

Configure Verified Volunteers in the Control Panel

Set up Verified Volunteer (background check) types in control panel

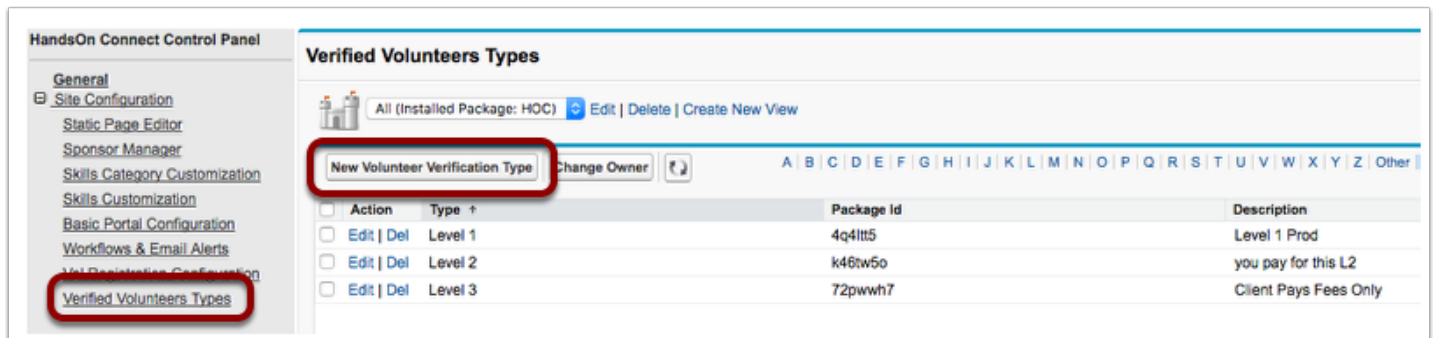
To get started using Verified Volunteers in HandsOn Connect, you'll need to enter the Volunteer Verification types you've arranged with Verified Volunteers for your account.

Based on your contract with Verified Volunteers, you may have one or more types of background checks. Each will have its own Package ID and a Level associated with it.

You'll enter all your background check types in the control panel / Verified Volunteer Types. (This is a one-time set-up unless you add new background check types in the future)

Go to Control Panel / Verified Volunteer Types

Initially there will be no types listed, here.. Click "New Volunteer Verification Type" to create your first (and any additional) Verified Volunteer Types.



HandsOn Connect Control Panel

General

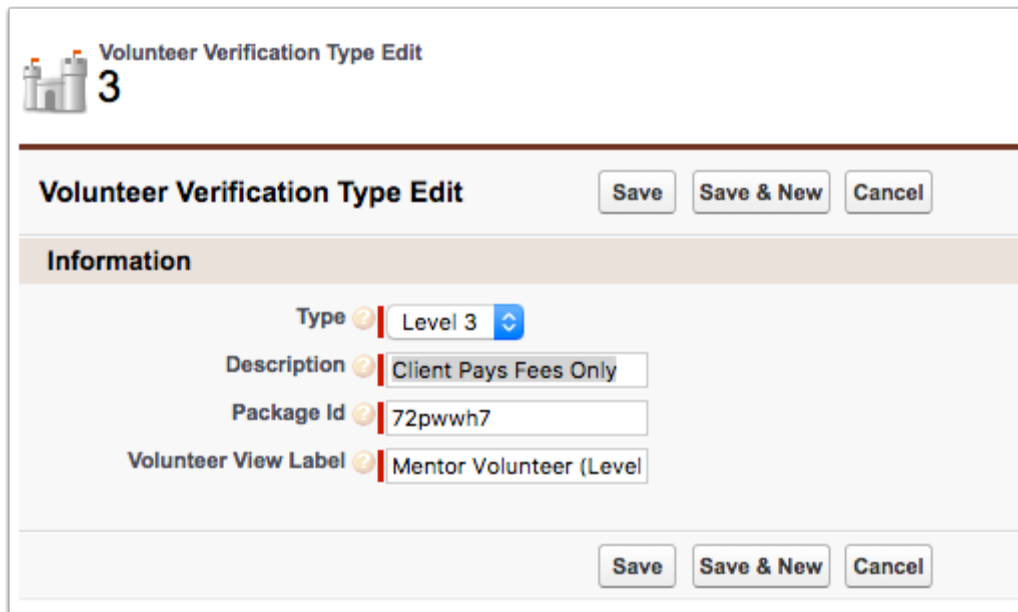
- Site Configuration
- Static Page Editor
- Sponsor Manager
- Skills Category Customization
- Skills Customization
- Basic Portal Configuration
- Workflows & Email Alerts
- Vol Registration Configuration
- Verified Volunteers Types**

Verified Volunteers Types

All (Installed Package: HOC) Edit Delete Create New View

New Volunteer Verification Type Change Owner

	Action	Type ↑	Package Id	Description
<input type="checkbox"/>	Edit Del	Level 1	4q4ltt5	Level 1 Prod
<input type="checkbox"/>	Edit Del	Level 2	k46tw5o	you pay for this L2
<input type="checkbox"/>	Edit Del	Level 3	72pwwh7	Client Pays Fees Only



Volunteer Verification Type Edit 3

Volunteer Verification Type Edit Save Save & New Cancel

Information

Type ? Level 3

Description ? Client Pays Fees Only

Package Id ? 72pwwh7


Volunteer View Label ? Mentor Volunteer (Level 3)

Save Save & New Cancel

There are four fields to configure for each verification type you have arranged with Verified Volunteers.

- **Type:** Level Type (level 1, 2 or 3)
- **Description:** Internal use description (so you can differentiate which package IDs and background check types are requested with that ID)
- **Package ID:** The Id given to you by Verified Volunteers that identifies the background check package
- **Volunteer View Label:** What the volunteer sees in "My Account" under the Background Check menu item. (See below)

Click Save to save each Volunteer Verification type.

 **Note:** The order you create these in, will be the order the options appear in to the volunteer. (It's not possible to reorder these later)

Once you have your volunteer Verification types setup you'll be able to [start requiring background checks for specific volunteer opportunities.](#)