

Pennsylvania DHS Child Abuse Online Application Instructions

BEFORE YOU BEGIN: Please follow these instructions carefully to ensure accuracy and ease of use. It is important that you read the information provided on each page of the website.

- ☐ Does your computer have a browser other than Internet Explorer, i.e., Google Chrome, Firefox? *(Please note that outdated versions of Internet Explorer are not compatible with this site.)*
- ☐ Are you prepared to enter all addresses where you have lived since 1975?
- ☐ Do you have a list of everyone you lived with since 1975, including **parent(s) and/or guardian(s)**?

Open your browser and proceed to: <https://www.compass.state.pa.us/cwis/public/home>.

If you have previously completed a Child Abuse History Clearance online or you already have a "Keystone ID," please proceed to Section B below. All others must begin with Section A to create a Keystone ID.

Section A: Creating a Keystone ID (username)

1. Click on "CREATE INDIVIDUAL ACCOUNT"
2. Read the page titled "General Information" and click "NEXT" when you are done
3. Create a KEYSTONE ID. This is a username of your choice that you will need to make in order to login to the website to create your application. Please use an email address that you can access either on your smart phone or by logging in to your account on a desktop computer to make this username.

If you wish, you can make note of your KEYSTONE ID here: _____

4. Click "FINISH" in the lower right hand corner once you have entered the information successfully
5. Click on "Close Window" or close the current browser window
6. Retrieve your temporary password from your email:
TEMPORARY PASSWORD _____
7. Return to <https://www.compass.state.pa.us/cwis/public/home> (Re-open the browser)
8. Click on "INDIVIDUAL LOGIN"
9. Select "ACCESS MY CLEARANCES"
10. Read "Learn More" carefully and click "CONTINUE" when you are finished
11. KEYSTONE KEY LOGIN should appear in the next window. Enter your Keystone ID (username) and the temporary password from your email and click "LOGIN"
12. Follow the instructions on the next page to change your password, using the criteria listed and take note of it here, for future use:
KEYSTONE ID _____ PASSWORD _____
13. Close the browser window

****You will be able to use your Keystone ID user name and password for future background checks and other programs available online for the state of Pennsylvania.**

Section B: Creating a Clearance Application

Proceed (or return) to <https://www.compass.state.pa.us/cwis/public/home> (Re-open the browser)

1. Click on "INDIVIDUAL LOGIN"
2. Select "ACCESS MY CLEARANCES"
3. Read "Learn More" and click "CONTINUE" when you are finished
4. KEYSTONE KEY LOGIN should appear in the next window. Enter your Keystone ID (username) and password and click "LOGIN"
5. Read the Terms and Conditions and then select the appropriate bubble and click "NEXT" in the lower right hand corner.
6. Click "CREATE CLEARANCE APPLICATION"
7. Read "Getting Started" and click "BEGIN" when you are ready
 - APPLICATION PURPOSE will appear. Select "Volunteer Having Contact with Children." Choose volunteer type as: "other" and type the agency name: "St. Luke's University Health Network."
8. Continue to enter the requested information on each page. Click on "NEXT" at the bottom of each section as it is completed.
9. Once you have completed and reviewed your application, you will be asked to sign it electronically using only your first and last name.
10. Check the box (with terms) and Click "SUBMIT APPLICATION"
11. Under submission confirmation it should read "Success...your application has been successfully submitted!"
12. You will be notified via the email address you provided when your results are ready to be downloaded and printed (*remember, it can take up to 14 days to process your result*). Upon receipt of this email, log back in to your account, click on the "e-clearance" link and save or print the results / certificate for the clearance application.
13. When you are finished, close all browser windows to ensure that you have logged out of all accounts.
14. **Please email your certificate to volunteers@sluhn.org upon receipt.**

Pennsylvania State Police Background Check Instructions

1. Visit <https://epatch.state.pa.us/Home.jsp>
2. Click on "New Record Check (Volunteers Only)"
3. Read the Terms and Conditions, check the acknowledgment box and then click "Accept"
4. Type Volunteer Organization Name "St Lukes University Health Network" and proceed with typing your personal information. Click "Next"
5. Verify the information and click "Proceed"
6. Complete the online Record Check Request Form with your information and click "Enter this Request"
7. After reviewing the information, click "Submit"
8. Click on the control number to view and print/save your results.
9. **Please email your certificate to volunteers@sluhn.org upon receipt.**

**FBI CRIMINAL BACKGROUND CHECKS FOR VOLUNTEERS
ST. LUKE'S UNIVERSITY HEALTH NETWORK**

St. Luke's University Health Network requires Federal Bureau of Investigation (FBI) criminal background checks for all volunteers who have lived outside the State of PA at some point within the past 10 years. Please complete the following:

1. Register your personal demographic information (name, address, SSN, etc.) prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is available online 24 hours/day, seven days per week at <https://uenroll.identogo.com/>.
2. Applicants should type in **1KG6ZJ** as the service code.
3. Click on Schedule or Manage Appointment and complete all required information. You will be directed through several screens. One screen will ask if you have an authorization code (coupon code), select No.
4. In the Employer Field, type *St Lukes University Health Network* (please do not add any punctuation, only letters).
5. In the address field, please enter *801 Ostrum St Bethlehem PA*
6. The last screen will prompt you to locate the area you live closest to and then to register a time/day for your fingerprints to be scanned. Make sure to print a confirmation of submission and take with you to the screening site, along with the photo ID you indicated during registration that you would present. There is also an option to request the certificate be emailed to you. We strongly recommend selecting that option for faster completion.
7. Payment (\$26 - 30) will be charged either while registering or at the fingerprinting site.
8. Upon arrival at the fingerprint location, the applicant's identity will be verified with a qualified State or Federal photo ID before processing the applicant's transaction.
9. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
10. The applicant's scanned fingerprints will be electronically transmitted to the FBI as required by federal statute.
11. Pennsylvania Department of Health will receive the FBI Criminal History Record from the FBI. The Record will be printed on standard 8.5" X 11" paper that when copied will reveal "Void if Copied."
12. The applicant will provide the original FBI Criminal History Record via mail or hand deliver to the Volunteer Services Department prior to orientation. Please plan accordingly and allow 10 -14 days prior to the date your paperwork is due for FBI Criminal History Record to be processed. Volunteers will not be eligible to begin their volunteer work if the FBI Criminal History Record has not been returned in the required time frame.

Telephone registration is available using their phone tree. Please follow these steps:

- Dial 1-844-321-2124, wait for prompt system to start
- Press 2 for Identigo and wait for the next prompt
- Press 19# to select fingerprints in Pennsylvania and wait for the next prompt
- Press 1 to continue in English and wait for the next prompt
- Press 6 for other inquiries.
- You will then be transferred to the customer service representative who can capture your information.
- Provide service code **1KG6ZJ** to the agent you speak with.
- Follow steps 4 – 12 as listed above.