How to View Comprehensive Background Check Results and Add, Edit, and Expire Affiliates

2. Find your facility and scroll to the right and click on **Manage Affiliates** tab.

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Renewal Date</th>
<th>Case Number</th>
<th>Program Type</th>
<th>Address</th>
<th>Current Status</th>
<th>Multiple Program Director</th>
<th>DCF Enrolled</th>
<th>DCF Provider</th>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Sample Head Start</td>
<td>0073002</td>
<td></td>
<td>Head Start Child Care Center</td>
<td>2222 Head Start Drive Lawrence, KS 66047</td>
<td>Open</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>[Manage Affiliates] [Licenses] [Surveys] [Applications] [Enrollments] [Sponsors] [Fees]</td>
</tr>
</tbody>
</table>
How to View Comprehensive Background Check Results and Add, Edit, and Expire Affiliates continued

3. To view your current list of affiliates, scroll down the page and you will see the list of names under the “Employee/Resident/Volunteer Review” Section.

Scroll down to view your current list of affiliates.

List of Affiliates
4. To view your background check results, scroll to the right for each affiliate name and look under the “Background Check Status” column.

Background Check Results are viewed under “Background Check Status”.

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**ATTENTION**: To authorize an affiliate access to view, edit, and expire the facility information and edit, add or remove an affiliate’s information:

1. The affiliate must first have an email address.
2. The affiliate must have an “In Process” Status Issue.
3. Click [Authorize Access] in the Status column below to authorize the affiliate.
4. The authorized affiliate will receive two emails: 1) with instructions; 2) with temporary password.
5. The person authorizing an affiliate will be copied on the interview notification email.

NOTE: If you do not receive any emails, please check your Spam/Junk folder and if you still do not find the email(s), please contact Child Care Licensing.
How to View Comprehensive Background Check Results and Add, Edit, and Expire Affiliates continued

5. To “Add” an affiliate, scroll to the right and click on the [Add New Employee/Resident] link. To “Edit” or “Expire” an affiliate, scroll to the right for each affiliate name and click on [Edit] or [Expire].

- Click [Add New Employee/Resident] to add affiliates to your facility.
- Click [Edit] to update affiliate roles and information.
- Click [Expire] to remove an affiliate from your facility.

**WARNING** - After you click [Expire], the affiliate is removed immediately from your facility.