

For assistance, contact:
IdentoGO at
1-844-321-2101
(Press 1 for English then Press 6 to
speak with a person)

ACT 114: FBI CLEARANCE

Instructions for Teacher Education candidates at
Shippensburg University

Office of Partnerships, Professional Experiences, and Outreach
Shippen Hall 354
Office: 717-477-1487
Email: fieldexperiences@ship.edu



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

Where it says "Enter Code",
enter the code:

1KG6RT

The screenshot shows the IdentoGO website interface. At the top, there is a navigation bar with the IdentoGO logo and a language dropdown set to 'English'. The main content area features a dark background with the text 'Enter your Service Code to get started.' Below this is a form with a text input field containing '1KG6RT' and a blue 'GO' button. A yellow arrow points to the input field, and a red circle highlights the 'Enter Code' label above the field. Below the form, there are two service options: 'Check the Status of your Service' and 'Manage an existing Appointment'. At the bottom, there are four service icons: 'State History Check', 'FBI History Check', 'Fingerprint Cards', and 'Photo Services'. The footer contains the text '© 2018 IdentoGO All rights reserved. Privacy Policy' and a speaker icon.

2. On the next page, click "Schedule or Manage Appointment"

The screenshot shows the IdentoGO website interface. At the top, the URL is <https://enroll.identogo.com/enroll/row/1KG6RT>. The page title is "1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program". A yellow arrow points to the "Schedule or Manage Appointment" button, which is circled in red. Below this button are sections for "What do I need to bring to enrollment?", "Locate an Enrollment Center", and "Submit A Fingerprint Card by Mail". At the bottom, there are two buttons: "Check the Status of your Service" and "Manage an existing 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.

The screenshot shows the IdentoGO website interface for the "Essential Info" step. The URL is <https://enroll.identogo.com/enroll/row/1KG6RT/appointment/step>. The page title is "1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program". The form is titled "Essential Info" and includes a "Required Fields" indicator. A yellow arrow points to the "Next" button at the bottom right. The form fields include: "Legal Name" (First Name, Middle Name, Last Name), "Date of Birth" (Date of Birth, Confirm Date of Birth), and "Method of Contact" (Email, Country Code, Confirm Email, Phone 1, Phone 2). A red circle highlights the "Middle Name" field, which contains "NMN".

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 is 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.

The screenshot shows the IdentoGO web interface for the 1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program. The user is on the 'Additional info' step of a multi-step process. The main heading is 'Agency Identifiers'. There are two sections: 'Create a security question' and 'Enter an answer for your security question'. The first section has a text input field with the placeholder 'What is your favorite movie?'. The second section has a text input field with the placeholder 'Trankl'. A large yellow arrow points to the 'Next >' button at the bottom right. There is also a 'Cancel' button on the left and a 'Back <' button. The page includes a 'Required Fields' indicator and a copyright notice at the bottom: '© 2018 IdentoGO. All rights reserved. Privacy Policy'.

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.

The screenshot shows the IdentoGO web interface for the 1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program. The user is on the 'Citizenship' step of a multi-step process. The main heading is 'Citizenship'. There are five dropdown menus: 'Country of Birth' (United States), 'City of Birth' (Norristown), 'State/Province of Birth' (Pennsylvania), and 'Country of Citizenship' (United States). A large yellow arrow points to the 'Next >' button at the bottom right. There is also a 'Cancel' button on the left and a 'Back <' button. The page includes a 'Required Fields' indicator and a copyright notice at the bottom: '© 2018 IdentoGO. All rights reserved. Privacy Policy'.

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.

Secure | https://enroll.identogo.com/workflows/1KG6RT/appointment/personal-questions

IdentoGO English

1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program

Personal Questions

Please answer the questions below. Then click Next to continue or Cancel to exit.

* Have you ever used an alias? Yes No

* Is your mailing address the same as your residential address? Yes No

Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

Yes No

Cancel Back Next

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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.

Secure | https://enroll.identogo.com/workflows/1KG6RT/appointment/personal-info

IdentoGO English

1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program

Personal Info

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click Next to continue or Cancel to exit.

Personal Information

US Metric

* Height: 5 ft 10 in Weight: 170 lbs Hair Color: Blond or Strawberry Eye Color: Blue

* Preferred Language (Receipts & other communication): English Gender: Female Race: Caucasian/Latino Ethnicity: Non-Hispanic

Cancel Back Next

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8. On the next page, enter your mailing address information.

Click "NEXT" when finished.

IdentoGO

1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program

Personal Information | Personal Info | Address | Documents | Location

Please enter your information below. Then click Next to continue or Cancel to exit.

Mailing Address

Country: United States

Address Line 1

Street Address

Address Line 2

City

City

State/Province

State

Postal Code

Zip Code

Cancel Back Next

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.

IdentoGO

1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program

Personal Info | Address | Documents | Location | Date and Time

Please select the required documents to bring to your enrollment. Then click Next to continue or Cancel to exit.

Documents

Document

Commercial Drivers License issued by a State or outlying possession of the U.S

Does the name you are enrolling under match the name on all documents selected?

Yes No

Bring the following Required Identity Documents to your enrollment:

1 Commercial Drivers License issued by a State or outlying possession of the U.S

Cancel Back Next

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.

Enter Zip Code Here

1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date and time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

Location	Address	Next 7 Days	Distance
Chambersburg, PA	2397 Loop Rd	16 appointments available	11.7 mi
Carlisle, PA	123 W High St	111 appointments available	22.49 mi
McConnellsburg, PA	22438 Gear Cove Rd	113 appointments available	23.4 mi
New Oxford, PA	68 Bierbeck St	73 appointments available	29.38 mi
Mechanicsburg, PA	6483 Cottrell Pike	9 appointments available	31.7 mi

Hours for Chambersburg, PA: Monday - Wednesday: 09:00 AM - 04:00 PM

Buttons: Cancel, Back, Next

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.

Do not select walk in.

Click "SUBMIT" when finished.

IdentoGO

1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: Tuesday, Jul 31st | Select Time: 03:00 PM | Walk In

Note: Scheduled appointments take priority over walk-ins.

Location Details: IdentoGO, 2397 Loop Rd, Chambersburg, PA 17202 8547

Buttons: Cancel, Back, Submit

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.

Service Summary

Pennsylvania

1KGERT - Pennsylvania PDE-Colleges/Universities Teacher Education Program [Print Status](#)

Status as of 07/25/2018

Pre-Enrolled
You have successfully pre-enrolled.

Service Details

Date: 07/25/2018
 UE ID: Your Name
 Applicant: Your Name
 Service: 1KGERT - PDE-Colleges/Universities Teacher Education Program
 Estimated Amount Due: \$22.60

We accept the following methods of payment
 Authorization Code Business Check Money Order Credit Card

Important!
 YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT. Legal Name must match exactly on all identification documents brought to enrollment.
 1. Commercial Driver's License issued by a State or outlying possession of the U.S.

1KGERT - Pennsylvania PDE-Colleges/Universities Teacher Education Program Appointment Details

Chambersburg, PA Appointment Time: 07/31/2018 @ 3:00 PM **Appointment Info**

IdentoGO
 2397 Loop Rd
 Chambersburg, PA 17202-8847
[View Map](#)

Please provide 24 hours notice when cancelling/rescheduling an appointment.

Cancel Appointment Reschedule Appointment

DONE **Done**

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.

nobody@uemailidentogo.com 3:57 PM (1 minute ago)

IdentoGO

Service Details:

Date: 7/25/2018 @ 07:57 PM (UTC)
 Customer: Your Name
 UE ID: Your Name
 ORI: ORI Number

Services

1KGERT - PA PDE-Colleges/Universities Teacher Education Program \$22.60
Total: \$22.60

We accept the following methods of payment
 Authorization Code Business Check Money Order Credit Card

IMPORTANT!
 YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT. Legal Name must match exactly on all identification documents brought to enrollment.
 1. Commercial Driver's License issued by a State or outlying possession of the U.S.

Status as of 07/25/18


Pre-Enrolled
 You have successfully pre-enrolled.

1KGERT - PA PDE-Colleges/Universities Teacher Education Program Appointment Details:


Time: 7/31/2018 @ 03:00 PM (EDT)
 Location: Identogo
 2397 Loop Rd
 Chambersburg, PA 17202-8847

Please provide 24 hours' notice when cancelling/rescheduling an appointment.
[Reschedule or Manage Appointment](#)

[Click here to check your status](#)



Document Request - Q and A



Please enter the answer to the question you provided when you had your fingerprints taken.


NOTES:

- If you answer the security question below incorrectly three times, you will be locked out from retrieving your unofficial copy of the results and will have to contact your school with your UEID for them to access their official copy to make eligibility determinations. Your UEID can be found on your fingerprinting session receipt or in confirmation emails from IdentoGO
- You can **ONLY** access your unofficial criminal history information using this link ONE time. Once opened, it is recommended that you save/print your document for future reference. If you fail to do so, you will have to contact your school with your UEID for them to access their official copy to make eligibility determinations.

Question: WHAT IS YOUR FAVORITE MOVIE??

Answer:

[Get My Unofficial Copy](#)



PA-SafeCheck™
Version: 10.0.4.3

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.

Your Information will show here

PENNSYLVANIA DEPARTMENT OF EDUCATION
 333 MARKET STREET
 HARRISBURG, PA 17126-0333

INFORMATION TO: [REDACTED]
 A SEARCH OF THE FINGERPRINTS ON THE ABOVE
 INDIVIDUAL HAS REVEALED NO PRIOR ARRESTS
 PENN. CELL RECORD
 FEDERAL BUREAU OF INVESTIGATION

DISCLOSURE
 WARNING: THESE DATA ARE
 FOR YOUR USE ONLY
 INFORMATION IS NOT TO BE
 REPRODUCED OR DISTRIBUTED

Your Information will show here

Pennsylvania Department of Education
 School Services Unit
 333 Market Street
 Harrisburg, PA 17126-0333

Enclosed is the unofficial copy of the results of your federal criminal history background check, your Federal Criminal History Record Information (CHR).

Applicants for employment at the public school or private school or their contractor(s) must include their UE ID number with their employment application. The Administrator of the public school or private school will use your UE ID number to locate your CHR in a secure, online system. Under Section 111 of the PA Public School Code, it is the responsibility of the Administrator to review the CHR and make a determination as to your fitness to work in a position that places you in contact with children. If you are hired by the public school, private school or the contractor, a copy of your CHR will be kept in the school's files. If you are approved for student teaching, a copy of your CHR will be kept in a file at your college/university by the Teacher Training Institution Administrator. The official CHR in the electronic system will be deleted five years from the date you were fingerprinted.

Information on Pennsylvania's school background check law and how it applies to you, including Frequently Asked Questions and Answers, can be found on the Department of Education's website at www.education.pa.gov. The PAE's School Services Unit oversees the process, and can be contacted at PAE_SchoolServices@pa.gov.

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)