

Heart Math Tutoring – CCS Background Check

How-to Register with CCS for the first time:

1. Go to cabarrus.k12.nc.us/volunteer
2. Click "Complete Volunteer Background Check."

Click the link below to complete the volunteer background check. A PIN is required to access the form. The PIN is available from your school volunteer coordinator.



Complete Volunteer Background Check

- *If you have any questions about the Volunteer process, including the background check, please call Human Resources at 704-260-5741.*

3. You'll be redirected to WolfeOne. Enter the Wolf Meadow PIN: **CCSV26**



The screenshot shows the WolfeOne logo at the top, with the text "Simple Employee Management Software". Below the logo is the title "Employee/Volunteer Order Form". Underneath is a section titled "Instructions". Below "Instructions" is a blue box titled "Pre-Employment Service Options". Inside this box, there is a red arrow pointing to a text input field labeled "Authorization PIN:". The input field contains the text "*Required Field". To the right of the input field is a "Submit" button.

4. Check the box for "Statewide Criminal," "Person Search – RealityCheck Client," and "National Criminal Database."

Employee/Volunteer Order Form

Instructions

Pre-Employment Service Options

Employment/Position:

Cabarrus County Schools Volunteers - [Volunteer]

× ▼

Background Search

Price



Statewide Criminal
Person Search - RealityCheck Client
National Criminal Database

Billed to Employer

Cancel

Next

5. Continue through the prompts to enter your information.
 - a. Use a personal email address rather than a work email.
6. After you submit, you'll receive an email from Wolfe, Inc. (automation@instascreen.net). Click the link to log in.

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Hello [REDACTED]

Cabarrus County Schools has requested your consumer report.

To view the status of the report, log on to your personal portal and provide your reference number: [REDACTED]



Log On

7. Your reference number will autopopulate. Confirm you are not a robot, and then enter the one time code sent to your phone number.

Sign in to Wolfe, Inc.'s Portal

Reference Number *
This can be a file number, reference number, or confirmation number.

Choose how to sign in:

[One Time Code](#)
[Answer Questions](#)

☒ I'm not a robot  reCAPTCHA

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8. Create a password, then log in to check your background check status. Your background check will show a green banner saying “Completed” when all parts of the screening are complete.
Please note: processing can take up to two weeks.

Screening Information		
 0 Unread Messages	 No Required Documents	Report Status is Complete
Completed		
Person Search Trade House Data	State Criminal Court Search NORTH CAROLINA (CORNELL, HEATHER)	
State Criminal Court Search NORTH CAROLINA (SMITH, HEATHER)	National Criminal Database Search NATIONWIDE (SMITH, HEATHER)	

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