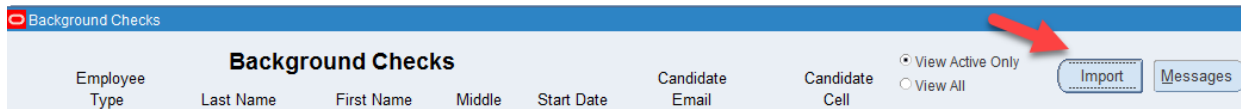


Background Check Form Import

Please see the “Import File Specifications” document to view how the comma-separated value (csv) file should be formatted. Note that no fields (including the Department and Comment fields) may contain commas. If the department name contains commas, please remove them prior to import.

To import records to the Background Checks form, click the Import button:

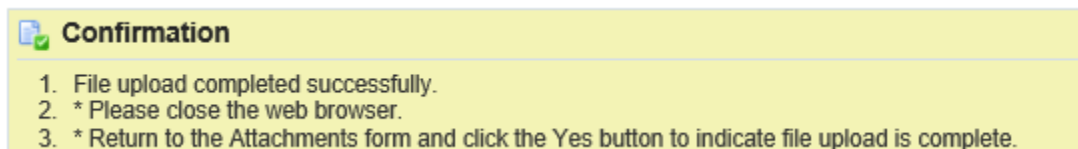


A File Upload page will appear in the browser. Click “Browse...” and choose the file. Then click “Submit”:

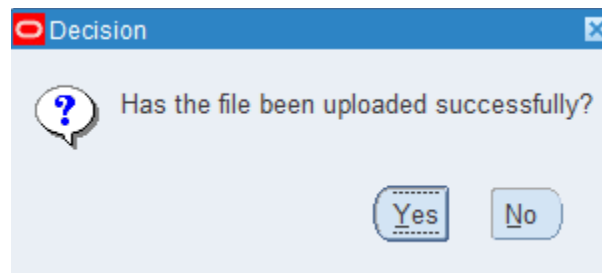
File Upload

* Upload File

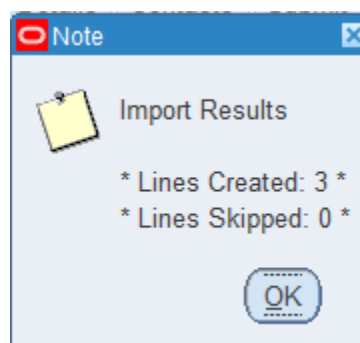
After receiving the confirmation message below, you may close the browser window:



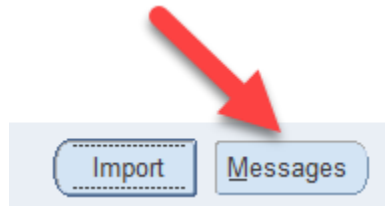
A pop-up on the Background Check form will ask if the file has been uploaded successfully:



Click “Yes.” The import process will take place and the number of requests created and requests skipped due to import errors will be reported:



If there were any requests skipped, click the Messages button to view the specific reason for the error:



Note that the import function created the requests but does not submit them. Please review the fields of each request created and click the Submit button for each if correct.

If you have any questions about problems with the import, please contact [HR IS@colostate.edu](mailto:HR_IS@colostate.edu).