Directions for Completing Background Check – Denton ISD
PDS 1 (Fall 2019)

2. You will need to create an account if you do not have one by clicking on "Start." Otherwise, login with your email and password.
4. When you get to the Vacancy Desired page, you will scroll to the bottom and choose JobID #2434. If you have previously chosen another JobID number unselect it. Only JobID #2434 should be selected. Choose 0 years of experience from the drop down.
5. You do not need to fill anything out on the Position Desired page.
6. At the end of the application you will click on “Finish and Submit”
7. The system will send you an email verification which will list the JobID # 2434.
8. Forward the Denton ISD verification email to COE-ClinicalPractice@unt.edu by the due date listed on the placement email.