

FSSR APPLICANT BACKGROUND CHECK INSTRUCTIONS

You received this form because you are required to complete a fingerprint-based, criminal history background check. Follow the instructions below so your company can process your request. After making an appointment, but before fingerprinting, your company must confirm your authorization to proceed. Until completed you cannot fingerprint.

Provider Name and License Number	Provider Number
KELLY SERVICES INCORPORATED - 127772	DLGFV6

Instructions

Frequently Asked Questions

1. Go to this Orange County Public Schools website: <https://fms.ocps.net/Applicant>

2. Create an Account

If you have not created an account before:

- Click "Register as a new user."
- Enter your account information. Click "Register."
- Check your email for the temporary password.

3. Login

Your username is your email address. A temporary password was sent to the email account you used to register. When you login, you will be prompted to change your password and choose a security question.

4. Enter Application Information

- Click "Create Application" on the home screen
- Enter DLGFV6 in the provider number field. Click Search. If the correct provider is displayed, click "Continue Application." If an incorrect provider is displayed, contact the provider that gave you this form.
- If you have fingerprinted in the last 5 years as a vendor in the FSSR (Florida Shared School Results) database you **MUST** select this Special Circumstance to register for an FSSR transfer (\$10.00 fee).

Pre-Employment Information

Enter the position category if prompted. Select a special circumstance only if it is applicable to this request or you have been instructed to do so by OCPS or your employer.

* Request Type:

Kelly Services Incorporated

Special Circumstance

- Florida Shared Schools Results only applies if you have a current Florida vendor badge and a current fingerprinting background check.
- None

- Enter your demographic information. Click "Next" after you have completed all required fields on each screen.
- On the Payment Information screen click "Pay Now." After clicking "Complete Payment" a new tab with the SchoolPay will open.

5. If the application tells you that you are ineligible

At some point prior, the district disqualified you. Call Keith Card at 407-317-3200 ext 2002165. The team will research your situation.