



Orange County Schools

200 East King Street, Hillsborough, NC 27278
Phone: 919-732-8126 | Fax: 919-732-8120 | www.orange.k12.nc.us

Connie Brimmer, HR Director of Staffing and Licensure
connie.brimmer@orange.k12.nc.us

All student teachers and interns must complete a background check in before beginning student teacher or an internship at their respective school assignments. Please follow the instructions below to complete.

- Go to: www.usinfogroup.com
- Click on the University/Community Colleges Student Access picture box. c. Enter the following USERID and Password.

School User ID: OCSTEACH School Password: student

- Click on “Secured Login” e. If this is your first time requesting through our system you must “CREATE AN ACCOUNT”. **Please note you must have a valid email address to create an account.** Click on the “Create New Account” button and fill in all the fields.
- After you have finished click the save button, then click on the “Return to Login button.
- Enter your email address and password then click the “Secure Login” button.
- Upon completion of your Criminal Background Check, you will receive an email from USInfoGroup notifying you of the completed request.
- To view your completed request(s), follow the steps above for a, b, c and d. Follow the instructions for *returning* students.
- Orange County Schools will be notified once your criminal background request has been completed.

If you do not have access to a computer please call (919) 570-9861 and one of our customer service representatives will be available to assist you.