



Hays County Emergency Services District #3
Texas Fire Academy
3528 Hunter Rd.
San Marcos, TX 78666
512-749-1200



INSTRUCTIONS TO OBTAIN A BACKGROUND CHECK

Follow these instructions to obtain your Background Check. Print a copy of your receipt as proof you have completed the process.

The Background Check is automatically emailed to the Admissions Office at Texas Fire Academy for their review and consideration for your enrollment in the course you have applied for.

1. Log on to <https://shfd.volunteerportal.net>
2. Review text on the Welcome Page, enter the password: **ESD3@3528** and click **“Agree and Consent”**.
3. Enter Personal Information.
 - a. All fields marked with a **“*”** are required.
4. Click **“Next”**
5. Review all information to ensure its accuracy before proceeding.
 - a. If you need to make any corrections you can click on the **“Edit”** link or the **“Previous”** button to return to the Personal Information page.
6. Click **“Next”** or **“Complete”** to process your search.

*****Please Note the following*****

- If you Quit without clicking Save, the system will not save your information. Your background check will not be run. You will need to start over from the beginning when you return.
- If you click Save before you Quit, you will be provided with a reference code to enter when you return to the site to pick up where you left off.
 - When returning to the site, click on this link on the Welcome Page: “If you are returning to finish a previous search, then click [here](#).”
 - Enter your last name and reference number to resume your previous search.