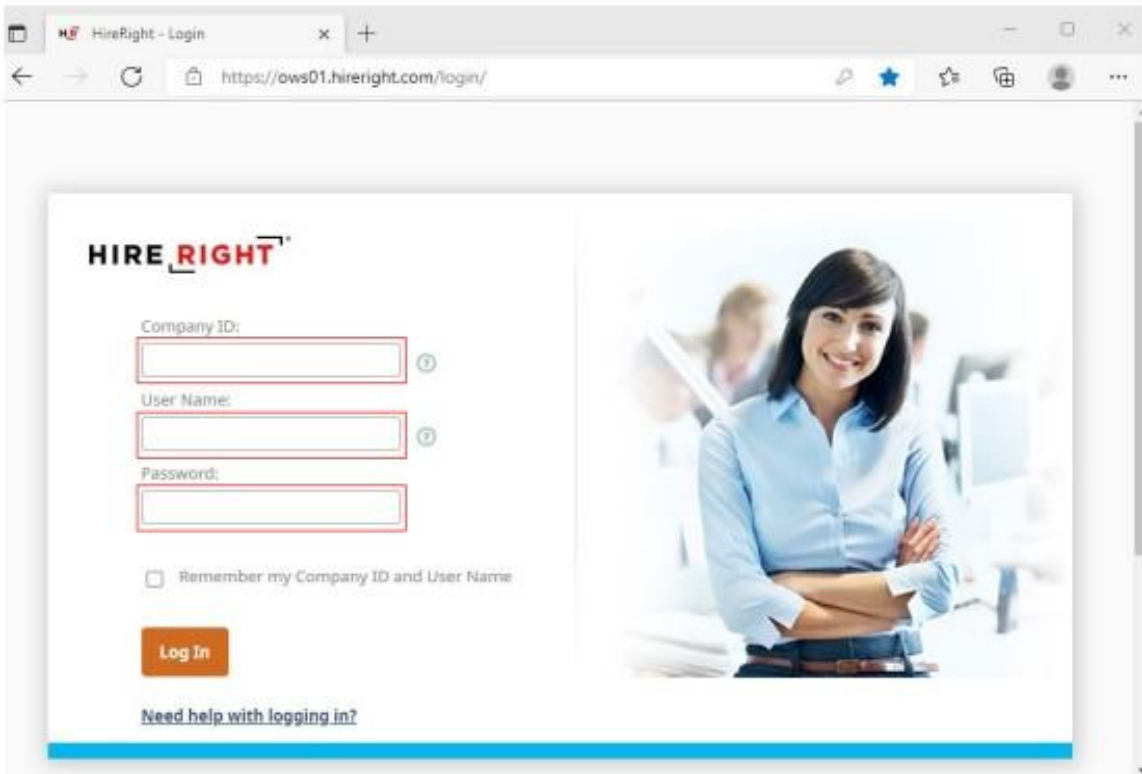


## How to check the Status of a Background Check on the HireRight Platform

This job aid provides step-by-step directions for checking the status of background checks in the HireRight system.

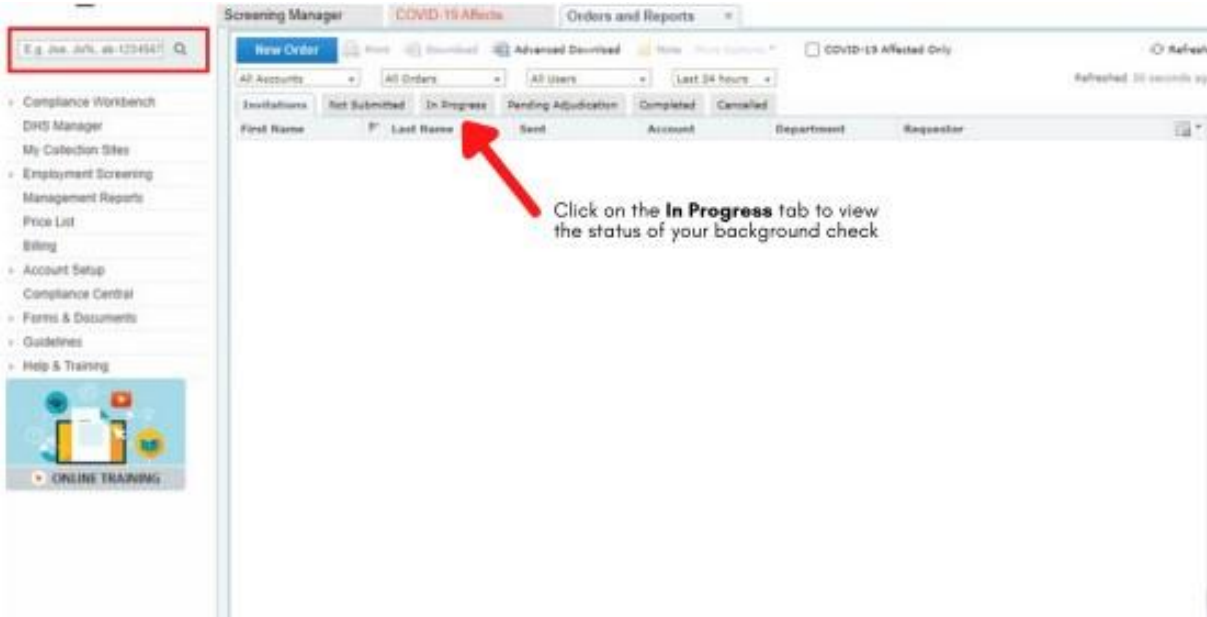
**Step 1.** Log in to the HireRight website at [HireRight - Login](https://ows01.hireright.com/login/)

- Company ID: **COLUM01**
- Company ID: **COLUM05** (for CUIMC departments)
- User Name: Your **UNI**
- Password: **the password you created when you received your credentials**

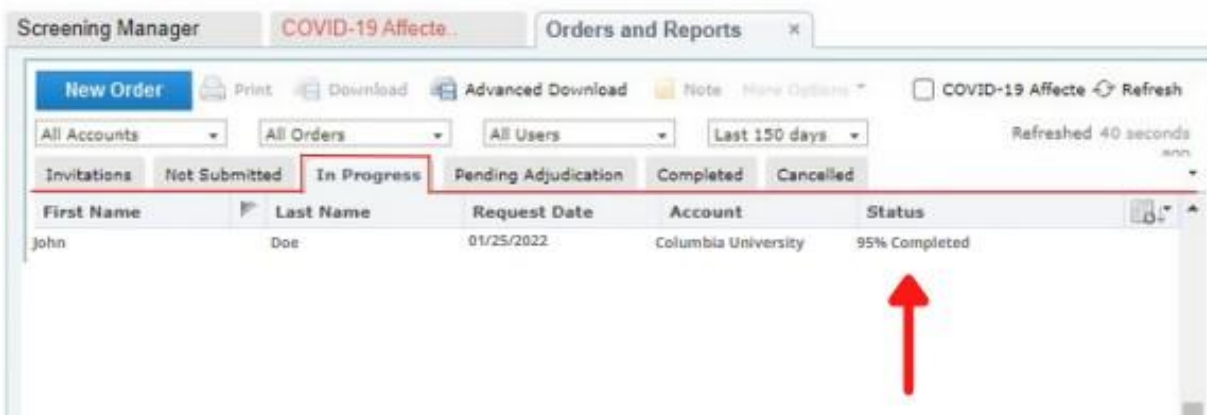


The screenshot shows a web browser window with the title "HireRight - Login" and the URL "https://ows01.hireright.com/login/". The page features the HireRight logo on the left. Below the logo are three input fields: "Company ID:", "User Name:", and "Password:". Each field has a red border and a small circular icon to its right. Below the input fields is a checkbox labeled "Remember my Company ID and User Name". A blue "Log In" button is positioned below the checkbox. At the bottom left, there is a link that says "Need help with logging in?". On the right side of the page, there is a photograph of a smiling woman with her arms crossed, wearing a light blue button-down shirt.

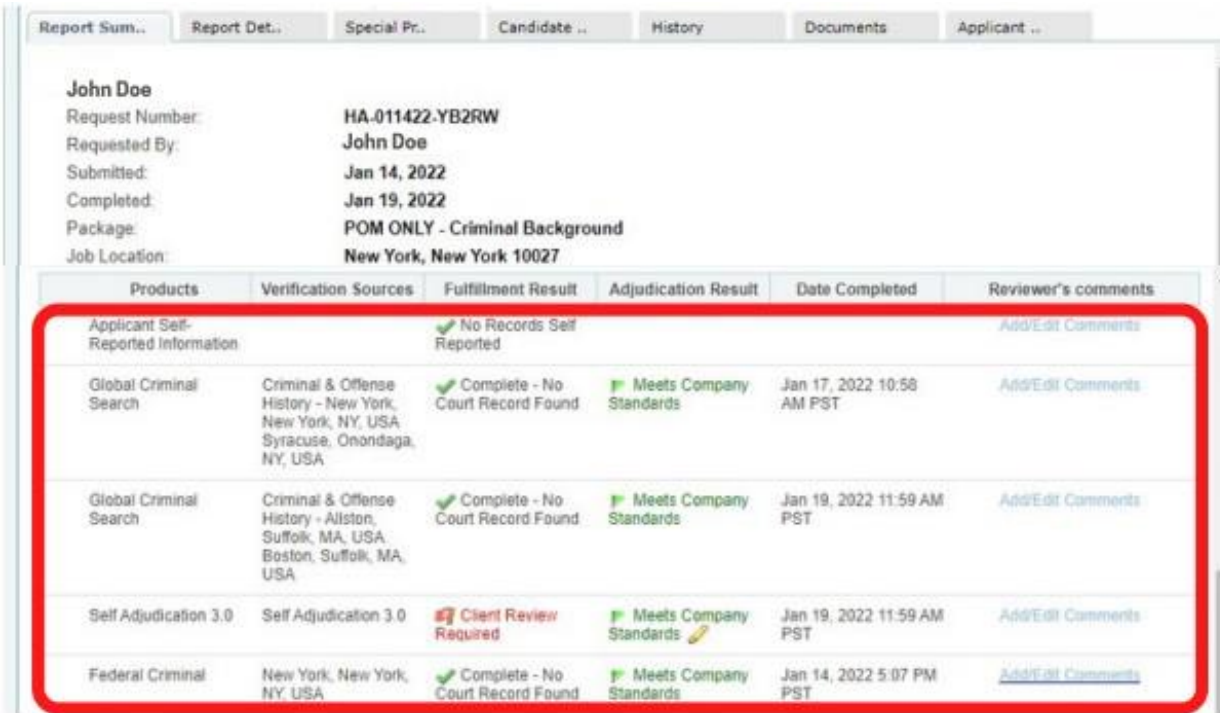
**Step 2.** On the HireRight Home page, “click” on the tab **In Progress** or use the **Search Bar** located on the top left and enter your candidate's name.



**Step 3.** Under the “**In Progress**” tab, you will be able to see the current completed status of the background check you ordered.

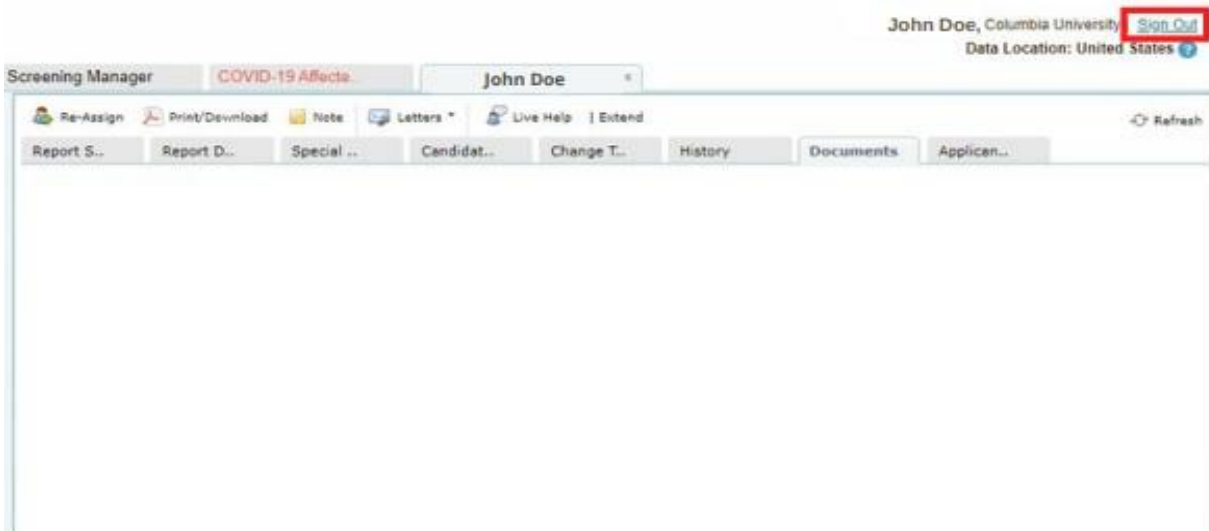


**Step 4. Double-Click** on the candidate's name to view the results.



Products	Verification Sources	Fulfillment Result	Adjudication Result	Date Completed	Reviewer's comments
Applicant Self-Reported Information		✔ No Records Self Reported			<a href="#">Add/Edit Comments</a>
Global Criminal Search	Criminal & Offense History - New York, New York, NY, USA Syracuse, Onondaga, NY, USA	✔ Complete - No Court Record Found	✔ Meets Company Standards	Jan 17, 2022 10:58 AM PST	<a href="#">Add/Edit Comments</a>
Global Criminal Search	Criminal & Offense History - Allston, Suffolk, MA, USA Boston, Suffolk, MA, USA	✔ Complete - No Court Record Found	✔ Meets Company Standards	Jan 19, 2022 11:59 AM PST	<a href="#">Add/Edit Comments</a>
Self Adjudication 3.0	Self Adjudication 3.0	❌ Client Review Required	✔ Meets Company Standards	Jan 19, 2022 11:59 AM PST	<a href="#">Add/Edit Comments</a>
Federal Criminal	New York, New York, NY, USA	✔ Complete - No Court Record Found	✔ Meets Company Standards	Jan 14, 2022 5:07 PM PST	<a href="#">Add/Edit Comments</a>

**Step 5. Click on "Sign-Out"** at the Top Right to securely exit the HireRight system.



If you have additional questions please visit Columbia University [Background Checks | Human Resources \(columbia.edu\)](https://columbia.edu/background-checks), or email us at [hrcs-bc@columbia.edu](mailto:hrcs-bc@columbia.edu). **CUIMC** users can contact [cumchr@cumc.columbia.edu](mailto:cumchr@cumc.columbia.edu). You can also contact HireRight at 866.915.6030.