1. Apply online at [https://uenroll.identogo.com](https://uenroll.identogo.com). This takes you directly to the IdentoGO website where you can register for fingerprinting, manage your appointment, and view fingerprinting locations.

2. Enter the Service Code: **1KG6RT**. This should take you to the “Pennsylvania PDE-Colleges/Universities Teacher Education Program” page. If PDE does not come up, do not continue. Our office can only view fingerprinting results from this database.

3. Select “Schedule or Manage Appointment” and fill out the information appropriately. (Continue to page 2.)

4. You can get fingerprinted at MU weekdays, but you do not have to. If you only need instructions on how to choose MU as the location you are getting fingerprinted at, you will go to [page 11](#).
ESSENTIAL INFORMATION TAB

Make sure your information matches all identification documents brought to enrollment.
ADDITIONAL INFORMATION TAB

Fill out security question. Record information.
CITIZENSHIP TAB

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

Citizenship

* Country of Birth

-- Choose One --

City of Birth

* Country of Citizenship

-- Choose One --
### PERSONAL QUESTIONS TAB

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

1. Have you ever used an alias?  
   - Yes  
   - No

2. Is your mailing address the same as your residential address?  
   - Yes  
   - No

3. Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?  
   - Yes  
   - No

* Required Fields

**NOTE:** Please have Authorization Code available to enter on the website later in the scheduling process.
PERSONAL INFORMATION TAB

Fill in Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>ft, in</td>
</tr>
<tr>
<td>Weight</td>
<td>lbs</td>
</tr>
<tr>
<td>Hair Color</td>
<td>-- Choose One --</td>
</tr>
<tr>
<td>Eye Color</td>
<td>-- Choose One --</td>
</tr>
<tr>
<td>Preferred Language</td>
<td>English</td>
</tr>
<tr>
<td>Gender</td>
<td>-- Choose One --</td>
</tr>
<tr>
<td>Race</td>
<td>-- Choose One --</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>-- Choose One --</td>
</tr>
</tbody>
</table>
MAILING ADDRESS TAB

Fill in mailing address.

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

Mailing Address

* Country
  -- Choose One --

* Address Line 1

Address Line 2

* City

* Postal Code
DOCUMENTS TAB

Choose document you are bringing to fingerprinting. Most people choose their driver’s license but there are other options.
LOCATION TAB

If you are choosing to be fingerprinted at Millersville University go to Page 11 for instructions. If you are getting fingerprinted elsewhere, continue with page 9 and 10.

If you are choosing another location, search by postal code or city. Choose a location and schedule an appointment time or choose walk-in (not recommended by you can choose that option).
SERVICE SUMMARY

If you have successfully completed pre-registration*, you should have a service summary that looks like this. Make sure it says PDE next to the service line. If some other service is listed there, you have chosen the wrong database. Field Services will not be able to accept it. Make sure you take a copy of this when you go to get fingerprinted. Make sure the person doing the fingerprinting is aware of what code you need fingerprinted under.

*Field Services only needs a copy of your receipt showing you paid**. When you go out in the field you will need the “Unofficial Copy.” You will receive an email saying it has been processed. You have 30 days to access it. Make sure you are ready to print it as a pdf and hard copy because you can only access it once.

**Instructions on how to scan your receipt as a pdf for uploading.

If you are having trouble with the application, you will need to contact IndentoGO at 844-321-2124.
LOCATION TAB

If you are getting fingerprinted at MU continue with these instructions. If not go back to page 9. The instructions for MU fingerprinting are from pages 9-14.

Type in SP-DILMILLU here

The Millersville University Dilworth location will come up and allow you to schedule an appointment. You will pay at the location, not online.

Once your appointment is complete, submit (upload) your Enrollment Receipt with the UE ID number after you have been fingerprinted. You do not need to wait for the unofficial result to show in your account.

IMPORTANT NOTE: When you receive the email notification from IdentoGO that your clearance is available, wait to access your account from a computer. You are only given once chance to save/print the document.