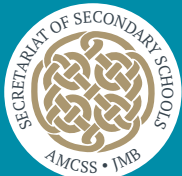


# Vetting Applicant – Form Submission Process



## Vetting Applicant – Form Submission Process

### Step-1 – Logging into the JMB Vetting Portal

- › Enter the following URL into your browser to access the JMB Vetting Portal: <https://jmbv2.teamkonnnect.com>
- › Type your Username and Password into the fields provided, and click “Login”.

The screenshot shows the login interface for the JMB Vetting Application Portal. At the top, there is a logo for the Secretariat of Secondary Schools (AMCSS) and JMB, followed by the text 'JMB VETTING Application Portal'. Below this is the title 'Login Panel'. There are two input fields: 'Username' and 'Password'. A blue 'LOGIN' button is positioned below the password field. A link for 'Forgot Password' is located below the login button. At the bottom of the page, the text 'TeamKonnnect Enterprise V.5.10.20220710' is displayed.

### 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

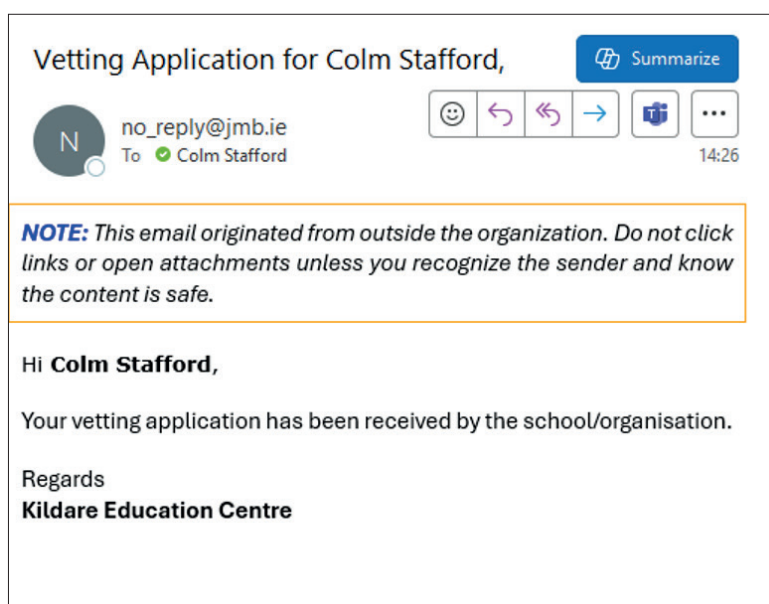
- › Please complete the form as outlined below
  - Select a value for the “Role Being Vetted For” from those available in the drop-down list.
  - Enter your Forename/First Name into the field provided
  - Enter your Middle Name into the field provided
  - Enter your Surname/Last Name into the field provided
  - Enter your Date of Birth into the field provided
  - Enter the required Email Address into the field provided

- 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.

If the school determines that the application is not correct, the vetting application will be saved, and the Vetting Subject will receive an email outlining that their application has been rejected. The reason for the rejection will be provided. The Vetting Subject can log back into the JMB Vetting Portal, make the necessary change(s) and resubmit the application.

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

- › You will receive a confirmation email at the email address you provided, confirming that your submitted form has been received.



**When the school/organisation submits your application to the JMB Vetting Portal, you will receive an email with clear instructions on how to complete the next stage of the vetting process.**