

Human Resource Services  
**Background Checks**  
**Notification Email Sent to Applicant**

HRS Background Checks  
555 S Howes Street  
Campus Delivery 6004

The candidate will receive the following email notification from HireRight when the check has been initiated. **Action must be taken before HireRight can complete the check.**

From: Renee Johnson [<mailto:CustomerSupport@hireright.com>]  
Sent: Thursday, July 14, 2011 10:43 AM  
To: Renee Johnson  
Subject: Copy of Colorado State University Background Verification for Candidate Name

Dear Candidate,

Colorado State University has partnered with HireRight, a leading provider of on-demand employment screening solutions, to manage your background verification. This message describes how to access their secure website to provide the information that will expedite your verification. Please carefully follow all instructions and accurately enter the data as required. Also, please respond quickly to HireRight requests for more information.

To access the secure website, please click this link and use the case-sensitive credentials: HireRight website

Login: [Candidate email address]

Password: XXzz123  
(A user-defined password will be established after login)

Important: Your login and password is active for 30 days from the first login date or 60 days from the date of receipt, whichever comes first. Bookmark the link and remember your credentials because they are required access this secure website.

If you need support, HireRight Customer Service is available 5 days a week from Sunday 5 p.m. until Friday 9 p.m. Pacific Time by phone (toll free in the U.S.) at (866) 521-6995, or by a toll call elsewhere at +1 (949) 428-5804.

For French language customer support call 888-216-8491.

Sincerely,

Renee Johnson