

Welcome to KnowYourPeople!

By this point, you would have received an account activation email from KYP. This is great news as you can now quickly get started and set yourself up as a user in KYP and be able to complete any requested applications.

Once you have selected the activation link within the email, you will have to do the following:

Step 1: Enter your username - the email address that was specified in the activation email (the email address that received the activation email)



User Login

Username

[Login](#) [Forgot Password](#) [Register](#) [Help](#)

Step 2: Enter a password that you would like to use to log in to KnowYourPeople



Create Your Password

Carefully enter your new password using the form below.

Password

Repeat Password

[Submit](#)

You are able to view the Password criteria set here

Once you are logged in...

When you are all set up and logged in, you will be navigated to your KnowYourPeople dashboard. This is where you will be able to view any active or submitted applications you have.



My Active Applications

Application Requested by:	Demonstration Organisation
Application ID:	TRDNAT37
Checks Included:	Identity Check.
Date Initiated:	19th March 2021 - 21:24
Date Last Saved by you:	19th March 2021 - 21:24
Application Status:	To be completed
Action Required:	Complete application form

This is where you will be able to view any outstanding applications you need to complete

This shows you information about the organisation who has requested you to fill in the application

Complete Application

Questions? Contact the Organisation directly

What do I need?

Here you can find the contact details for the organisation who has requested the application

When you are ready to complete your application, select the 'Complete Application' button.

Once selected, you will then be guided through the following steps:

1. Confirm and consent to the Fair Processing Declaration (this will be related to the specific check(s) included in the application)
2. Fill in the application form. We only collect the required fields needed to complete the check(s). Occasionally you may be asked to upload a document too.

Note: there may be extra information supplied by the organisation at the top of the application form that you will need to read

3. View a summary of the application and the information you have entered
4. Submit the application

Message from Organisation:
Note to the applicant to be displayed

Need more information?

If you want to find out any more information in detail, you can refer to FAQs pages when you select the Help tab at the top of the page. (Please bear in mind, you have to be logged in to access the FAQs.)



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FAQs

Completing an Application

General Questions

Download Quick Start Guide

Completing an Application

Q My full name is made up of several names, how should I enter this information?

If the application form you are completing will be used to carry out a Driving Licence or Basic Criminal Record Check it is important when entering your name details that the information you enter **matches what is on your Driving Licence Photo card**.

Please enter only one name in the First Name field, if your first name is hyphenated e.g., Lydia-Rose please include the hyphen.

If you have a middle name, enter this in the Middle Name field. Only one name, unless hyphenated should be entered per Middle Name field. If you have more than one Middle Name click 'Add another middle name' and an additional Middle Name field will appear.

If you clicked this button by mistake, simply click the 'minus' button on the right-hand side of the field to remove it.

Only one name, unless hyphenated should be entered in the surname field.

Q How do I enter a non-UK address?

If you have lived outside of the UK during the period of address history we are asking you to cover, you must still provide this information. Click 'Address outside of the UK?' located under the Postcode field. This will open another section of the