The Faith-Justice Institute
Service-Learning Program

Instructions for Uploading Any Form of Reports

Submitting Your Background Check Reports- must be completed by September 19th.

- Login to SJU Nest using your SJU student login.
- On the home screen, find “Student” under “Administrative services” and click on “Student clearances”
- That bring you to an “Upload Documents” page. Click the dropdown for “document type” and select “Faith-Justice Institute, Service-Learning” as your department. Upload the correct document for each requirement.

Additional Information

- Turning in clearances is a two part process.
  - You need to upload your required background reports and certificates to the Nest
  - and bring copies of your reports to the community partner placement your first week of service
- Clearances must be completed and uploaded by September 19th.
- Always double-check that you have all the necessary clearance reports and certificates saved to your computer or flash drive. You want to upload your completed background check reports and Minors on Campus Certificate.

Updated August 2018 *Also available at www.sju.edu/ServiceLearningStudents