INSTRUCTIONS TO GIVE TO NEW STUDENT WORKERS
(student workers who have not worked for the University in the prior 12 months)

THREE BACKGROUND CLEARANCE CHECKS

In 2014 the Pennsylvania Legislature passed, and the Governor signed, legislation requiring expanded clearance checks for student workers at Millersville University. Effective December 31, 2014, student workers are required to obtain three Pennsylvania clearances listed below:

- Criminal Background Check (Act 34)
- Child Abuse History Clearance (Act 151) and
- FBI Federal Criminal History-Fingerprinting (Act 114)

Before you can begin work

Before you can begin work as a student worker and be put onto university payroll, you need to clear the Criminal Background Check (Act 34). See the instructions below on how to initiate this clearance. Human Resources will notify you and the Payroll Office when your Act 34 Criminal Background Check is complete and you are approved to work.

You then need to bring these items to the Payroll Office.

1. A “Request to Hire A Student Employee” Form
2. A copy of the confirmation email you received when you started the Act 151 (Child Abuse History Clearance)
3. A receipt from the official Cogent Site where you were fingerprinted proving you were fingerprinted

Given the length of time required for these checks, it is important you follow the steps below promptly.

Act 34 (Criminal Record Check) – no fee

Millersville University requires this check be started and completed before you begin working. Click on this link http://jobs.millersville.edu/postings/1676 and apply to be a student worker at the University. After you complete this application, you will receive two separate emails from the university. (This will be during normal business hours.) One email will provide a link and login instructions for completing the background check; the other email will provide the security pin to access the link provided in the other email. The link will expire in 72 hours. Results of the background check will be provided directly to Human Resources. Human Resources will notify you and Payroll when this check is completed and the results are reviewed.

ACT 114 (FBI FEDERAL CRIMINAL HISTORY-FINGERPRINTING)

The university requires that you be fingerprinted before you can begin working as a student worker.

This process has two steps. First you register online and then you are fingerprinted.

Register online

1. Go to the following website: https://www.pa.cogentid.com
2. Click on the icon for the DEPARTMENT OF HUMAN SERVICES.
3. Under Registration, click on the Register Online Link. Only complete what is marked with an *.
4. Payment Type: Select Agency from the dropdown.
5. Agency ID: Enter PADW65045 – then tab. Millersville University information should populate down to billing password.
7. Reason Fingerprinted: Select “Employment with Significant Likelihood of Regular Contact with Children” from the dropdown.
8. After your registration is complete, you will be assigned a Registration Identification Number (starts with letters ‘PAD’).
9. Print out this form and take it to the location where you will be fingerprinted.
Being fingerprinted
You can be fingerprinted on campus on one of the days FingerprintingNOW, a vendor, will be here to fingerprint employees or you can be fingerprinted by the nearest official Cogent Site.

Fingerprinting on campus by FingerprintingNOW
Please reserve a time by logging on to SignUpGenius: http://www.signupgenius.com/go/20f0b4ea9a728a7f94-fingerprint. Don’t forget to bring your Registration form that contains your Cogent Registration Identification Number (starts with letters ‘PAD’) and a photo ID or your Millersville ID card.

Fingerprinting at the nearest official Cogent Site
Take your registration form, along with a photo ID, to the nearest Official Cogent Site location to be fingerprinted (Pennsylvania locations can be found at Cogent web site under Useful Links, Find a Fingerprint Location). There are 2 close sites to Millersville: (1) UPS Store #3413 in the Stone Mill Plaza on Columbia Avenue, Lancaster; and (2) UPS Store #1005 in the Centerville Square Shopping Center on Centerville Road, Lancaster.

Your Act 114 results will be mailed to you at the address you provide. Do not contact 3M Cogent or the fingerprint site after your fingerprints have been submitted. Complete process of the results should take no longer than six weeks. If results are not received within six weeks by mail, only then call (717)783-6211 or 1-877-371-5422. You will have 90 calendar days to bring or mail the originals of the results to the Office of Human Resources.

**Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST.

When you have received the original of this clearance and the Child Abuse clearance, mail or bring them to the Office of Human Resources.

ACT 151 (CHILD ABUSE HISTORY CLEARANCE)
The university requires that the PA Child Abuse background clearance check be started before you can begin working.

To do this clearance you will need to provide your permanent addresses since 1975. You will also need to provide the names of individuals you have lived with since 1975. If you have lived with someone who is now deceased, you must still list their first and last names as well as their relationship to you. If you do not provide the names of your parents, your clearance will be delayed. Also your clearance will be processed more promptly if you provide your social security number, though this is not required.

Before beginning this online clearance, please email the Office of Human Resources - human.resources@millersville.edu - for your individual Payment Code so Millersville University can be billed directly.

To complete this clearance
1. Go to https://www.compass.state.pa.us/cwis and create a new account. To do that you need to provide basic personal information and create security questions. (If you have already created a Keystone ID in order to view a SERS retirement account online, you can skip steps 1, 2 and 3 and simply go to step four and access your clearances.)
2. After doing this you will receive two AUTOMATED emails from the state. (These emails may go to a SPAM or junk mail account so please check those before recreating an account.) One email will include the Keystone ID that you registered; the other email will include a temporary password.
3. Use your Keystone ID and temporary password to log on again at https://www.compass.state.pa.us/cwis. You will be prompted to create a permanent password.
4. You will then log on again to https://www.compass.state.pa.us/cwis and start a clearance application.
5. Part 1 – Application purpose: Select SCHOOL EMPLOYEE NOT GOVERNED BY PUBLIC SCHOOL CODE: APPLYING AS A SCHOOL EMPLOYEE NOT GOVERNED BY SECTION 111 OF THE

Rev. 1/8/16
6. You will need to provide addresses where you have previously lived, names of all individuals with whom you have lived and any previous names you have used or been known by such nicknames, aliases, or maiden names.

7. Part 2 eSignature – this is certifying that the information entered on the report is accurate and complete to the best of your knowledge. Click next.

8. Application Payment: select YES for Payment Code Provided; next enter your individual payment code provided by the Office of Human Resources; and then check the box that says: “By entering this code, you are agreeing that the organization that provided your code will have access to the status and outcome of your clearance application.” Then submit your application.

9. Once the application is complete, you will receive an email confirming that your application has been successfully received. Print the confirmation page for your records. In a few days, you will receive another email indicating that your account has been updated with the results of your clearance.

10. To retrieve your Act 151 Child Abuse History Clearance, please log into the Child Welfare Portal, https://www.compass.state.pa.us/cwis/public/home click on Access My Clearances and you should see a long green box. In that box will be a link to download the results of your clearance. You may download your results and either print the document and bring it to the Human Resources Office or you may forward the pdf to us in an email (Human.Resources@millersville.edu).

11. If you do not receive your clearance within three weeks by mail, please call 717-783-6211 or (toll free) 1-877-371-5422. You will have 90 calendar days to bring or mail the originals of the results to the Office of Human Resources.

When you have received this clearance and the FBI fingerprinting clearance, mail or bring them to the Office of Human Resources.

IF YOU HAVE QUESTIONS,
CONTACT HUMAN RESOURCES:
Email: Human.Resources@millersville.edu
Phone: (717) 871-4950