

HOW TO RUN YOUR BACKGROUND CHECK

Select the Background check link from the SONM coaches' webpage.

Make note of the Good Deed Code **210ad4u**

If this is your first time running a background check with SONM, you will choose Create an Account on the right hand side of the Sterling Volunteers Web Page.

If you have previously run a background check with SONM you can sign back into your account. If you forgot your username or password, select forgot username or password to retrieve the information from the Sterling Volunteers Support Staff. If it has been over 365 since you last created your Sterling Account you will be asked to update your password.

For those with a previous account please follow the below instructions:

Select the Orange "Get Verified" button on the top right side.

Select the Orange "Start New Background Check" to proceed.

On the left side of the screen enter the Good Deed Code **210ad4u** and select the Orange "Continue" button.

Complete the information/steps on the next 4 pages.

Select the Orange "Submit Order" button.

You will immediately receive an email from Sterling Volunteers with the title "You did it!..." you will see links to complete other necessary trainings to become a SONM A Level Volunteer.

Once your background check has been completed by Sterling Volunteers you will receive another email with the title "Your Background Check Order has Completed"

You will receive a third email with the title "Special Olympics New Mexico has reviewed your background check". If you are ineligible you will also receive a letter in the mail from SONM.

For those creating a new account, please follow the below instructions:

After selecting create new account, complete the account information and select the Orange "Submit" button.

On the left hand side of the next page, input the Good Deed Code **210ad4u** and select the Orange "Submit" button

Complete the information/steps on the next 4 pages.

Select the Orange "Submit Order" button.

You will immediately receive an email from Sterling Volunteers with the title "You did it!..." you will see links to complete other necessary trainings to become a SONM A Level Volunteer.

Once your background check has been completed by Sterling Volunteers you will receive another email with the title "Your Background Check Order has Completed"

You will receive a third email with the title "Special Olympics New Mexico has reviewed your background check". If you are ineligible you will also receive a letter in the mail from SONM.