contacting the Background Check Program and requesting a new password.

Return to Unsecure Area

1. To return to the unsecure area click the “Return To Unsecure Area” link

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State of Alaska > Health & Social Services > Public Health > Certification & Licensing > Background Check

Alaska Background Check System

Log Out

Secure Area

Provider: Rich Grayson Test Facility

- › View Application Status
- › Change Application Status
- › Edit Contact Information
- › Change Password
- › Return To Unsecure Area 

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2. This will take you back to the main logon screen

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Alaska Background Check Program

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Alaska Background Check System

Facility Menu

Provider: Rich Grayson Test Facility

- › [Add a New Application](#)
- › [Employee Release of Information Form](#)
- › [Log On To Secure Area](#)
- › [Logout](#)

[Alaska Pioneer Homes](#) | [Behavioral Health](#) | [Boards and Councils](#)
[Finance and Management Services](#) | [Health Care Services](#) | [Juvenile Justice](#) | [Office of Children's Services](#)
[Public Assistance](#) | [Public Health](#) | [Seniors and Disabilities Services](#)
[H&SS Public Notices](#) | [Site Search](#) | [Links for staff](#) | [Webmaster](#) | [H&SS Contacts](#)

3. From this screen you can continue to enter applications, print forms, or logout.