

HireRight Instructor-Led Training Options



	Getting Started with HireRight	A three-part series focused on helping new users. Session 1 - Placing a New Order and Submission Options Session 2 - Processing your New Order, Notifications, and Delays Session 3 - Completed Results, Compliance and Adjudication	Event Dates
	Drug & Health Screening	Introduces the features and service offerings most used by our customers with Drug & Health Screening.	Event Dates
	Super User Features	Addresses advanced and administrative features including Management Reports, and Account Set-Up tools such as Manage Users, Flex Fields, Notifications, Adjudication, etc.	Event Dates
	I-9 & E-Verify	Demonstrates how to electronically manage form I-9 completion and provides highlights of the E-verify Check program and features for task management.	Event Dates
	Adjudication	Explains how to proceed when the report is completed, including: how to view the results, guidelines, and how to adjudicate.	Event Dates
	DAC Trucking Edition	Specifically designed for our Trucking/Transportation customers, addresses ordering needs and account features.	Event Dates
	Extended Workforce Screening	Covers common roles of the Sponsor and Vendor organizations, and the respective account features used for managing their screening program.	Event Dates
	Paychex Professional (PESS)	Dedicated for Paychex Professional Customers, provides information on the program setup and account features.	Event Dates

We appreciate your logging in to the training sessions in advance of their scheduled start time to ensure that you are able to access the webinar without issue. Click [here](#) to perform a WebEx compatibility test prior to attending.

Contact HireRightFacilitator@HireRight.com if you have any questions.