

## Instructions for PYFL Background Screening through NCSI

Please follow the following steps. This is **required** of all Coaches and Assistant Coaches in PYFL and is good for automatic re-check the 2<sup>nd</sup> year. You must go through this process every 2 years:

1. Click [HERE](#) to begin Online process on PYFL Website
2. Hit continue when asked if you are 18 years old or older
3. Login using your email address and password. If you are new to our league, follow the process to Create Account
4. Click the button to register yourself. Example:

**2015 Coach & Assistant Coach Registration and Background Screening through National Center for Safety Initiatives**

**Members**

<input checked="" type="checkbox"/> Register	Brian Bouchard
<input checked="" type="checkbox"/> Register	Ann-Marie Gribbin-Bouchard

**Children**

<input checked="" type="checkbox"/> Ineligible	: Jacob Bouchard
<input checked="" type="checkbox"/> Ineligible	: Jonathan Bouchard
<input checked="" type="checkbox"/> Ineligible	: Justin Bouchard

5. Fill out all required fields as necessary on your personal record
6. When presented with the following screen, hit Continue:

**Background Check Required**

This registration requires a background check. Please click the button below to be directed to the National Center for Safety Initiatives website to complete the forms for background checking. Once completed, you'll be directed to the final page to complete registration.

[Continue](#)

7. You will be redirected to the NCSI website to fill out the Background Screening. Answer all questions as prompted on their website.
8. When presented with the following screen, you **MUST** hit the **Return to LeagueAthletics.com** button to finish your registration and answer further questions on our website:

**BACKGROUND SCREENING REGISTRATION FOR PORTLAND YOUTH FOOTBALL AND CHEERING LEAGUE INC AND LEAGUEATHLETICS.COM**

**Background Screening Confirmation**

Your background screening information has been submitted for processing. Please print this page and keep it for your records.

Applicant ID Number: [REDACTED]

**IMPORTANT - STATUS INFORMATION!!**

The background screening process generally takes 10 business days to complete. During that time, it is common for NCSI to have questions or need information from you in the course of the background screening process. You will be contacted via e-mail at the address you provided. Additionally, please log in to our secure online 'Applicant Status Check' tool by going to [www.ncsisafe.com](http://www.ncsisafe.com) and clicking on 'Applicant Login' in the left hand menu regularly to check the status of your background screening. You should check this until your status indicates COMPLETED, which means NCSI has issued a determination to your organization. Failure to respond to our requests for additional information may result in a RED LIGHT determination.

**WAIT - You're not done yet!**

In order to complete the registration with [LeagueAthletics.com](http://LeagueAthletics.com) you must click the 'Return to LeagueAthletics.com' button below to be directed back to their site for the completion of their registration process.

[Return to LeagueAthletics.com](#)

9. Hit Submit after answering the remainder of the PYFL questions.
10. COMPLETE and Thank You!