

DABS Fingerprinting & Background Check Instructions

Registration

- To complete the required fingerprinting and background check forms, you will need to register for a free [DABS Learning Portal](#) account.



This is the DABS Public Learning Portal

Forgot your password? Try "[Forgot password?](#)" found below.

If that doesn't work, contact the DABS Help Desk at (801) 977-6939 or dabshelpdesk@utah.gov

USERNAME *

PASSWORD *

☐ Keep me signed in

[Forgot Password?](#)

SIGN IN

SIGN UP

- Provide your "First Name", "Last Name", "Email" (using the same email address as during sign-up), "Password", and "Time Zone". In the "Doing Business As" section, please ensure that you **delete** the text that says, "**Put your DABS License # here**" and **replace it with your DABS License #**. The "Security Keyword" should not be altered or erased.



Sign up

Already have an account? [Sign In](#)

Do not remove or replace the Security Keyword

Fields marked with an asterisk (*) are required

First Name *

Last Name *

Email *

Time Zone *

Security Keyword *

Doing Business As *

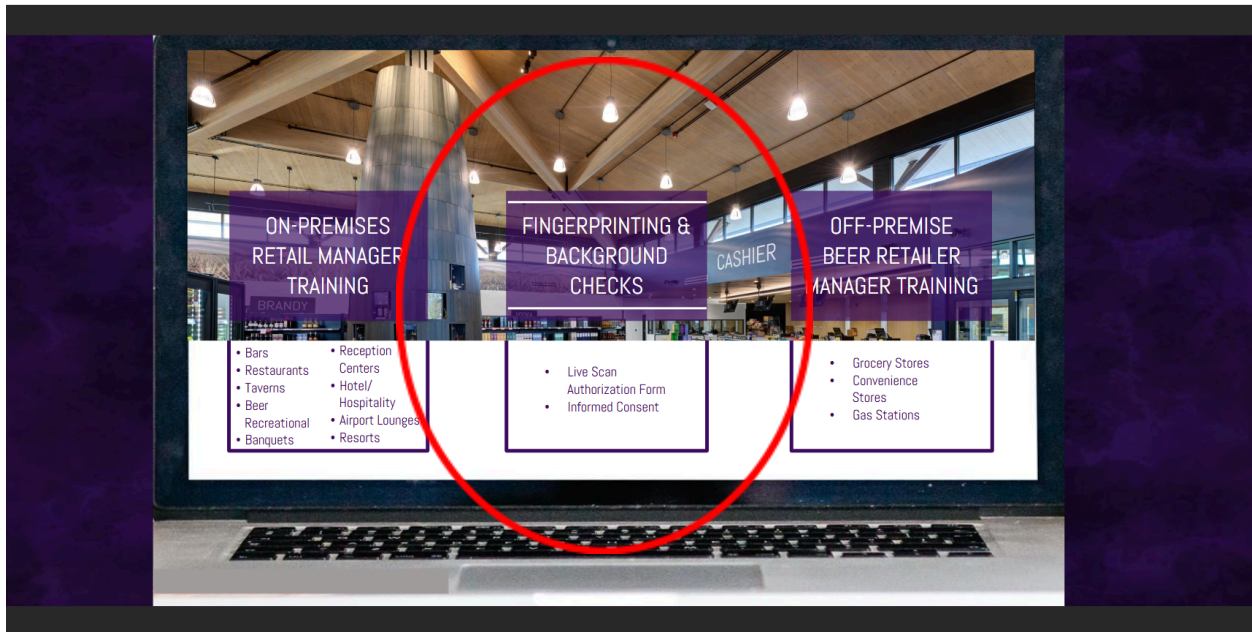
Password *

Confirm Password *

By clicking Sign Up, you agree to the [Terms and Conditions](#)

SIGN UP

- Once on the home page, select “**Fingerprinting & Background Checks**” to be taken to the purchasing/registration portal.



Purchasing “redemption codes”

- From the Learning Portal page, you have three **options** to purchase your training. Each ‘training’ purchased generates a “redemption code” that is attached and sent to an individual’s specific email address. The first 2 options are exactly the same. The 3rd is different. They can all be canceled at any time before you complete your order.



DABS Fingerprinting & Background Checks

Course | ID: DABS_FINGERPRINTING

Not Registered

★★★★★ 5.0 (2)

SEE CLASSES TO ENROLL

Other Classes

Available Completed Filters

1 Available class(es).

English | Web-Based | Class ID: DABS_FINGERPRINTING

42 USD

Total duration: 00:00 Hrs | Cancellation policy does not exist

If purchasing this for others who do not yet have a Utah Learning Portal account, a “redemption code” will populate upon purchase that will need to be provided to those you purchased for. They will be prompted for it when attempting to access this for themselves.

Please note that the Adobe form inside is not optimized for mobile use. We recommend accessing it on a laptop or PC since you'll only have a limited number of attempts to complete the forms without additional support.

Activities

DABS Fingerprinting & Background Checks
Content attempts: 2

Show Less

Buy now

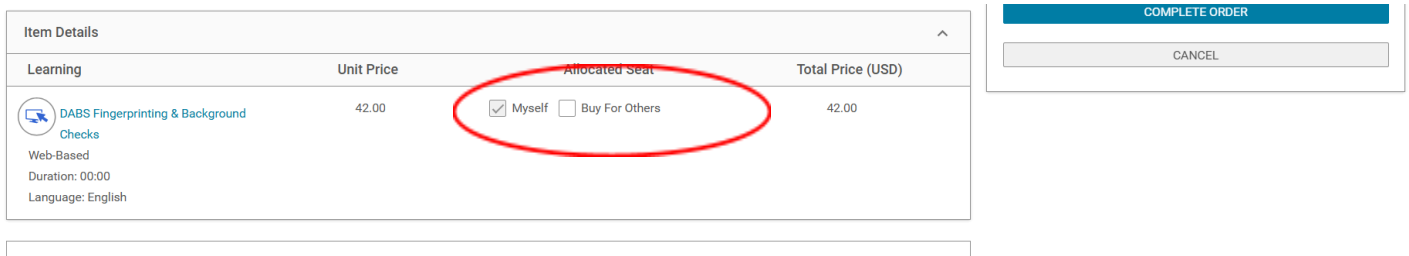
Buy for others

ADD TO CART

If purchasing for just yourself (the specific email used in the “SIGN UP” section) **and/or for other employees:**

1. **“ADD TO CART”**- Select **“ADD TO CART”** to begin the purchase process, then click **“CHECKOUT”** (you can also click **“CANCEL”** or **“CLEAR”** to start over) to go to the **“Review Order”** page. On the Review Order page, the default is to purchase for yourself, which is indicated by a checked box next to **“Myself”** under **“Allocated Seat”**. To complete the order, select **“COMPLETE ORDER,”** and a credit card portal page will open (which you can *still* cancel and start the order process over).

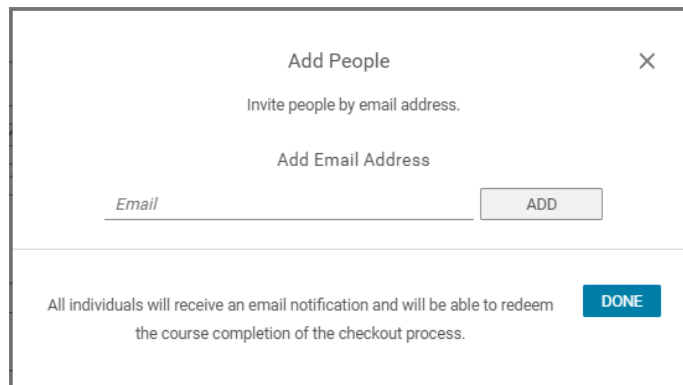
If you need to buy courses for other employees in addition to yourself, check the **“Buy For Others”** box. You'll then be able to specify how many courses you need, and a **“Send Notification” link* will appear**. Click on the link and add the email addresses for each employee. They will then receive an email with a link to register for a free DABS Learning Portal account and a **“redemption code”** after you complete the checkout process.



Learning	Unit Price	Allocated Seat	Total Price (USD)
DABS Fingerprinting & Background Checks Web-Based Duration: 00:00 Language: English	42.00	☒ Myself ☐ Buy For Others	42.00

On the right side of the page, there are two buttons: **COMPLETE ORDER** (highlighted in blue) and **CANCEL** (in grey).

***Make sure to click “SEND NOTIFICATION” to add the email addresses for each employee.**



Add People [Close X]

Invite people by email address.

Add Email Address

Email

All individuals will receive an email notification and will be able to redeem the course completion of the checkout process.

2. **“Buy Now”**- Select the dropdown arrow next to **“ADD TO CART”** and select **“Buy Now”** (which will be exactly the same as option 1 above).

If purchasing ONLY for other employees (removes the “Myself” checkbox option on the “Review Order” page) :

3. **“Buy for others”**- To buy a course only for others and exclude yourself, select the dropdown arrow next to “ADD TO CART” and choose **“Buy for others”**. This will direct you to a screen where you can specify the number of courses required. Click on the **“Send Notification” link*** and add the email addresses for each employee. They will then receive an email with a link to register for a free DABS Learning Portal account and a “redemption code” after you complete the checkout process.

Item Details			
Learning	Unit Price	Allocated Seat	Total Price (USD)
DABS Fingerprinting & Background Checks Web-Based Duration: 00:00 Language: English	42.00	☐ Myself ☒ Buy For Others 1 SEND NOTIFICATION	42.00

[COMPLETE ORDER](#)
[CANCEL](#)

***Make sure to click “SEND NOTIFICATION” to add the email addresses for each employee.**

Add People ×

Invite people by email address.

Add Email Address

All individuals will receive an email notification and will be able to redeem the course completion of the checkout process.

How to use “redemption codes” (purchased for other employees; “Buy For Others” option)

- Each employee whose email address was entered in the “SEND NOTIFICATION” link will receive an email with a link to register for a free DABS Learning Portal account and a “redemption code”. Click on the **“click here”** hyperlink to be taken to the DABS Learning Portal sign-in/sign-up page.



Redeem your Learning

Ecommerce Storefront

You have received this notification because an order has been placed at the 'DABS Public' Store for the following learning:

DABS Fingerprinting & Background Checks

Learning Name	Available Quantity	Status
To redeem this learning, click here and enter the redemption code below.		
Redemption code: XXXXXXXXXX		

Redemption

- To take the online course, you will need to register for a free [DABS Learning Portal](#) account.



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Time Zone *

Security Keyword *

Doing Business As *

Password *

Confirm Password *

By clicking Sign Up, you agree to the [Terms and Conditions](#)

SIGN UP

- Once registered, you will be taken to the "Redeem purchased learning" page to **enter your "redemption code"**. Enter your code and click "CONTINUE".

- Click "**CONTINUE**" (or LAUNCH) to access the forms.

- It is **not recommended** to use a mobile device to complete these forms. Please use a desktop or laptop as the Adobe form is **not** mobile-friendly.
 - You will only have two attempts to complete the required forms.**
- Lastly, after submitting the required Adobe form, you will be prompted to confirm your email address. After entering it in the Adobe prompt, be sure to then go to that email address and click the **“Confirm my email address”** link found within the email.



Thank you for signing DABS Informed Consent and Background Check Form. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of DABS Informed Consent and Background Check Form as a PDF.

Confidentiality Notice: This e-mail, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and/or privileged information. Any review, use, disclosure, or distribution by unintended recipients is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

To ensure that you continue receiving our emails, please add echosign@echosign.com to your address book or safe list.

- This email will come from **Adobe Sign** with the subject line **“Please confirm your signature on DABS Informed Consent and Background Check Form.”**