Verifent
Verification Solutions

Experience Verifications (EV)
(EV)

Message to New Hires – Employee Initiated Process

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 'Let's Get Started Now' button in the upper-right hand corner and select the 'Employees' pop-up option. On the next screen, scroll down and select the 'Initiate Experience Verification' button.

Step 1: Hiring School District

- Click 'Choose a Hiring School District'
- Enter the Hiring District
  - Start typing: Weld RE-4 School District
  - Select "Weld RE-4 School District" from the drop-down
- Click 'Save Hiring District.'
- Click 'Continue'

Step 2: Enter Your Information

- Choose forms to request.
- Enter your information and click 'I Agree.'
- Click the link on the confirmation email.

Step 3: Former School District(s)

- Click 'Enter ALL Former School Districts'
- Enter the Former District(s) that you need an Experience Verification from
  - 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

- Click 'Close' and '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.

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