Purpose

This document is intended to explain how to access the self-service form to begin a prescreen as a customer.
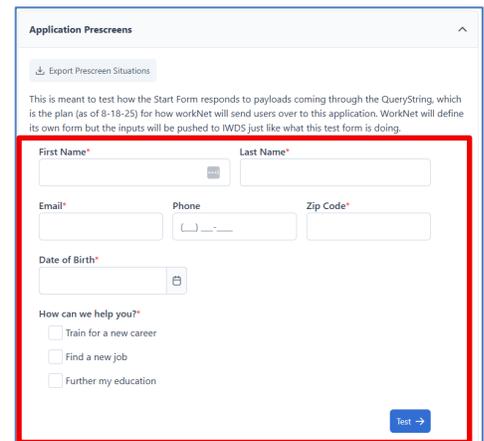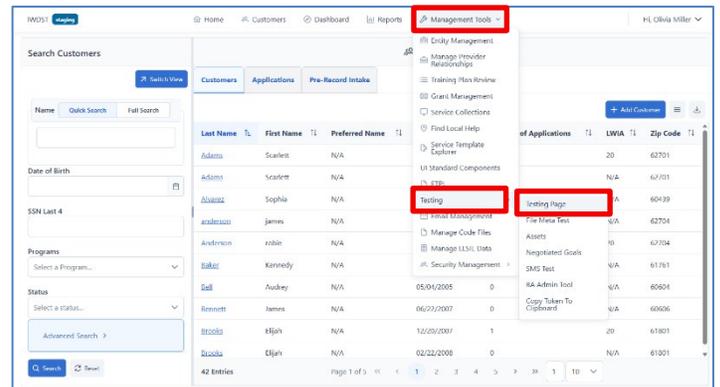
Audience

This document is designed to guide both trainers and end users through the process of accessing the prescreening through the self-service form.

Access the Self-Service Form

- *Note – A public customer facing web page is being built to house the self-service form. Until it is launched the self-service form is accessed through IWDS 2. For testing purposes.*

- Log into IWDST 2.0. (Link)

- Select **Management Tools**.

- Then select **Testing** and then **Test Page**.

- From the testing page open the **Application Prescreens** section.

- The self-service form will display, complete the required fields.
    - If you use @fakemail.com at the end of your email the system will take you directly into the prescreening.
    - If you use your real email you will receive an email with a link to complete the prescreening.

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