

背景核实信息在线录入流程

Background Check Online Data Entry Procedure

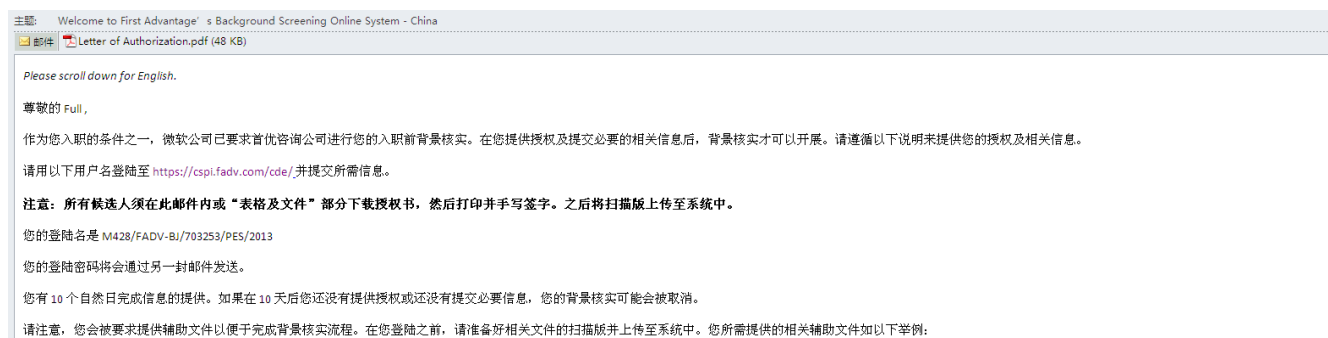
1. 查收个人邮箱，并收取主题为“Welcome to Microsoft China Background Screening Online System”及“CSPi Online System Login Details”的欢迎邮件。

Two emails are sent to your email box, named as "Welcome to the Microsoft China Background Screening Online System" and "CSPi Online System Login Details"

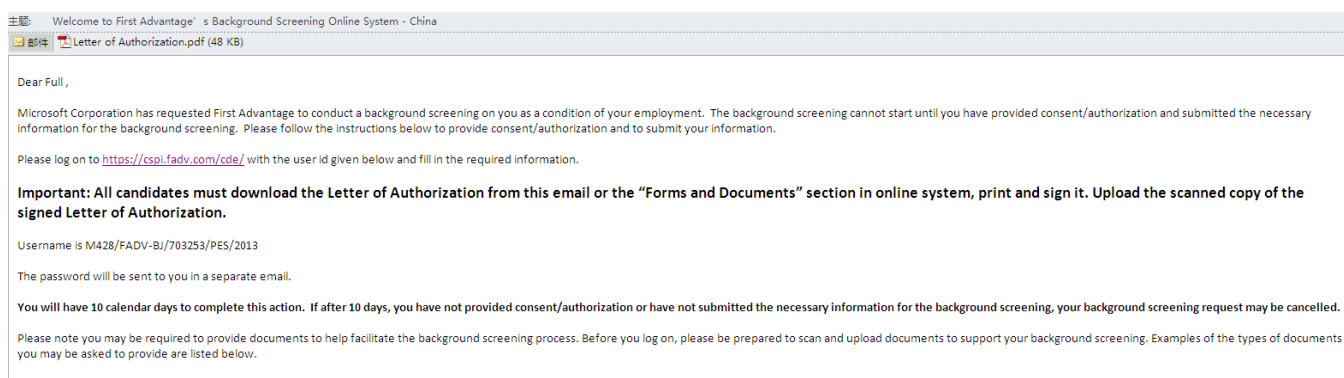
2. 阅读欢迎邮件中的内容，准备相关信息及文件。按照欢迎邮件中的要求来填写信息。
其中主题为“Welcome to Microsoft China Background Screening Online System”中包含了您在线登陆的用户名（图例 1-图例 2）；主题为“CSPi Online System Login Details”中包含了您在线登陆的密码（图例 3）

Please carefully read the contents of the welcome email and prepare related information and documents accordingly. Please make sure to follow the instruction when completing the form.

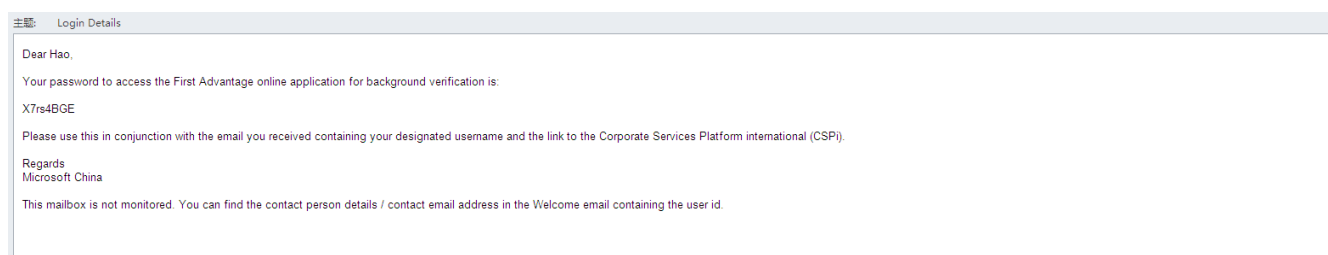
"Welcome to the Microsoft China Background Screening Online System" contains your login username (Figure 1 - Figure 2) and "CSPi Online System Login Details" contains the password (Figure 3)



图例 1



图例 2



图例 3

3. 进入 <https://cspi.fadv.com/cdel/>, 输入欢迎邮件中的用户名和密码, 点击 Submit 键。 (图例 4)

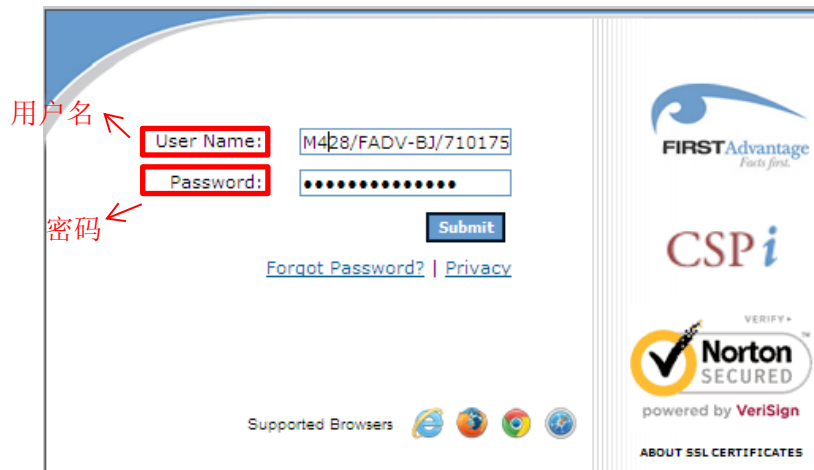
Go to <https://cspi.fadv.com/cdel/> and input username and password from the emails, then click on the Submit button. (Figure 4)

注意:

- 用户名和密码前后不能有空格。
- 用户名和密码如果输入错误超过 3 次, 系统会自动封锁该用户名。

Note:

- No space before and after the user name or password
- If username or password is entered incorrectly for more than three times, system will automatically block this ID.



图例 4

4. 登录后系统后会要求您修改密码, 请输入一次原始密码和两次新密码, 并点击“Save”键保存新密码。(图例 5)

Once logged in, system will request changing the password. Please input the default password and new password twice then click on "Save" button to save the new password. (Figure. 5)

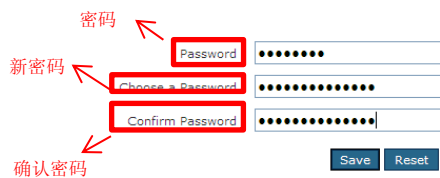
注意:

- 密码不能为 password 或 PASSWORD。
- 密码应最少包含 4 位字母。
- 密码应最少包含 2 位数字。
- 密码应最少包含 2 位以下特殊字符 (` ~ ! @ # \$ % ^ & * () - _ + = [] { } ; : / ? > . < , |) 。
- 密码总共应包含最少 8 位字符。
- 如果这次并不是您第一次在 CSPi 系统中建立密码, 您的新密码不能与之前五次的密码相同。

Note:

- Password should not be "password" or "PASSWORD".
- Password should contain at least four letters.
- Password should contain at least two numbers.
- Password should contain at least two special characters from the following list: (` ~ ! @ # \$ % ^ & * () - _ + = [] { } ; : / ? > . < , |)
- Password should contain at least 8 characters in total.
- If this is not your first time creating a password on CSPi, your new password should not match any of your previous 6 passwords.

Change Password

[Logout](#)


Please note:

1. Password should not be "password" or "PASSWORD".
2. Password should contain at least four letters.
3. Password should contain at least two numbers.
4. Password should contain at least two special characters from the following list: (~ ! @ # \$ % ^ & * () - _ + = [] { } ; : ' ? > . , < |)
5. Password should contain at least 8 characters in total.
6. If this is not your first time creating a password on CSPI, your new password should not match any of your previous 6 passwords.

图例 5

5. 更改完密码后，系统会显示新密码已经更改成功。需点击“确定”后，请使用用户名和新密码重新登录系统。（图例 6）

After changing the password, system will pop a message to confirm that password has been changed successfully. After clicking on “ok”, please use the username and new password to login again. (figure 6)



图例 6

6. 进入界面后，首先您看到的是欢迎词。请详细阅读欢迎词，这将有助于您填写申请表。（图例 7）

Once logged in, you will find the Welcome Screen. Please read the instructions displayed in the middle, which will be helpful for completing the Application Form. (Figure 7)

7. 请点击欢迎词页面下方的“Continue/继续”按钮，进行正式的在线填写信息。（图例 7 - 图例 8）

Please click on "Continue " button to start filling up the application form. (Figure 7 - Figure 8)






图例 7






图例 8

在此提示您以下几点：

Please kindly note:

- 图例 9 所示，其左列“Detailed Tasks/具体任务”栏中列出的项目是此次您在线需要填写的信息。每完成一项目，左侧“具体任务”栏中项目前图标前均会显示；正在填写的项目，其相应项目图标均会显示；未填写的项目，其相应项目图标均会显示.

As shown in Figure 9, the Detailed Tasks bar on the left hand side shows the sections you will need to complete for this Application. For every completed section, the icon will show as . Icon of the current section will show as . For incomplete sections, the icon is .

- 申请表中带星号（*）的项目是必填项，请按照要求完整填写。
Questions with asterisk (*) in the application form is mandatory. Please complete them due to the requirements.
- 当填写完当前页面，请点击申请表下方的“Save/保存”按钮，把已输入的信息存储进系统。然后需按申请表下方“Continue/继续”按钮，以便进入下一项目的填写。（图例 9）
After completing the current page, please click on the "Save" button at the bottom of page to ensure all information is saved. Then click on "Continue" button to move on to the next section. (Figure 9)



图例 9

- 如果您需要暂停信息填写，请在退出页面前点击“Save”按钮把已输入的信息存储好，否则所输入的信息将不能保存。
If you need to log out before completing the form, please click on the "Save" button to ensure all data is saved, or the information entered will be lost.
- 如果您未填写带星号（*）的项目，在保存时系统会提示您需填写完整后才能保存，否则不能进行下一项目的填写。（图例 10）

System will remind you to complete all mandatory questions after click on “Save” button. Otherwise you are unable to move on to the next section. (Figure10)



图例 10

- 6) 申请表页面中红色字体是重要提示。它既是提示您如何来填写信息；又是提醒您填写要规范及哪些信息填写不完整。您在填写时需认真阅读。(图例 11)

The red font message reminds you which mandatory question has not been completed. (Figure 11)



图例 11

- 7) 当您在填写经历需要输入多条信息时，您可以点击申请表下方“这里/Here”链接，进行多项填写。(图例 12)

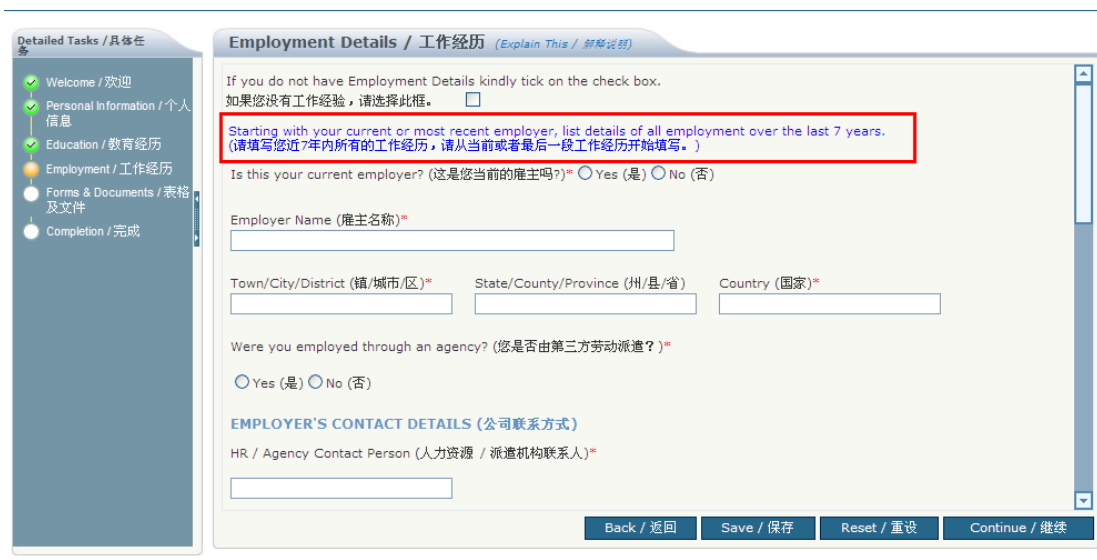
When you need to enter additional experience, please click on the "Here" hyper link to add fields.(Figure 12)



图例 12

- 8) 当您在填写工作经历的时候, 请填写您近 7 年内所有的工作经历, 请从当前或者最后一段工作经历开始填写。(图例 13)

Under the Employment section, please provide all your working experience in the last seven years, starting from current or most recent employer in descending order. (Figure 13)



图例 13

8. 当进入“Forms & Documents/表格及文件”项目时, 您需要上传以下资料:

At “Forms & Documents” section, you are asked to upload below supporting documents:

- 1) 身份证 (适用于中国籍公民) 或 护照 (适用于非中国籍公民);
ID Card (for PRC citizen) or Passport (for non-PRC citizen)
- 2) 学位或学历证书 (或同等学力) (如上述材料无法提供, 请提供成绩单或任何其他文件证明您的最高学历);
Degree and/or Diploma Certificates (Please provide transcript or any other documents to prove your highest academic achievement if you couldn't provide degree or diploma certificate)

- 3) 授权委托书 (Declaration & Authorization Letter)。可在邮件附件中找到标准版，或登陆在线系统下载。
需要您打印下来，手写签字后上传到系统中；
Declaration & Authorization Letter. The letter can be found as attachment in the welcome email or downloaded from online system. Please complete with your hand writing signature before scan and upload into system.
- 4) 如果您取得了专业资质证书，请将证书上传。(图例 14)
Please upload related professional certificate if you have any.



图例 14

9. 上传资料的步骤：点击本页面下方的“Upload/上传”按钮，根据弹出窗口中的说明，开始上传资料。具体步骤如 图例 15 - 图例 17。

Instruction for Uploading: Click on “Upload” button on the right hand corner and follow the instruction in the pop-up window. (Figure 15 - Figure 17)



图例 15

Upload Documents / 上传文档

Instructions / 说明

1. Select the **Document Type** / 选择文件类型
2. **Browse** to the file you wish to upload. / 浏览需上传的文件
3. Add any comments relating to the document (optional) / 添加与该文件相关的备注信息 (可选)
4. Click the **Upload button** / 点击上传键
5. Confirm document has uploaded correctly / 确认文件已经上传成功
6. Click the **Save Document button** / 点击保存文件键。该文件将会保存至表格页相关文档的已上传文档中。
7. Repeat steps 1 to 6 for any further documents you wish to upload / 如果有其他文件需上传，重复第一步至第六步
8. Click the **Close button** / 点击关闭键

Supported Formats / 支持文件格式: PDF, DOC, RTF, JPG, EXCEL, TIF, TXT, DOCX, XLSX, GIF, PNG, XSL, JPEG

Document Type / 文件类型 *:

Document Name / 文件名称 *:

Remarks / 备注:

Document Type / 文件类型 Document Name / 文件名称 Remarks / 备注 Archive / 存档

BVF Document	FADV.pdf		<input type="button" value="删除"/>
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上传的资料，均可在此处显示。

上传完所有的资料后，请点击此处进行保存。

Click here to save record when all needed files are uploaded

Click here to delete document

Uploaded files are listed here

图例 16

Click here to delete document

Detailed Tasks / 具体任务

- Welcome / 欢迎
- Personal Information / 个人信息
- Education / 教育经历
- Employment / 工作经历
- Periods of Unemployment / 失业期
- Forms & Documents / 表格及文件
- Completion / 完成

Forms & Documents / 表格及文件 (Explain This / 解释说明)

Instructions / 说明

Please scroll down for English.

“表格及文件”选项说明

请注意，您会被要求提供辅助文件以助于完成背景调查流程。在您登陆之前，请准备好相关文件的扫描版并上传至系统中。您所需提供的辅助文件如下所列：

教育经历

与您已获得的最高等教育相关的文件：

1. 毕业及学位证书 (必须)
2. 成绩单
3. 其他相关官方文件

专业资质

与您工作相关程度最高的专业资质相关文件：

1. 专业资质证书
2. 考试成绩单

工作经历

Candidate Documents / 相关文件

Letter of Authorization.pdf

Uploaded Documents / 已上传的文件

FADV.pdf

Please check that you have completed all the relevant documents before you continue / 请在继续之前确保您已填写完成所有相关文件

此处能看见已经保存的资料。

Uploaded documents are saved here

图例 17

10. 当您填写完所有信息并上传完所需资料后，将进入“Preview & Complete/预览并保存”部分。(图例 18)

Once completed all the sections and uploaded the required documents, you will reach to the “Preview & Complete” section for final review.(Figure 18)

11. 您可以浏览到之前所填写的所有信息。如需要，可以点击“Edit/编辑”按钮回到该页修改已填写的信息。当您确定信息均填写完整无误后，方可点击此页面右下方的“Complete/ 完成”按钮。

You can review all the information entered and click on “Edit” button to jump back to the page to modify if necessary. If you are certain all information has been fully and correctly provided, please click on “Complete” button at the bottom right corner.

注意：当您点击“完成”按钮后，将无法再次进入此录入系统。所有已填信息将无法更改。

Note: You have no access into the system for modifying information anymore after clicking “complete”. So please confirm carefully before clicking “complete”.



图例 18

12. 确认完成后，您会进入感谢页面。这就意味着您已经完成了在线申请表的填写，您的背景核实工作即将开展。（图例 19）假如出现一些所需信息缺失或者填写有误时，我们将会请您进行信息补充。

You will reach to “Thank You” page after click on “Complete” button. This means you have submitted the Application Form and background check will be initiated soon. (Figure 19) We will require you to provide additional information if insufficiencies are found.



图例 19

背景核实信息在线补充流程 Insufficiency Fulfillment Procedure

1. 假如您填写的信息有任何缺失，以至于我们无法开展对您的背景核实时，我们会要求您提供进一步信息。系统会自动发送一封邮件通知您登陆信息补充系统，以及所需的密码。请在您的邮箱中查收主题为“Additional Information Required For Microsoft Pre-Employment Screening”及“CSPI Online System Login Details”的邮件。

In case of any missing information in the application that prevent us to conduct your background check, we will be requiring you to provide further information. System will send out an email to ask you login to the Insufficiency Fulfillment System, with new password. Please check your mailbox for email subject as “Additional Information Required For Microsoft Pre-Employment Screening” and “CSPI Online System Login Details”.

2. 进入系统后，点击左侧的“Insufficiency/不完整信息”，您可在“Insufficiency Details/不全的详细信息”中看到所需补充资料的具体要求。在下方的“Enter Fulfillment Remarks/请在此处补充填写不全的信息”处填写补充资料。如需上传相关文件，请点击“Upload/上传”按钮。（图例 20）

After logged in, please click on “Insufficiency” button on the left hand side to reach to details page. You shall find the details of insufficiency and the requirement in the “Insufficiency Details” section. If need to upload relevant documents, please click on “Upload” button. (Figure 20)



将所需补充的信息填写在此处。
Please provide needed information

点击此处，上传所需文件
Click here to upload needed documents

Upload / 上传

Fulfill / 提供补充的完整信息

Reset / 重设

图例 20

3. 在填写完毕补充资料后，并确保所有要求的信息都已提供，您可以点击“Fulfill/提供补充的完整信息”按钮提交。（图例 21）

Click “Close”, input related needed information in the “Enter fulfillment remarks” after coming back to the “Insufficient” page. You will see the notice on “insufficiency/fulfillment successfully” after saving. (Figure 21)



图例 21

4. 在完成界面中，系统会提示您所提交的补充资料已成功。您可以点击“Complete/完成”按钮退出页面。（图例 22）

In the Completion screen, system will notify you that insufficiency has been fulfilled. You can click on “Complete” button to log out.(Figure 22)



图例 22

至此您已经完成相关的信息材料补充。在填写过程中如果您有任何问题，可随时发送电子邮件至 Microsoft China Screening <Microsoftchina.screening@fadv.com>。感谢您的配合。

Now all information are fulfilled and we will start working on your background check soon. If you have any question during the process, please email to us at Microsoft China Screening <Microsoftchina.screening@fadv.com> . Thank you for you cooperation.

--文件结束--
--Document Ends--