

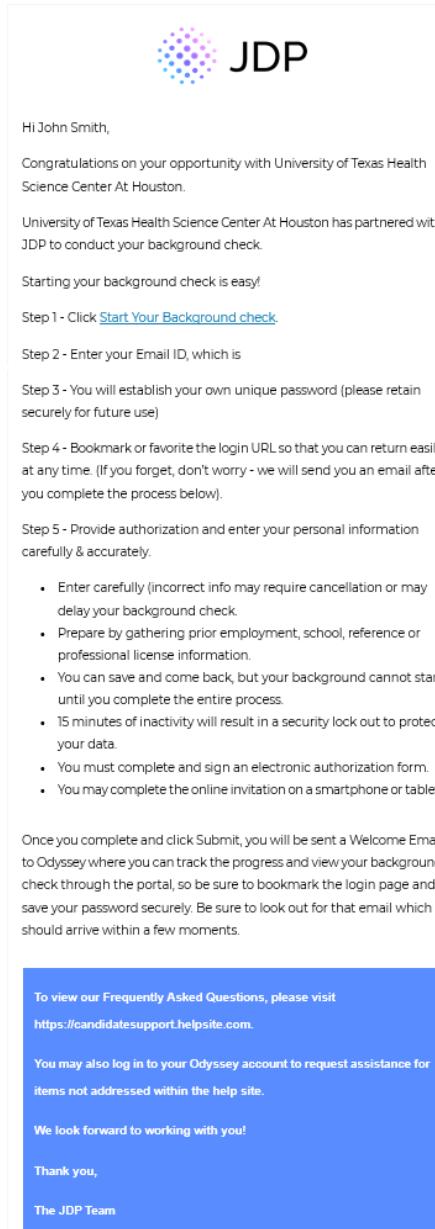
Mandatory Background Check

During the VSP's review process, the applicant receives an email from the background check vendor, JDP (rapidresponse@jdp.com), with a secure link to enter information such as demographic information and to give consent for the background screening to be completed.

Applicants without a Social Security Number(SSN) will need to enter 999-99-999 as their SSN.

Applicants without a US address will need to enter 7000 Fannin Street, Houston, Texas 77030 for the address.

Example of the email that the applicants will receive:



The email template is a standard HTML email with a white background and black text. It features a logo at the top left consisting of a blue and purple circular pattern next to the letters 'JDP'. The text is organized into several paragraphs, with some sections in bold. A blue footer bar at the bottom contains links and a closing message.

Hi John Smith,

Congratulations on your opportunity with University of Texas Health Science Center At Houston.

University of Texas Health Science Center At Houston has partnered with JDP to conduct your background check.

Starting your background check is easy!

Step 1 - Click [Start Your Background check](#).

Step 2 - Enter your Email ID, which is

Step 3 - You will establish your own unique password (please retain securely for future use)

Step 4 - Bookmark or favorite the login URL so that you can return easily at any time. (If you forget, don't worry - we will send you an email after you complete the process below).

Step 5 - Provide authorization and enter your personal information carefully & accurately.

- Enter carefully (incorrect info may require cancellation or may delay your background check).
- Prepare by gathering prior employment, school, reference or professional license information.
- You can save and come back, but your background cannot start until you complete the entire process.
- 15 minutes of inactivity will result in a security lock out to protect your data.
- You must complete and sign an electronic authorization form.
- You may complete the online invitation on a smartphone or tablet.

Once you complete and click Submit, you will be sent a Welcome Email to Odyssey where you can track the progress and view your background check through the portal, so be sure to bookmark the login page and save your password securely. Be sure to look out for that email which should arrive within a few moments.

To view our Frequently Asked Questions, please visit
<https://candidatesupport.helpsite.com>.

You may also log in to your Odyssey account to request assistance for items not addressed within the help site.

We look forward to working with you!

Thank you,

The JDP Team