



**Application Station  
Instructions**

MSS QUICK  
REFERENCE GUIDE



HR Workforce Systems

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# Application Station Instructions

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This guide outlines how to submit the information required to begin a background investigation.

## 1. Email Notifications

If you are subject to a background check, you will receive the following email asking you to complete your background investigation information through Truescreen's ApplicationStation website.

Dear Wilbur Wildcat,

The University of Arizona has requested that you authorize Truescreen to complete a background investigation. The investigation will not begin until you provide your consent and submit the required information through Truescreen's ApplicationStation website.

Please follow the steps below:

1. Verify your name above.  
If your last name is incorrect, please contact University of Arizona Human Resources at [preemployment@arizona.edu](mailto:preemployment@arizona.edu) to have it corrected before proceeding.
2. Access the link: [LINK](#)  
If the link does not work, please copy and paste it into your browser.
3. Create an account using the Sign Up Now Button.  
Note: If you already have an account with Truescreen, proceed to Step 4
4. Log in using your credentials.
  - If prompted for your ApplicationStation Code, enter: UNIVERSITYOFARIZONA001
  - If prompted for a Case Reference Number, please enter: xxxxxx
5. Follow the online instructions on the ApplicationStation Web Site, which will guide you through the process of submitting the required information.

If you have questions about the information requested, please contact University of Arizona Human Resources at [preemployment@arizona.edu](mailto:preemployment@arizona.edu) or 520-626-0715.

If you experience technical issues accessing the ApplicationStation website, please contact Truescreen's ApplicationStation Support at 888-291-1369 x2006.

Thank you,  
Truescreen's ApplicationStation Team  
888-291-1369 x2006

**Please confirm that your legal name is accurate before continuing. If incorrect, contact [preemployment@arizona.edu](mailto:preemployment@arizona.edu).**

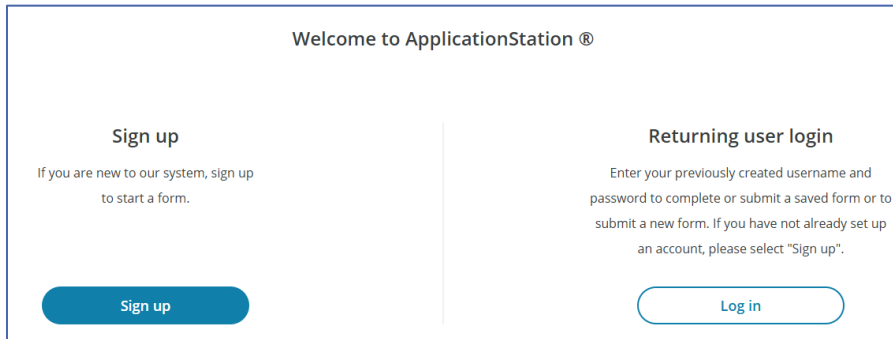
## 2. Create an Account with Truescreen

- a. If you do not already have a Truescreen account, click "Sign up" and follow the on-screen instructions to create your username and password.

The screenshot shows a web interface titled "Welcome to ApplicationStation ®". It is divided into two columns. The left column is for "Sign up" and includes the text "If you are new to our system, sign up to start a form." and a blue "Sign up" button. The right column is for "Returning user login" and includes the text "Enter your previously created username and password to complete or submit a saved form or to submit a new form. If you have not already set up an account, please select 'Sign up'." and a blue "Log in" button.

### 3. New and Returning User Log In

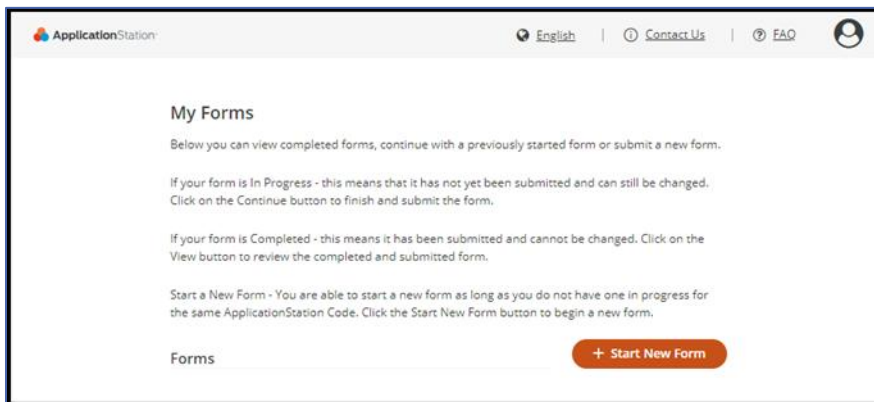
- a. Sign into ApplicationStation account as a Returning User.



ApplicationStation login page. The page is titled "Welcome to ApplicationStation ®". It features two columns. The left column is for "Sign up" and includes the text "If you are new to our system, sign up to start a form." and a blue "Sign up" button. The right column is for "Returning user login" and includes the text "Enter your previously created username and password to complete or submit a saved form or to submit a new form. If you have not already set up an account, please select 'Sign up'." and a blue "Log in" button.

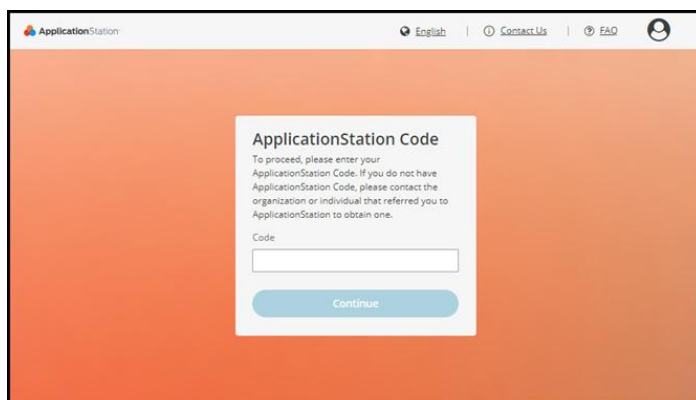
### 4. Start New Form

- a. Click on "Start New Form" to begin the process.



ApplicationStation "My Forms" page. The page title is "My Forms". Below the title, it says "Below you can view completed forms, continue with a previously started form or submit a new form." There are three paragraphs of text explaining the status of forms: "In Progress", "Completed", and "Start a New Form". At the bottom, there is a "Forms" label and a blue "+ Start New Form" button.

- b. If prompted, enter your ApplicationStation code, which you can find in the invitation email from Truescreen's ApplicationStation.



ApplicationStation code entry page. The page has an orange background. A white box in the center contains the text "ApplicationStation Code" and "To proceed, please enter your ApplicationStation Code. If you do not have ApplicationStation Code, please contact the organization or individual that referred you to ApplicationStation to obtain one." Below this text is a text input field labeled "Code" and a blue "Continue" button.

- c. You will be prompted to enter your last name and the case reference number, which can be found in your email from Truescreen's ApplicationStation.

### Additional Information

Before continuing, please provide us with the information below for security purposes.

Last Name

Case Reference Number

## 5. Review/complete all sections

THE UNIVERSITY OF ARIZONA

[English \(United States\)](#) | 
 [Contact Us](#) | 
 [FAQ](#)

Last Login: Feb 25, 2026 12:36 PM

Sections

- Personal Information
- Other Names
- Other Addresses
- Current Driver's License
- Convictions
- Disclosure
- Article 23A Disclosure
- CA Disclosure
- CA Notice
- NJ Freeze Letter
- San Francisco Notice
- States Disclosures
- Summary of Rights
- Authorization
- International Authorization

### Personal Information

Fields marked with an asterisk (\*) are required.  
Please provide the following information.

Legal First Name\*

Legal Middle Name

Legal Last Name\*

Legal Suffix

Country\*

Address 1\*

Address 2

City / Town\*

State\*

Zip Code\*

Resided Since\*

Please select and enter at least one government identification number:\*

U.S. SSN

Canadian SIN

## 6. Authorization – Signature Method Required

Please choose a signature method. \*

Note: Selecting a signature method will display additional required fields.

I will provide a mouse or touchpad signature (preferred method if possible).

I will print and fax a signed copy of this authorization.

Draw your signature in the area below.

Please hold down the left select button on your mouse or touchpad as you drag your mouse or finger to draw your signature.


Clear

Date February 26, 2026  
 Agreement Acceptor Name  
 I, Wilbur Wildcat agree. \*

⚠ Please check "I agree" checkbox to indicate your acceptance of the release agreement.

[← Back](#) [Save & Continue →](#)

## 7. Submit Forms

**THE UNIVERSITY OF ARIZONA** English (United States) | [Contact Us](#) | [FAQ](#)  Last Login: Feb 25, 2026 3:21 PM

**Sections** **Submit Forms**

- ✓ Personal Information
- ✓ Other Names
- ✓ Other Addresses
- ✓ Current Driver's License
- ✓ Convictions
- ✓ Disclosure
- ✓ Article 23A Disclosure
- ✓ CA Disclosure


You have the option to go back and review the information you have supplied for accuracy and completeness by clicking the "Review Summary" link on the side panel.

If you are satisfied with the information that you have supplied, please read and acknowledge the following: I certify that I have provided all information, and answered all questions, truthfully, correctly, and completely in accordance with the instructions provided.

By clicking "Submit Forms", I acknowledge and agree that I have provided complete, correct and truthful information on all pages included in this Data Collection process.

[← Back](#) [Submit Forms →](#)

## 8. Confirmation

**THE UNIVERSITY OF ARIZONA** English (United States) | [Contact Us](#) | [FAQ](#)  Last Login: Feb 25, 2026 3:21 PM

**Sections** **Confirmation**

- ✓ Personal Information
- ✓ Other Names
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- ✓ Disclosure
- ✓ Article 23A Disclosure
- ✓ CA Disclosure
- ✓ CA Notice
- ✓ NJ Freeze Letter
- ✓ San Francisco Notice

**Thank you for using ApplicationStation!**

- [Data Collection Form](#)
- [Authorization](#)
- [Disclosure](#)
- [CA Disclosure](#)
- [Other Notices \(State Disclosures, CA Notice, Summary of Rights, NJ Freeze\)](#)

If you do not wish to view the printable copies, you can close your browser now. If you wish to view these documents at a later time, you can log back in using your username, password and ApplicationStation code.

**Background Investigation Report**

Ordered Date	Feb 26, 2026
Status	Not Completed

If you would like to take a quick survey, please click [Survey Link](#).

[Back to My Forms](#) [Log Out](#)

If additional information is needed to complete your background check, either the University of Arizona Human Resources or Truescreen will contact you.

**All new hires/rehires must complete a Form I-9 through Truescreen's i9Success website following the confirmation section of ApplicationStation. To confirm this requirement, Truescreen's i9Success will send you an email with the instructions to complete your Form I-9.**