



Information is Power!

WAKE COUNTY PUBLIC SCHOOL SYSTEM – RETENTION & RECRUITMENT

Student Online Criminal Background Check

The cost for your Criminal Background Check is a flat fee of \$25.

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

School User ID: wcpssr&r
School Password: student

- d. Click on “Secured Login”
- e. Follow the instructions to request your criminal background: **Please note you must have an active email address to complete the ordering process.**
- f. Your Criminal Background Check will be processed upon successful processing of your credit/debit card.
- g. Upon completion of your Criminal Background Check, you will receive an email from USInfoGroup notifying you of the completed request(s).
- h. To view your completed request(s), follow the steps above for a, b, c and d. Follow the instructions for *returning* students.
- i. Upon completion of your request, an electronic copy will be forwarded to Wake County Public School System.

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.

REACTIVATION

A periodic review of your information is required to maintain an “active” status in our system. The system will expunge any account that has not been reactivated! Therefore, your account will expire on Oct. 31st of the following year if not reactivated. You will receive an email approx. 30 days prior to your account being expunged.

- a. Following the steps above for a, b, c, and d to gain access to your account
- b. Once logged in – select Reactivation and follow the instructions.