

Nacel Open Door Online Criminal Background Check Overview & Instructions

Nacel Open Door is committed to the safety of its students and the quality of its programs. Therefore, criminal background checks are required for all adult persons residing in the host family home. Findings including (but not limited to) felonies and crimes against youth will likely disqualify a family from hosting.

Instructions For the Applicant:

1. Go to <https://nodcbc.volunteerportal.net> or follow the “Online CBC” link from the “Host A Student” tab of the Nacel Open Door website.
2. Review authorization text on the Criminal Background Check Welcome Page; enter the password: **hosting2011** and click “**I Agree**”.
3. Enter Personal Information.
 - a. All fields marked with an “*” are required.
4. Click “**Next**”
5. Review all information to ensure its accuracy before proceeding.
 - a. If you need to make any corrections you can click on the “**Edit**” link or the “**Previous**” button to return to the Personal Information page.
6. Click “**Complete**” to process your search.
 - a. You will not actually see the results of your Criminal Background search.
 - b. A Nacel Open Door staff member or representative will contact you regarding any questions or next steps.

*****Please Note the following*****

- If you Quit without clicking Save, the system will not save your information. Your background check will not be run. You will need to start over from the beginning when you return.
- If you click Save before you Quit, you will be provided with a reference code to enter when you return to the site to pick up where you left off.
 - When returning to the site, click on this link on the Welcome Page: “If you are returning to finish a previous search, then click [here](#).”
 - Enter your last name and reference number to resume your previous search.

If you have questions or need assistance, you may call the Nacel Open Door national office at 1-800-622-3553.