Changing the type of background check in Fastrax:

After logging into Fastrax, as a local administrator, you may need to change the type of background check the user selected, if they selected the wrong role in Virtus. Please follow the directions below for changing the type of background check in the system.

1) The login to Fastrax is found at the website located here:  
   https://www.fastraxselect.com/Login.aspx
   You will see a screen similar to the one below, where you will log in:

   ![Login Screen](image1)

2) After logging into your Fastrax account, you will see a screen similar to the one below. (since this is a “live” data view the names and ssn's of the accounts below have been grayed out)

   ![Account Screen](image2)
3) After clicking on the **Applicant Entry** area, you will see a screen similar to the one below.

![Applicant Entry Screen](image1)

4) First, we know that Danielle, who signed up accidentally selected Volunteer for the role in Virtus. As she’s also being paid by the parish, she should have selected “Employee”, which we should see on the screen shot above. We’d like to change the report type from Volunteer to Employee, which we will do in the steps below. Next, we’ll click the **Review/Submit** button to the far left side of her name.

5) The first screen, shows the reports that the user currently selected, based off of their Virtus role. In the screen shot below, we can see that she will be given a Volunteer background check.

![Combined Reports Screen](image2)
6) Since she should have an Employee check, select the correct radial button on the left side, switching her screen from the one above to the one below:

![Fastrax interface](image)

7) Next, process the rest of the background check, like normal.
8) Finally, since the role was incorrect in Fastrax, please go log back into the user in Virtus and change their role to reflect the correct role.