



POLICE CHECK RENEWALS/FIRST TIME USERS OF STERLING TALENT SOLUTIONS

- Review the police check colour-coded chart (page 2) in the membership documents to select what is required for renewals or first time users of Sterling Talent Solutions.
- If you are unsure whether a renewal police check will be needed for the current membership year, please contact your provincial professional Registrar.
- For **renewal police checks** click on the link: [ScotDance Canada \(sterlingbackcheck.ca\)](https://sterlingbackcheck.ca). You may have to reset your password.
- **IMPORTANT** - Make sure to go back to the link and re-login after resetting your password.
- If you do not see the ScotDance Canada logo after logging back in, OR on the payment page you do not see \$25 + tax you are not on the ScotDance Canada Landing Page.
- Once you have logged in successfully, click on the INBOX tab and a history of your police checks will appear. You should see an invitation to apply for a renewal police check. Click "Accept & Continue".
- If you do NOT see an invitation, DOUBLE click on the most current police check line at the bottom of your police check history and this should take you to the page where you can apply to renew your police check.
- If you are a first time user to Sterling and are currently 18 years of age or older, you will be required to renew your police check via the Sterling Talent Solutions site. **Do NOT obtain a police check from the police. Click on the link above to apply via the SDC Landing page.**
- Please follow the JOB AID document in the membership package for both first time and renewal users of Sterling should you require assistance navigating through the application, paying close attention to the comments in 'red'.
- Once you receive an email from mybackcheck.com that your results can be accessed, save the results page to a PDF/PNG/JPEG file to your computer/device as this will be uploaded to the online application.
DO NOT CLICK THE "SHARE" BUTTON AS THIS WILL NOT GO INTO SDC's DATABASE.
- If your police check results show "not clear" email sdcriskmanagement@scotdance.ca for further instructions before completing your online registration.
- Should you have any issues with completing your police check, please contact **Sterling Talent Solutions directly at 1-877-455-6730 or support@mybackcheck.com**