



Experience Verifications (EV)



Please do not submit verification forms through Verifent until you have received your onboarding checklist. Additional instructions will be included in the checklist.

Requesting your Experience Verification(s) is easier than ever before. We utilize Verifent for this process to streamline responses and for data security purposes. To start, simply visit www.Verifent.com. Click the 'Started Now' button in the upper-right hand corner and select register under "Employee". Complete the form to register and follow the instructions to login.

- A. Request EV
- B. Choose Your Hiring Entity
 - a. Start typing: Poudre School District
 - b. Select "Poudre School District-CO from the drop-down
- C. Click 'Save Hiring District'
- D. Click 'Continue'

Step 2: Enter Your Information

- A. Check the box for "Certified Experience"
- B. Enter your information
- C. Sign the form
- D. Type your name
- E. Click agree.

Step 3: Former School District(s)

- A. Click 'Enter ALL Former School Districts'
 - B. Enter the Former District(s) that you need an Experience Verification from
 - a. If your Former District(s) does not drop down as you type under 'Former School District Lookup', click 'Enter New District', and enter the information requested**
- **If new district is entered, you must email the "Messaging to Former (Responding) District"*
attachment Note: Multiple Former Districts can be selected
- C. Click 'Next Step'

Step 4: Choose 'Free' or 'Premium'

Verifent will notify you of the progress of your requests through email. If you have any questions, please contact the Support Team at support@verifent.com.

Questions?
info@Verifent.com



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Messaging to Former (Responding) District

Poudre School District uses Verifent to request Experience Verifications for data security and ease of use. You will receive an email from Verifent asking you to complete an Experience Verification for one of your former employees. To complete the form, follow the below instructions:

Step 1: Click the 'HERE' link in the email

Step 2: Choose between Option 1 and Option 2

Option 1: Respond Online

- A. Responding Online allows you to complete the form in a paperless fashion, electronically, through the Verifent platform. Doing so will require you to set up an account with Verifent. There is a no cost trial period for this service.
- B. Once you have an account, on the Dashboard you will see the requested form needing to be completed. Please complete and submit.

Option 2: Download the Form

- A. Downloading the Form allows you to complete the paper form.
- B. Once downloaded, please follow the instructions on the Cover Page to submit.

Questions?
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