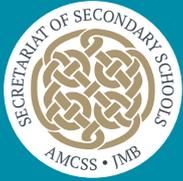


Vetting Applicant – Form Submission Process



Vetting Applicant – Form Submission Process

Step-1 – Logging into the Portal

- › Enter the following URL into your browser to access the JMB Vetting portal <https://jmbv2.teamkconnect.com>
- › Type in your Username and password into the fields provided and click Login

JMB VETTING Application Portal

Login Panel

Username

Password

LOGIN

[Forgot Password](#)

TeamKconnect Enterprise V.5.10.20220710

Step-2 – Loading the Vetting Application Form

- › The Vetting Invitation Form will load automatically for you to complete as required.
- › Please Note the Following
 1. If you are under the age of 16 then you will not be allowed to submit the form
 2. If you are aged 16 or 17 then you will need to also complete 'Parent/Guardian Consent Form – NVB3 available on the second tab of the same form.

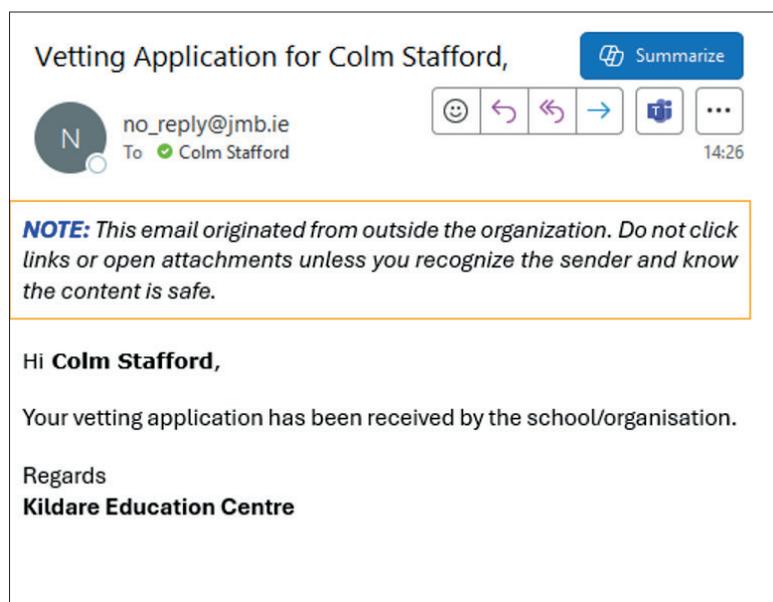
Step-3 – Filling out the required fields on the Vetting Application Form

- › Please complete the form as outlined below
 - Select a value for the 'Role being vetted for' from those available in this dropdown list
 - Enter your forename/first name into the field provided
 - Enter your middle name into the field provided
 - Enter your surname/last name into the field provided
 - Enter your date of birth into the field provided
 - Enter the required email address into the field provided (please refer to the note re: email on the form)

- Enter the confirmed email address into the field provided
 - Enter the contact number into the field provided
 - Enter your address details into the various fields provided
 - Please read the notes provided under the additional information heading
 - Tick the 'Please tick box to confirm' to confirm that you have provided the correct information
- › You can click the 'Save as Draft' icon at any time to save the form and return to complete it later
- Please note that the 'Surname Field' is mandatory to save the form as a draft.
- › You can click the 'Submit' icon when you have fully completed the form, which will submit your detailed response to the school.

Step-4 – Email Confirmation after Submitting the Vetting Application Form

- › You will receive a 'Confirmation Email' as below to your email address provided that your submitted form has been received.



The next stage in the process is that you will receive an email from the National Vetting Bureau to which you must respond within 30 days.