

MCA

Mount Carmel Academy

Where Learning Touches Lives

DIRECTIONS FOR ONLINE BACKGROUND SCREENING FOR VOLUNTEERS:

To Complete the Archdiocesan background check for Mount Carmel Academy:

1. Go to www.archchicago.org.
2. Under the “Protecting Children” tab on the left side, click on the “Background Screening”
3. Click on the “click here” link to register for a UserID and password.
4. Next to the prompt “Type of Application”, **SELECT “VOLUNTEER”**. Selecting employee requires the extra step of a fingerprint background check, which may stall the application process.
5. On the registration page, open the "open the site search". Search the word "carmel". Of the choices shown, select "Mt Carmel-Elem School". Do NOT choose "Mt Carmel-Belmont" for example.
6. Type in the access code: "protection"
7. Complete your registration.
8. Re-login if necessary and complete the online application. There are multiple parts to the application. Don't forget to click "submit" when you are done.