

# JMB

## Vetting Application Portal Procedures

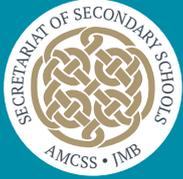
01

02

03

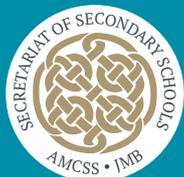
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# JMB Vetting Application Portal Procedures

**School User:** is the person in the school responsible for Vetting Applications

**Vetting Subject:** is the person being vetted

There are **Five** stages in the vetting process:

1. School stage 1 (see below for details)
2. JMB submits completed vetting application to the Garda National Vetting Bureau (NVB)
3. The NVB communicates by email with the Vetting Subject seeking further details and carries out the appropriate Garda checks. On completion, the NVB sends a vetting disclosure to JMB
4. The JMB processes the disclosures by posting the disclosure to the JMB vetting portal. Please note that only the school Principal has access to the disclosures
5. The vetting process is only complete when the school accepts the vetting disclosure/outcome. The school should print two copies of the vetting disclosure and retain one copy on school files and give a hard copy of the disclosure to the Vetting Subject.

## Vetting Process Stage 1

This stage was previously carried out in hard copy. The JMB Vetting portal digitised this stage and replaces the paper form previously submitted to the JMB in hard copy.

1. School issues Vetting Validation Form to the Vetting Subject - informs the VS of the role to be selected (see Role list page 5).
2. Completed and signed Vetting Validation Form returned to school in hard copy by Vetting Subject – **The school must retain this form.**
3. The School User issues a vetting invitation using the JMB Vetting portal.
4. The Vetting Subject checks their email, uses the details therein to log on to the JMB vetting portal, and completes their application for vetting for the role agreed by the school.
5. Vetting Subject clicks submit to return the form to the school.
6. School User must check 'My Vetting Applications for Approval' on the portal on receipt of notification email.
7. School User submits the form to JMB. JMB has no access to the information completed by the Vetting Subject until the school user clicks submit.

## Vetting Process Stage 2

JMB uploads the form to the NVB Portal.

## Vetting Process Stage 3

**This stage of the vetting process is carried out by the NVB.**

## Vetting Process Stage 4

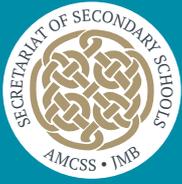
JMB uploads the disclosures onto the Principal's section of the JMB Vetting Portal which is available under the Document Repository tab - only the Principal can access the disclosures on the JMB Vetting portal.

## Vetting Process Stage 5

The vetting process is only complete when the school accepts the vetting disclosure/outcome. The school should print two copies of the vetting disclosure, retain one copy in school files, and give a hard copy to the Vetting Subject.

This form is the consent form and must be completed by all Vetting Subjects, including students. It must be submitted to the school in hard copy and must be signed and dated in black or blue ink. Photocopies/scanned copies will not be accepted.

**This form and the identification documents must be retained in compliance with the requirements of the NVB and the school's GDPR policy.**



## JMB Vetting Validation Form

This form is available on [www.jmb.ie](http://www.jmb.ie)

**Name of School:** ..... **Roll No.:** .....

**School address:** .....

In order to proceed with a vetting application, it is a requirement under National Vetting Bureau (NVB) procedures that the applicant must provide proof of their identity and proof of their current residence. The score value of **the identification documents provided, which must include one copy of photographic evidence and at least one copy of proof of residence**, must reach a minimum of 100 points in accordance with the NVB Vetting ID 100-point system.

### FORM WILL BE RETURNED IF INCOMPLETE

Insert applicant details:

Full name: .....

Current address: .....

\*Email address: .....

*\* Please note: applicants under 18 years of age must provide a parent's/guardian's email address.*

\* Contact phone no.: .....

*\*Please note: applicants under 18 years of age must give a parent's/guardian's contact number.*

Role being Vetted for: .....

#### Declaration:

*Please tick box*

I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4) (e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 - 2016.

Signed by vetting applicant: ..... Date: .....

#### Declaration:

*If applicant is under 18 years of age parental consent is required.*

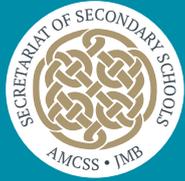
I, being the parent/guardian of the above-named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above-named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 - 2016

Name of parent/guardian (*please use block capitals*) .....

Signed by parent/guardian: ..... Date: .....

**PLEASE NOTE:** Under Section 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 -2016 it is an offence to knowingly make a false statement for the purpose of obtaining or enabling another person to obtain a vetting disclosure.

Identification	Score (100 Point System)	Tick
<b>Irish driving licence or learner permit</b> (new credit card format)	80	
<b>Irish Public Services Card</b>	80	
<b>Passport</b> (from country of citizenship)	70	
<b>Irish certificate of naturalisation</b>	50	
<b>Birth certificate</b>	50	
<b>Garda National Immigration Bureau (GNIB) card</b>	50	
<b>National Identity Card</b> for EU/EEA/Swiss citizens	50	
<b>Irish driving licence or learner permit</b> (old paper format)	40	
<b>Employment ID</b>		
● <b>ID card issued by employer</b> (with name and address)	35	
● <b>ID card issued by employer</b> (name only)	25	
<b>Letter from employer</b> (within last two years)		
● <b>Confirming name and address</b>	35	
● <b>P60, P45 or Payslip</b> (with home address)	35	
<b>Utility bill e.g. gas, electricity, television, broadband</b> (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)		
<b>Public services card/social services card/medical card</b>	25	
● <b>With photograph</b>	40	
<b>Bank/Building Society/Credit Union statement</b>	35	
<b>Credit/debit cards/passbooks</b> (only one per institution)	25	
<b>National age card</b> (issued by An Garda Siochana)	25	
<b>Membership card</b>		
● <b>Club, union or trade, professional bodies</b>	25	
● <b>Educational institution</b>	25	
<b>Correspondence</b>		
● <b>From an educational institution/SUSI/CAO</b>	20	
● <b>From an insurance company regarding an active policy</b>	20	
● <b>From a bank/credit union or government body or state agency</b>	20	
<b>Children under 16 years</b> (any one of the following)		
● <b>Birth certificate</b>	100	
● <b>Passport</b>	100	
● <b>Written statement by the Principal confirming attendance at educational institution on a letter head of that institution</b>	100	
<b>Recent arrival in Ireland</b> (less than 6 weeks)		
● <b>Passport</b>	100	
<b>Vetting Subject is unable to achieve 100 points**</b>		
● <b>Affidavit witnessed by a Commissioner for Oaths</b>	100	
<b>TOTAL</b>		



# Vetting Roles

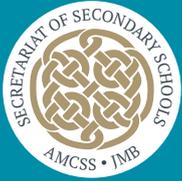
This form is available on [www.jmb.ie](http://www.jmb.ie)

**Please instruct your Vetting Subject which role to choose from drop down menu on portal**

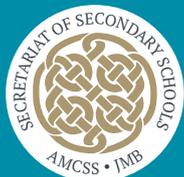
1	Accompanying children on school tour
2	After school supervision
3	Artist in school
4	Assisting at extracurricular or cocurricular activities
5	Bus driver
6	Bus escort
7	Counsellor that is non TC registered working with students
8	Doctor attending students in school
9	Driving instructor for students
10	Guest speaker on mental health or wellbeing or first aid
11	Host family
12	House master in boarding school
13	House mistress in boarding school
14	Language Assistant
15	Mentor for students
16	Minister of religion having contact with students
17	PME
18	Psychotherapist working with students
19	School administrator having contact with students
20	School caretaker
21	School catering personnel having contact with students
22	School chaplain

Please instruct your Vetting Subject which role to choose from drop down menu on portal

23	School cleaner
24	School completion personnel
25	School maintenance personnel having contact with students
26	School matron
27	School musical assistant
28	School musical choreographer
29	School musical director
30	School nurse
31	School secretary having contact with students
32	School security personnel
33	SNA Special Needs Assistant
34	Sports coach
35	Sports coach in primary school
36	Student Placement in a care home
37	Student Placement in a creche
38	Student Placement in a hospital
39	Student Placement in a Montessori school
40	Student Placement in a preschool
41	Student Placement in a primary school
42	Student supervision
43	Student workshop presenter
44	Teacher nonregistered
45	Tutor in school



# School User – Creating the Invitation



## School User – Creating the Invitation

### 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 do NOT have these details

 **JMB VETTING**  
Application Portal

Login Panel

Username  
MacDonnellIT

Password  
\*\*\*\*\*

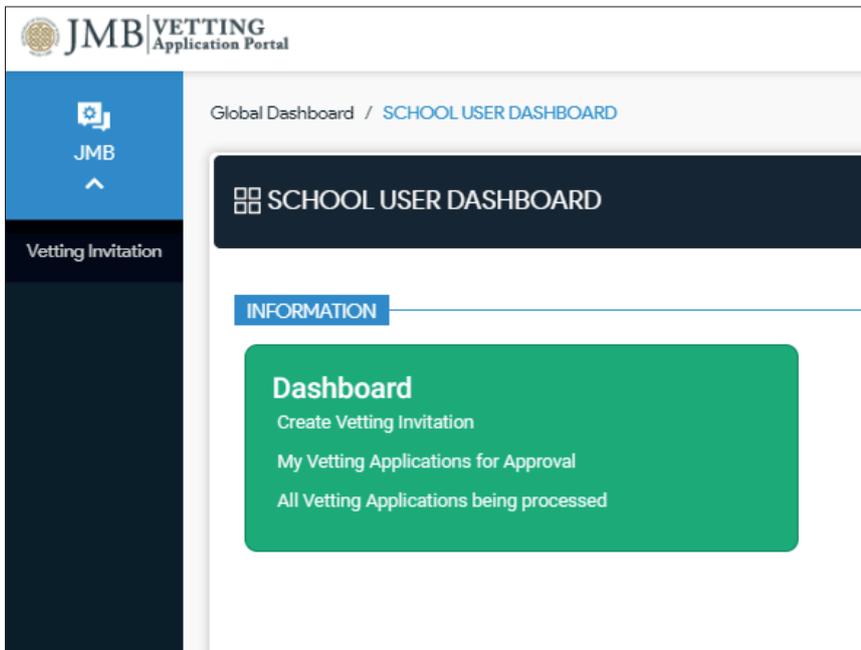
LOGIN

[Forgot Password](#)

TeamKconnect Enterprise V.5.10.20220710

### Step-2 – The Dashboard Options Explained

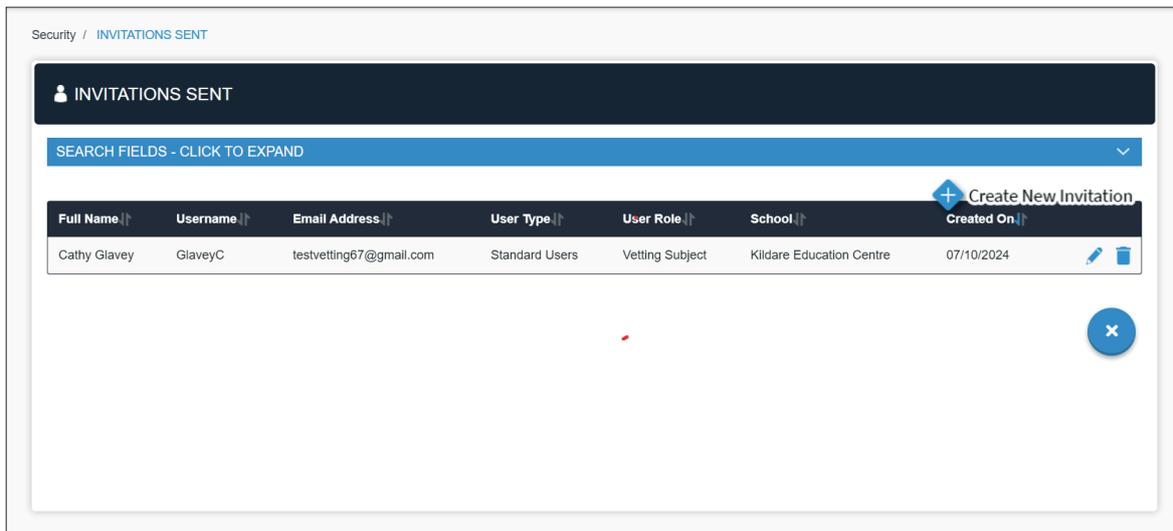
- › The Dashboard will load, presenting you with the following options
  - Create Vetting Invitation
    - ◆ This link will allow you to create 'New Vetting Invitations' for your subjects.
  - My Vetting Applications for Approval
    - ◆ This link will provide you with a list of currently active Vetting Subjects who have submitted their forms and are awaiting your approval
  - All Vetting Applications Being Processed
    - ◆ This link will provide you with a list of all records that have been completed by you and submitted to JMB.
  - Document Repository - Principal Access only (This only appears on the Principal access page)
    - ◆ This link provides access to all Disclosure Documents that have been uploaded by JMB for your Vetting Subjects. This is available ONLY to the Principal Account user.



### Step-3 – Creating the Vetting Invitation

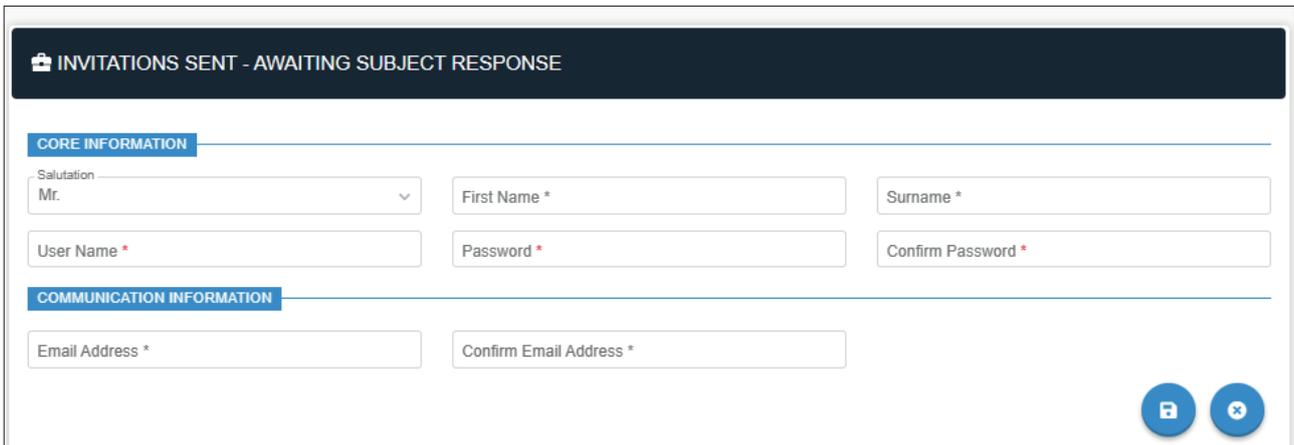
#### > Creating a Vetting Invitation

- To create a New Vetting Invitation click on the 'Create Vetting Invitation' link
- A screen like that below will display showing any existing invitations that you have created
- Click on 'Create New Invitation' at the top right of the list to open the Vetting Invitation Form



## Step 4 – Completing the Vetting Invitation Form Fields

- › The Vetting invitation form will display like the one showing below.
  - Fill in the Salutation, first name and surname fields as required
  - During the creation of the vetting invitation, the Username defaults to the “Surname + first character of the First name,” and the password will be auto-generated and auto-populated.
  - You must also enter the Vetting Subject’s email into both the Email Address and Confirm Email Address
  - The emails entered into these fields ‘MUST MATCH’ or the submission will be rejected.
  - Click on the ‘Send’ icon now and the invitation record will be saved.
  - An email will now be sent to the Vetting Subject with details of their invitation.



The screenshot shows a web form titled "INVITATIONS SENT - AWAITING SUBJECT RESPONSE". It is divided into two sections: "CORE INFORMATION" and "COMMUNICATION INFORMATION".

**CORE INFORMATION**

- Salutation: A dropdown menu with "Mr." selected.
- First Name \*: A text input field.
- Surname \*: A text input field.
- User Name \*: A text input field.
- Password \*: A text input field.
- Confirm Password \*: A text input field.

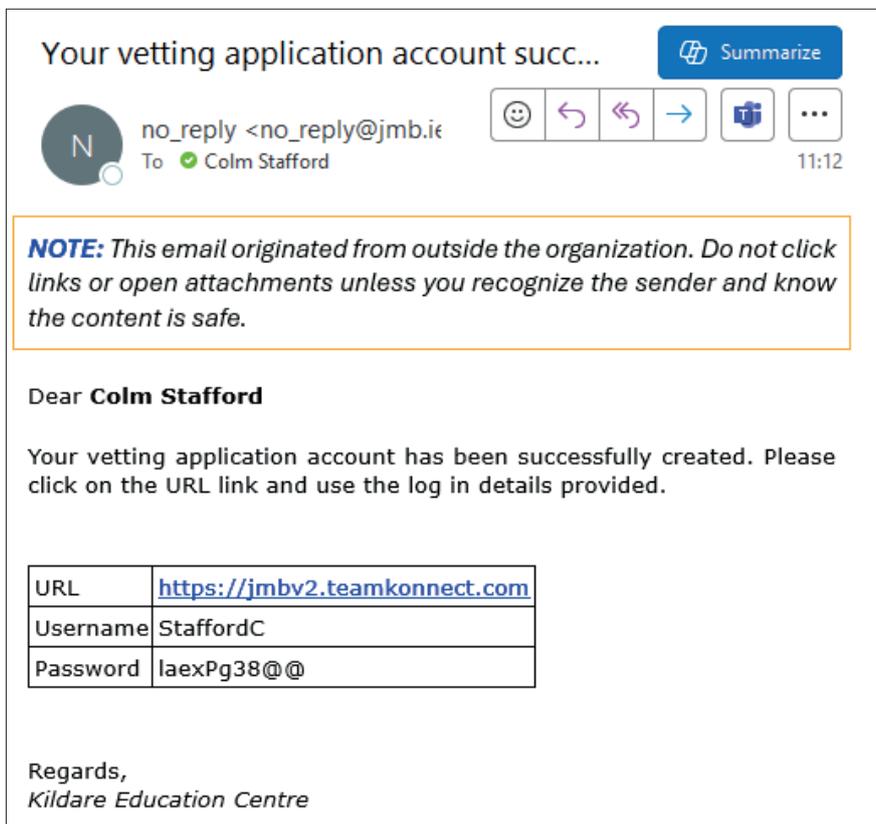
**COMMUNICATION INFORMATION**

- Email Address \*: A text input field.
- Confirm Email Address \*: A text input field.

At the bottom right, there are two circular buttons: a blue one with a white envelope icon (Send) and a grey one with a white 'X' icon (Cancel).

## Step-5 – Email sent to Vetting Subject

- › An email will arrive at the Vetting Subject’s Inbox with a link to the JMB Vetting portal with a Username and Password for them to use to gain access.



The screenshot shows an email notification with the following details:

- Subject: Your vetting application account succ...
- Sender: no\_reply <no\_reply@jmb.ie> To: Colm Stafford
- Time: 11:12
- Buttons: Summarize, Reply, Reply All, Forward, Share, More options.

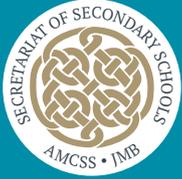
**NOTE:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear **Colm Stafford**

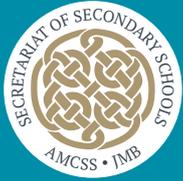
Your vetting application account has been successfully created. Please click on the URL link and use the log in details provided.

URL	<a href="https://jmbv2.teamkonnnect.com">https://jmbv2.teamkonnnect.com</a>
Username	StaffordC
Password	laexPg38@@

Regards,  
Kildare Education Centre



# 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.

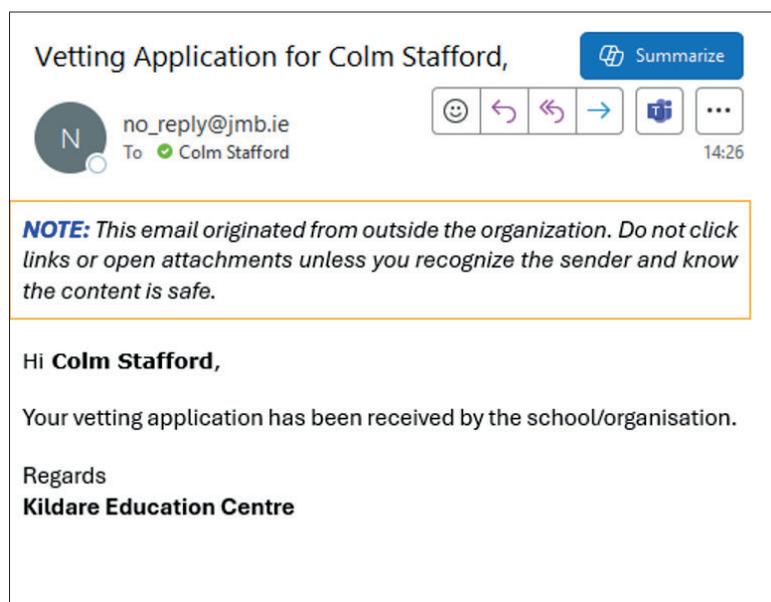
### Step-3 – Filling out the required fields on the Vetting Application Form

- › 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)

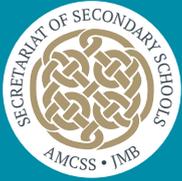
- Enter the confirmed email address into the field provided
  - Enter the contact number into the field provided
  - Enter your address details into the various fields provided
  - Please read the notes provided under the additional information heading
  - Tick the 'Please tick box to confirm' to confirm 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

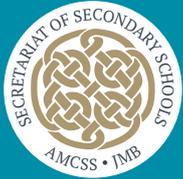
- › You will receive a 'Confirmation Email' as below to your email address provided that your submitted form has been received.



**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.**



# School User – Review and Approve Vetting Application



## School User – Review and Approve Vetting Application

### Step-1 – Logging into the Portal

- › Enter the following URL into your browser to access the JMB Vetting portal <https://jmbv2.teamkconnect.com>. For your convenience save this URL to your 'Favourites' or bookmark it.
- › Type in 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 left is the JMB logo. The text 'JMB VETTING Application Portal' is displayed prominently. Below this is the heading 'Login Panel'. There are two input fields: 'Username' and 'Password'. A blue 'LOGIN' button is centered below the fields. A link for 'Forgot Password' is located below the button. At the bottom of the page, the text 'TeamKconnect Enterprise V.5.10.20220710' is visible.

### Step-2 – Access the Vetting Applications awaiting Approval

- › Click on 'My Vetting Applications for Approval' to access any invitations awaiting approval

The screenshot displays the 'SCHOOL USER DASHBOARD' within the JMB Vetting Application Portal. The breadcrumb trail shows 'Global Dashboard / SCHOOL USER DASHBOARD'. The main heading is 'SCHOOL USER DASHBOARD'. Under the 'INFORMATION' section, there is a green box containing the following items:

- Dashboard**
- Create Vetting Invitation
- My Vetting Applications for Approval
- All Vetting Applications being processed

- › Each school user will get an email notification to their Vetting email address every day at 4 PM with a consolidated list of vetting applications submitted for approval that day. (see below)

Hi **Jennifer Mcmanus**,

We have successfully received the list of vetting applications below.  
Kindly [Log In](#) to review and verify the details.

Vetting Subject Name	Email Address	Date of birth	Role being vetted for
Dhanaraj Balakrishnan	<a href="mailto:dhanaraj@ers.ie">dhanaraj@ers.ie</a>	12/08/1978	Tutor in school

### Step-3 – Vetting Application Forms Awaiting Approval

- › The list of Vetting Applications that are awaiting approval will load as shown below
- › Click on the 'pencil Icon' to the right of the application to review

Security / INVITATIONS SENT

INVITATIONS SENT

SEARCH FIELDS - CLICK TO EXPAND

Create New Invitation

Full Name	Username	Email Address	User Type	User Role	School	Created On
Taylor Smith	SmithT	testvetting67@gmail.com	Standard Users	Vetting Subject	Kildare Education Centre	09/10/2024

### Step-4 – Completing the required fields on the Vetting Application Form

- › The Vetting Invitation Form will open displaying the information entered by the Vetting Subject

VETTING INVITATION

VETTING INVITATION INV#1 PARENT/GUARDIAN CONSENT FORM INV#3

PERSONAL INFORMATION

Vetting Subject User: Colin Stafford  
 Name of School / Organisation: Kildare Education Centre  
 Role being vetted for: Trainer for Girls Education

Forename: Colin  
 Middle Name: Thomas  
 Surname: Stafford

Date of Birth: 27/04/1960

Please note the email address and contact number below must be those of a Parent/Guardian if a person is under 18 years

Email Address: colm@ers.ie  
 Contact No: 081876757767  
 Confirm Email Address: colm@ers.ie

CURRENT ADDRESS

Line 1: Unit 5, Block B  
 Line 2: Blanchardstown Corporate Park  
 Line 3:  
 Line 4:

Country: Ireland  
 Ericode/Postcode: D15C4Q9

ADDITIONAL INFORMATION

I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

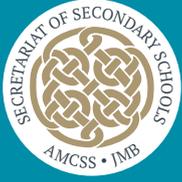
Date: 16/07/2024

Please tick box to confirm

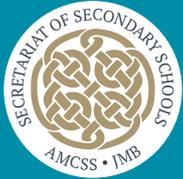
- As a School User, you are required to complete your portion of the Vetting Application as shown below.
  - You should tick any of the tick boxes as required based on the information available to you regarding this Vetting Subject
    - ◆ Parent Guardian Consent (should only be ticked when NVB3 form is attached)
    - ◆ Proof of Identity
    - ◆ Permission Received from Subject
  - Click the checkbox to confirm 'I confirm that I have checked these requirements'

If you are satisfied that all the information provided by this Vetting Subject is correct you must now change the status of this application

- Click the Status dropdown and select the option for "All checks completed by the school".
- Click the 'Save Icon' to save your changes OR
- Click the 'Submit to JMB' if you have made all the necessary checks and are ready to submit this vetting application to JMB.
- This record will now disappear from the list of records under the 'My Vetting Applications for Approval'
- This record will now appear under the list of records for 'All Vetting Applications being Processed'
- The school has now completed its part in the process.



# School User – Review and Reject Vetting Application



## School User – Review and Reject Vetting Application

### 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

The screenshot shows the login interface for the JMB Vetting Application Portal. At the top left is the JMB logo. The text 'JMB VETTING Application Portal' is displayed. 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 'TeamKconnect Enterprise V.5.10.20220710' is visible.

### Step-2 – Access the Vetting Applications awaiting Approval

- › Click on 'My Vetting Applications for Approval' to access any invitations awaiting approval

The screenshot displays the 'SCHOOL USER DASHBOARD' within the JMB Vetting Application Portal. The top navigation bar includes the JMB logo and the text 'Global Dashboard / SCHOOL USER DASHBOARD'. A sidebar on the left contains a 'Vetting Invitation' menu item. The main content area features a dark blue header with the text 'SCHOOL USER DASHBOARD'. Below this is an 'INFORMATION' section with a green background. The information section contains the following items: 'Dashboard', 'Create Vetting Invitation', 'My Vetting Applications for Approval', and 'All Vetting Applications being processed'.

- › Each school user will get an email notification to their Vetting email address every day at 4 PM with a consolidated list of vetting applications submitted for approval that day.

Hi **Jennifer Mcmanus**,

We have successfully received the list of vetting applications below.  
Kindly [Log In](#) to review and verify the details.

Vetting Subject Name	Email Address	Date of birth	Role being vetted for
Dhanaraj Balakrishnan	<a href="mailto:dhanaraj@ers.ie">dhanaraj@ers.ie</a>	12/08/1978	Tutor in school

### Step-3 – Vetting Application Forms Awaiting Approval

- › The list of Vetting Applications will load that are awaiting approval as shown below
- › Click on the ‘pencil Icon’ to the right of the application to review

Security / INVITATIONS SENT

INVITATIONS SENT

SEARCH FIELDS - CLICK TO EXPAND

Full Name | Username | Email Address | User Type | User Role | School | Created On

Taylor Smith	SmithT	testvetting67@gmail.com	Standard Users	Vetting Subject	Kildare Education Centre	09/10/2024	
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Create New Invitation

### Step-4 – Rejecting a Vetting Application Form

- › As a School User, you are required to complete your portion of the Vetting Application as shown below.
- › In the event that you feel that the application should be rejected, click on the Status bar and select ‘Rejected’ from the dropdown menu
- › Enter the reason into the ‘Reason for Rejection’ field available
- › Now, click the ‘Save’ icon to make your changes.
- › The vetting application will be saved and an email will be sent to the Vetting Subject outlining that their application has been rejected and the reasons for this rejection.
- › The Vetting Subject can log back into the portal, make any necessary changes and resubmit their application form.

SCHOOL RESPONSES

Parent Guardian Consent

Proof Of Identity

Permission Received from Subject

External Reference: 55500136

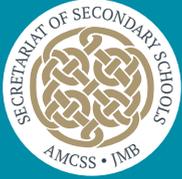
School User: Sean McManus

Status: Submitted by Applicant

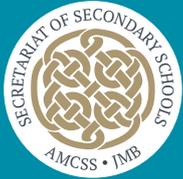
Reason for Rejection:

(1) I confirm that I have verified the name, date of birth and current address of the applicant against the proofs of identity provided to me by the applicant in compliance with the NVB 100 point system. I further confirm that the proofs of identity will be retained in the school until 12 months after the applicant is no longer either employed by the school or engaged by the school in relevant work or activities as defined in the National Vetting Bureau (Children and Vulnerable Persons) Act 2012  
OR  
(2) I confirm that the applicant is currently enrolled in this school

I confirm that I have checked these requirements



# Principal User – Accessing the Document Repository



# Principal User – Accessing the Document Repository

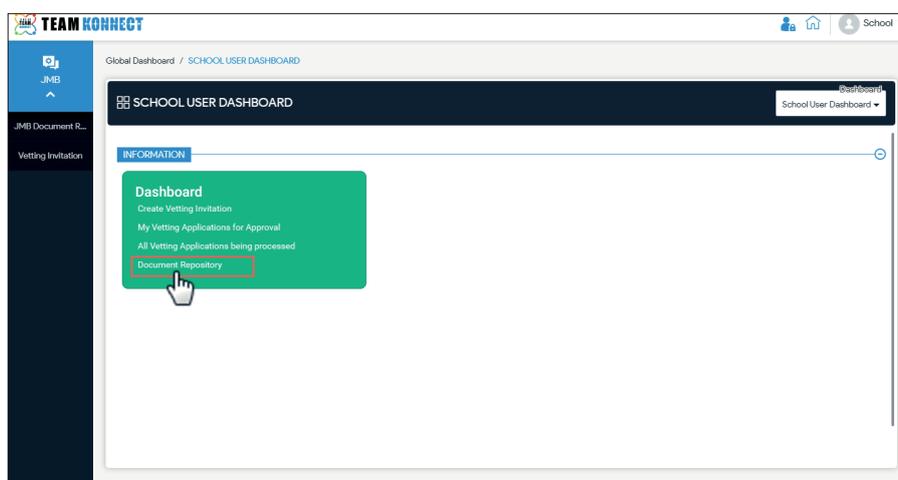
## Step-1 – Logging into the Portal

- › Enter the following URL into your browser to access the JMB Vetting portal <https://jmbv2.teamconnect.com>
- › Type in 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 left is the JMB logo. The text 'JMB VETTING Application Portal' is displayed prominently. Below this is the title 'Login Panel'. There are two input fields: 'Username' and 'Password'. A blue 'LOGIN' button is centered below the fields. A link for 'Forgot Password' is located below the button. At the bottom of the page, the text 'TeamConnect Enterprise V.5.10.20220710' is visible.

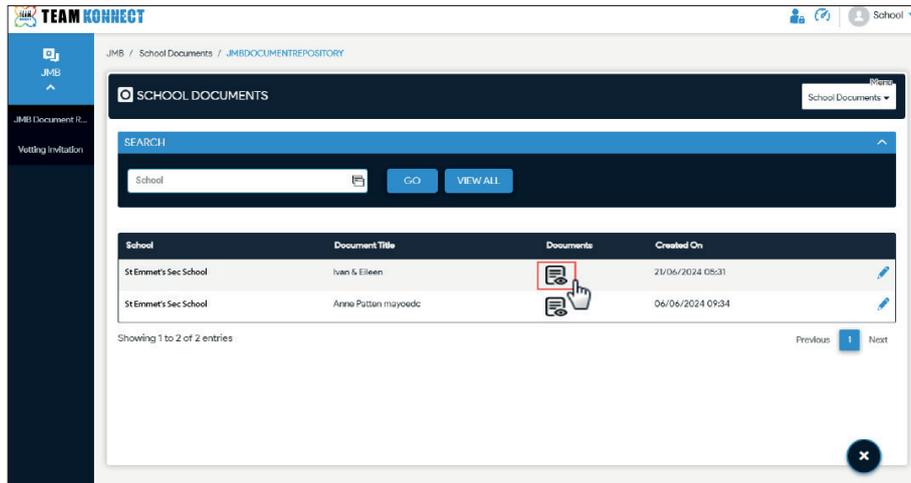
## Step-2 – Loading the Portal Dashboard

- › The Principal will see the following links available on the dashboard after login. Click on 'Document Repository'.

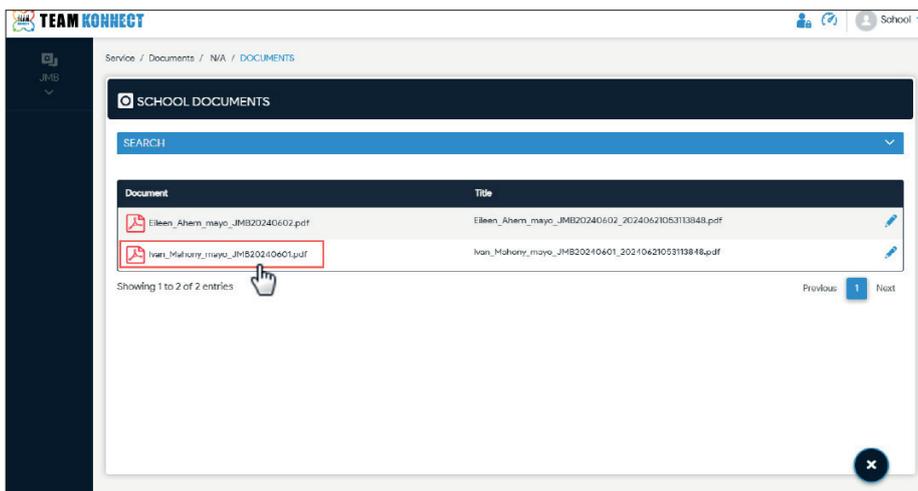


## Step-3 – Reviewing the Disclosure Documents

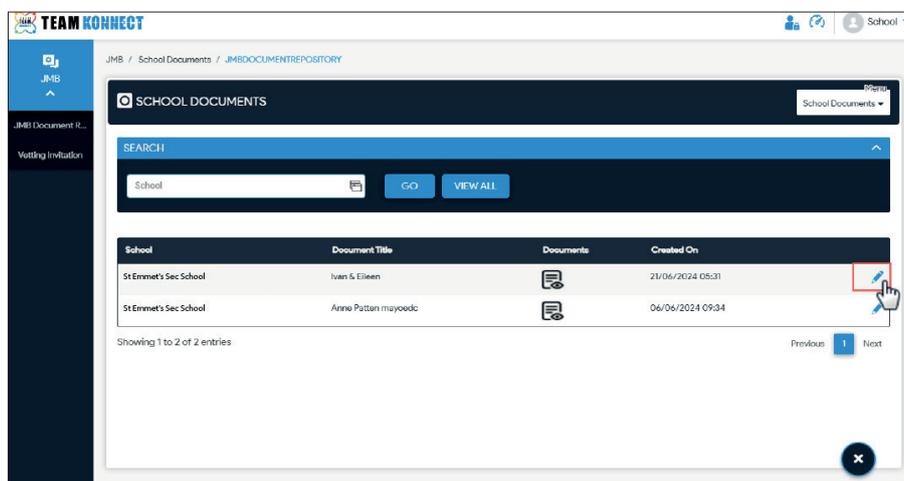
- The principal user can view all documents assigned specifically to their school. For instance, if a principal user is associated with “St. Emmet’s Secondary School ” they will only be able to view documents assigned to “St. Emmet’s Secondary School”. To download the documents, click on the document icon as below.



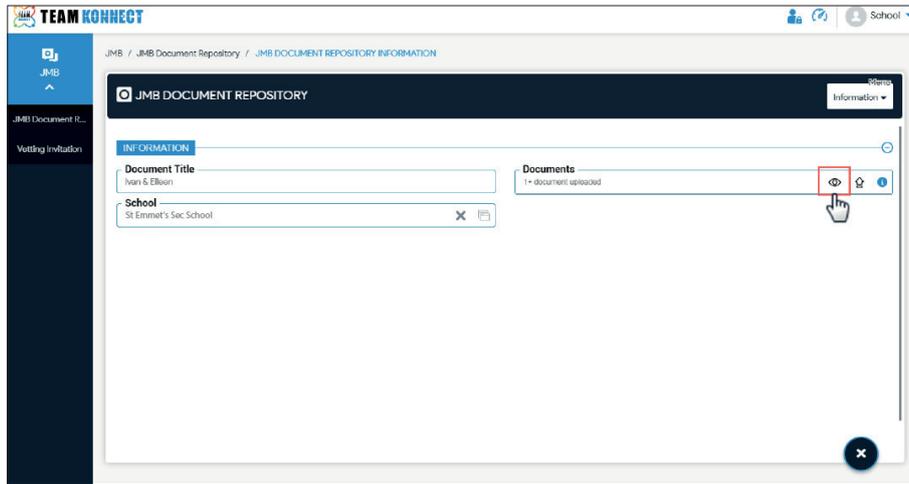
- The principal user will be redirected to the Document Library page where they can see all the files uploaded against this record. Click on the document name to download the corresponding file.



- The principal user can download the documents by clicking on the pen icon in the school user view.



- › The principal user can view the document by clicking on the 'Eye Icon' below.



- › Principals should print off two copies of the disclosure. Keep one in the Vetting Subject's file and give one copy to the Vetting Subject.
- › The Principal has up to 30 days to download the disclosures. After this time, they will no longer be accessible, nor will JMB be able to reinstate them. As a consequence, the vetting process will have to be started again.