Quick Start to NABS

1. When you get an e-mail from NABS with your temporary password and link to NABS your username is your e-mail address on file with DPBH.
2. Open NABS and Start at At-A-Glance
3. To add a new employee; select the Applications Tab.
4. Select the Add New tab.
5. Type in the applicant's social security number and last name.
6. Select search, if applicant shows up the system will tell you there is an application already.
7. If not select Add New Applicant.
8. The data you entered is already there; finish entering the remaining data asked for the applicant.
   Add last address and Alias Identification, e.g. (new married name) etc.
9. Select Next; Verify Identity and select Next.
10. Select; Position Applied for, and select Next.
11. Check box indicating your affirmation of the identity used by applicant and consent to the Disclosure of Criminal History.
12. Select Next; you must check the registries on the next page to verify none criminal history.
13. Select Next; now you must submit the applicant. Select Submit.
14. Once application has been submitted you must print the Fingerprint Form. You will find this form at the bottom left side of the next page. Open link and find the OCA / Background Check #, DPS account # and the ORI #.
15. Send this form with the applicant to the fingerprint location or add the OCA # to your fingerprint card and send to DPS as usual.
16. You will receive notifications by e-mail when your determinations have been made.
17. You will need to sign back into NABS and look at the determinations available by going to the Applications tab then to Determinations Available.
18. You can then make the necessary hiring choices.