ACT 114: FBI CLEARANCE
Instructions for Teacher Education candidates at Shippensburg University

Office of Partnerships, Professional Experiences, and Outreach
Shippen Hall 354
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Email: fieldexperiences@ship.edu

1. Visit https://uenroll.identogo.com

Where is says “Enter Code”, enter the code:

1KG6RT
2. On the next page, click “Schedule or Manage Appointment”

3. On the next page, enter all of your personal information, including first, middle, and last name, date of birth, and contact information.

   *You must enter your name exactly as it appears on your legal identification documents*

   If you have no middle name, enter “NMN” in that box.

   Click “NEXT” when finished.
4. On the next page, you will be asked to create a security question and answer. You will need to answer the question when you access your results. Make up and write in a question that you will remember the answer to but not easily guessed. Then write in the answer to your question in the answer box.

Examples of questions:
What is your favorite movie? What is your father’s middle name? What is the name of your pet?

Click “NEXT” when finished.

5. On the next screen, use the drop down arrows to select your country, city, and state that you were born in, and your country of citizenship.

Click “NEXT” when finished.
6. On the next page, answer the yes or no questions. For the third question, "Do you have an authorization code that you will be using as method of payment?" select "no".

Click "NEXT" when finished.

7. On the next screen, fill out your personal information including height, weight, hair color, eye color, preferred language, gender, race, and ethnicity.

Click "NEXT" when finished.
8. On the next page, enter your mailing address information. Click "NEXT" when finished.

9. On the next page, select the arrow for the drop down menu underneath "document" and select the identification document you will bring with you to the fingerprinting. Click "yes" next to "Do the name you are enrolling under match the name on all documents selected". A green box will appear and show you a list of what items you need to bring with you to your appointment. Click "NEXT" when finished.
10. On the next page, enter your zip code to find the fingerprinting service center closest to you.

Select the location you wish to visit, it will turn blue and show you their hours.

Click "NEXT" at the bottom right of the screen.

11. On the next page, using the drop down menus, select an available date and time for your appointment.

Do not select walk in.

Click "SUBMIT" when finished.
12. The next page will show you a service summary. Make note of your appointment date, time, and location if you have not done so already.

Click "DONE" at the bottom of the screen when finished.

13. You will receive an e-mail that looks similar to this as a confirmation and reminder of your appointment.

Remember to bring all your required identification documents, and either a money order or credit card for payment to your appointment. The cost is $22.60.
14. After your appointment, you will be sent a confirmation e-mail confirming that you have submitted your fingerprints and that they are being processed. You will receive another e-mail when your results are ready.

15. When your results are ready, you will receive an e-mail similar to the one above with a link to your results.

*It is VERY important you do not click this link until you are at a computer where you can download, save, and print the results because you only have access to the results ONE TIME. The link will no longer work after the first click and you cannot get a new one.*

When you are ready to download, save, and print your results, click the blue link.
16. After clicking the link you will be brought to a screen that looks similar to the one above, except it will have the security question you created in step 4 on slide 5. Enter the same answer you did when you created the question and answer, and click "Get My Unofficial Copy."

Note: Even though the results will say "unofficial", they are still acceptable.

17. You will get a two page document similar to the one above for your results. Download and save this document to your computer. Print the document using File: Print Preview.

Follow the directions for submitting your clearances to the Office of Partnerships, Professional Experiences, and Outreach (OPPEO), formerly Office of Field Experiences and Partnerships (OFEP).