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](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. If you have been fingerprinted by the FBI in the past 36 months through the Department of Human Services, you can use the results of that clearance and do not need to be fingerprinted again.

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](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.
6. Billing password: **P14CCC3928**
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/20f0b4ea9728a7f94-fingerprint](http://www.signupgenius.com/go/20f0b4ea9728a7f94-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). The closest site to Millersville is: UPS Store #3413 in the Stone Mill Plaza on Columbia Avenue, 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 in the photos 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.**

**ACT 151 (CHILD ABUSE HISTORY CLEARANCE)**
The university requires that the PA Child Abuse background clearance check be started before you can begin working. If you have had a PA Child Abuse Clearance done within the past 36 months, you can use the results of that clearance and do not need to do another PA Child Abuse Clearance.

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](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](https://www.compass.state.pa.us/cwis). This time create a permanent password.
4. You will then log on again to [https://www.compass.state.pa.us/cwis](https://www.compass.state.pa.us/cwis) and start a clearance application.
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.

10. 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.

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