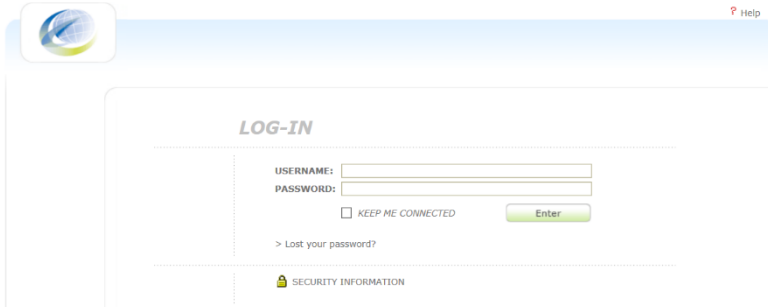


## Completing a Host Family Application

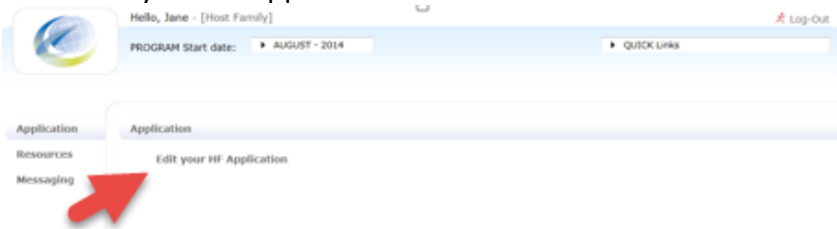
- 1) Log in at [myzapp.com/educatius](http://myzapp.com/educatius)
  - a. Username > Your email
  - b. Password > You created a password when you received the log in message. Please use that password.



The screenshot shows the login page with the following fields and options:

- USERNAME: [input field]
- PASSWORD: [input field]
- KEEP ME CONNECTED
- Enter [button]
- > Lost your password?
- SECURITY INFORMATION [link]

- 2) Click “Edit your HF Application”.



The screenshot shows the user dashboard with the following elements:

- Header: Hello, Jane - [Host Family]
- PROGRAM Start date: AUGUST - 2014
- Log-Out [button]
- QUICK Links [button]
- Application [button]
- Resources [button]
- Messaging [button]
- Edit your HF Application [button]

- 3) Complete Pages 01-06, then notify your coordinator.



The screenshot shows a table with the following columns and rows:

Application Not Ready to Submit	
01 - Host Family Information 1	05 - Family Album
02 - Host Family Information 2	06 - Host Family Guidebook
03 - Host Family Information 3	
04 - References, Banking, and CBC	

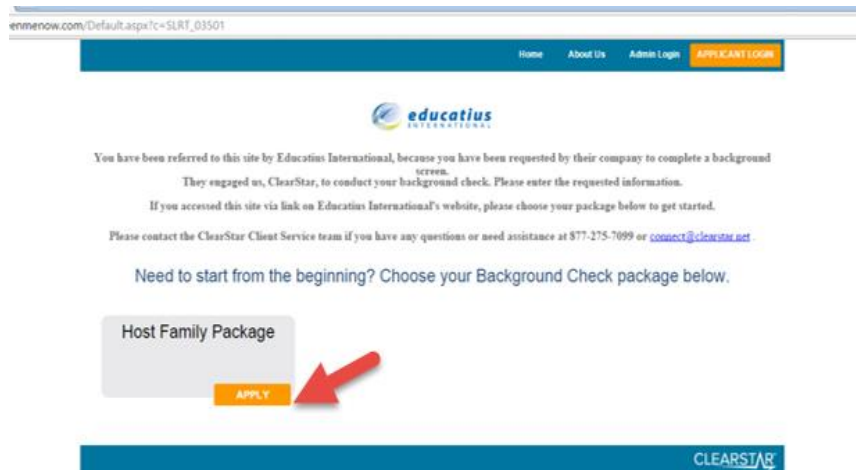
- 4) **IMPORTANT:** Directions for submitting the Criminal Background Checks on “04 – References, Banking, and CBC”
  - a. Click on “04 – References, Banking, and CBC”
  - b. Near the top of the page you will find the information pictured below.

## CRIMINAL BACKGROUND AUTHORIZATION

**\*\*\* Every person in your home that is 18 year old or above MUST complete this background check to be eligible to host a student. Please also be aware that if anyone moves into your home, or any children turn 18 during the school year, you must notify your coordinator so the background check as well as any updated information can be added to this application. This is a strict guideline when minor children are involved and must be adhered to without exception. Thank you for your cooperation!**


PLEASE **CLICK HERE** TO COMPLETE YOUR REQUIRED BACKGROUND CHECK AUTHORIZATION. THIS MUST BE COMPLETED ON EVERY PERSON LIVING IN THE HOME THAT IS AGE 18 OR OLDER. BY CLICKING HERE, YOU WILL BE DIRECTED TO ANOTHER SECURE WEBSITE WHERE YOU WILL NEED TO ENTER YOUR INFORMATION. THE RESULTS WILL BE SENT TO THE NATIONAL OFFICE OF EDUCATIUS INTERNATIONAL.

- c. Click on “CLICK HERE”.
- d. You will now be taken to the CLEARSTAR website to run your background check.
- e. Click APPLY under Host Family Package.



enmenow.com/Default.aspx?c=SLRT\_03501

Home About Us Admin Login **APPLICANT LOGIN**



You have been referred to this site by Educatus International, because you have been requested by their company to complete a background screen.

They engaged us, ClearStar, to conduct your background check. Please enter the requested information.

If you accessed this site via link on Educatus International's website, please choose your package below to get started.

Please contact the ClearStar Client Service team if you have any questions or need assistance at 877-275-7099 or [connect@clearstar.net](mailto:connect@clearstar.net).

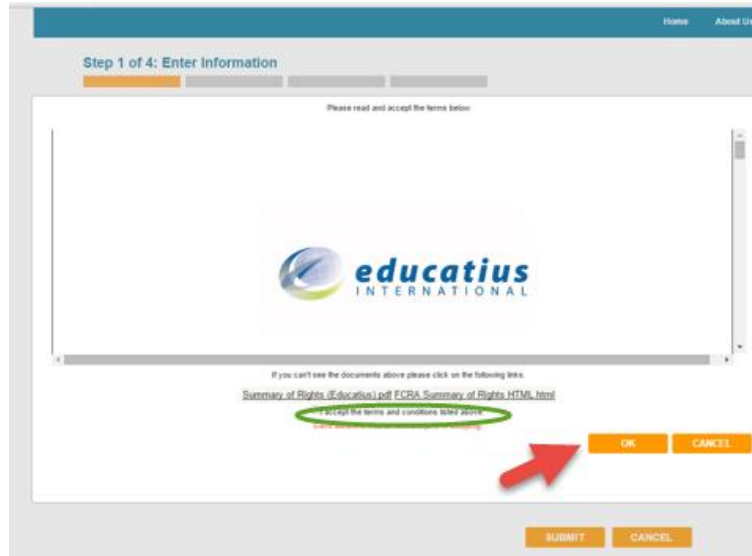
Need to start from the beginning? Choose your Background Check package below.

Host Family Package

**APPLY**


CLEARSTAR

- f. You will be taken to the Summary of Rights document. Scroll all the way to the bottom of the report and click the “I accept terms” box in order to continue.



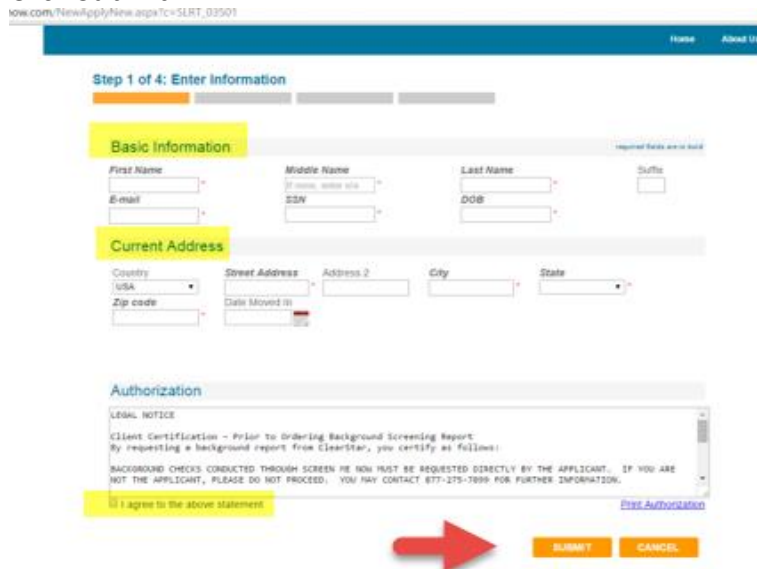
Step 1 of 4: Enter Information

Please read and accept the terms below



If you can't see the documents above please click on the following links:  
[Summary of Rights \(Education\).pdf](#) [FCRA Summary of Rights HTML.html](#)  
 I agree to the terms and conditions listed above

- g. The next page is step 1 of 4. This is the data entry page. Fields that are required are noted with a red asterisk.
- h. Enter your Basic Information and Current Address.
- i. The "Date Moved in" is optional and not mandatory.
- j. Click on the box next to "I agree to the above statement".
- k. Click Submit.



Step 1 of 4: Enter Information

**Basic Information**

First Name  Middle Name  Last Name  Suffix   
 E-mail  SSN  DOB

**Current Address**

Country  Street Address  Address 2  City  State   
 Zip code  Date Moved in

**Authorization**

LEGAL NOTICE  
 Client Certification - Prior to ordering Background Screening Report  
 By requesting a background report from ClearStar, you certify as follows:  
 BACKGROUND CHECKS CONDUCTED THROUGH SCREEN RE NOW MUST BE REQUESTED DIRECTLY BY THE APPLICANT. IF YOU ARE NOT THE APPLICANT, PLEASE DO NOT PROCEED. YOU MAY CONTACT 877-275-1899 FOR FURTHER INFORMATION.

I agree to the above statement

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info@educatius.org  
www.educatius.org

- l. The next page is the BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION.
- m. Scroll all the way to the bottom of the document. Once at the bottom you will sign the form. You will use your mouse to sign your name in the box.
- n. You will also type in your name below it.

**BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION**

**DISCLOSURE**

**Educatus, Inc.** ("Company") may obtain information about you from ClearStar Inc., 3915 Dulich Road East, Suite 104, Alpharetta, GA 30022, 877-795-2259, or another third-party consumer reporting agency, including without limitation, for the purpose of enrolling you in our program. These reports may contain, without limitation, all or some of the following types of information about you: social security number; residential, address and alias history; criminal history; and credit record history. You have the right to know whether a consumer report has been obtained about you, and you have the right to request a copy of any report obtained by Company, a copy of "A Summary of Your Rights Under the FCRA," and a complete and accurate written disclosure of the nature and scope of any investigative consumer report obtained by Company.

**New York and Maine residents only:** You have the right to request and receive a copy of any investigative consumer report requested by Company by contacting the consumer reporting agency identified above directly. You may contact the Company to request the name, address and telephone number of the contact point of the consumer reporting agency designated to handle requests, which the Company shall provide within 5 days.

**New York residents only:** Upon request, you will be advised whether or not a consumer report was requested by Company, and if such report was requested, advised of the name and address of the consumer reporting agency that furnished the report. By signing this document, you are affirmatively consenting to the use of the Disclosure and Authorization in an electronic format and to the use of my electronic signature to execute this electronic [Educatus Authorization & Disclosure Form 01122016](#). Additionally, I acknowledge that I completed this electronic [Educatus Authorization & Disclosure Form 01122016](#) and read, understand, accept and agree with the attestations contained therein and adopt the letters, sounds or symbols used for my electronic signature to officially sign this electronic [Educatus Authorization & Disclosure Form 01122016](#). Furthermore, the letters, sounds or symbols used for my electronic signature of this electronic [Educatus Authorization & Disclosure Form 01122016](#) are intended to be used as my official signature of this document and I intend to be bound by this document.

- Right to Withdraw Consent to Electronic Form
- Right to Enter into Documents in Non-Electronic Form
- Requesting a Paper Copy of My Electronic Record
- Resident Notices and Acknowledgements (CA, HI, MD, NY, OK, WA)
- Hardware and Software Requirements

**Electronic Signature**

**Scroll to the end of the document to enable the signature control.**

Full Name

By electronically signing this you acknowledge that your on-line consent is equivalent to a legal signature.

- o. The next page is Step 3 of 4.
- p. Check that **all** information is correct. If not, you can edit and make changes.
- q. If everything is correct click FINISH.

[https://clearstarnow.com/FormsApp/Review.aspx?c=SQRT\\_035201](https://clearstarnow.com/FormsApp/Review.aspx?c=SQRT_035201)

Home About Us

**Step 3 of 4: Review**

**Host Family Package: Discovery Plus (Please see notes for county/statewide checks)** [View Details](#)

Please review the information below to ensure that it is accurate and complete. If you need to change any of the information, click the "Edit" button next to the information and make your changes on the following screens. If the application is ready, click the "Finish" button below and a confirmation e-mail will be sent to the e-mail address that you provided.

**About You** [X] Edit

Name	adam robert boy	Address1	123 Main St
SSN	111-11-1111	Address2	
DOB	99121988	City	Sumner
		State	GA
		Zip Code	30024

**CLEARSTAR**



# Educatus Group

- r. Step 4 of 4 is an email you should receive within about 10 minutes verifying your background check has been successfully submitted.
- s. **Be sure to have every individual 17 years old or older that will be living in the home complete this process to submit a background check for approval.**

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