

1. Apply online at <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.

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

Essential Info Additional Info Citizenship Personal Questions

\* Required Fields

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

Name / Method of Contact  UE ID / Date of Birth

**Notes:**

- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

**Legal Name**

<p><small>* First Name</small></p> <input style="width: 95%;" type="text" value="Jo Jo"/>	<p><small>* Middle Name (or NMN if no middle name)</small></p> <input style="width: 95%;" type="text"/>
<p><small>* Last Name</small></p> <input style="width: 95%;" type="text" value="Thims"/>	<p><small>Suffix</small></p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%; text-align: center;">-- Choose One --</div>

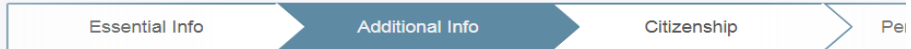
**Date of Birth**

<p><small>* Date of Birth</small></p> <input style="width: 95%;" type="text" value="/ /"/>	<p><small>* Confirm Date of Birth</small></p> <input style="width: 95%;" type="text" value="/ /"/>
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**ADDITIONAL INFORMATION TAB**

Fill out security question. Record information.

**1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Progra**



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

**Agency Identifiers**

**\* Create a security question**

*Once your background check is complete, you will be prompted with this question in order to access your unofficial criminal history information*

**\* Enter an answer for your security question**

*You will have to supply this answer to your question to access your unofficial criminal history information when complete. Access to this report is one-time use only, with only three attempts allowed to enter this answer correctly. Please remember or store this answer safely to use later. No other person will have access to this answer to retrieve.*

**CITIZENSHIP TAB**

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

Citizenship

\* Country of Birth

City of Birth

\* Country of Citizenship

## PERSONAL QUESTIONS TAB

ifo > Additional Info > Citizenship > **Personal Questions** > Personal Info > Address > Documents

\* Required Fields

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

\* Have you ever used an alias?

<input type="radio"/> Yes	<input type="radio"/> No
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\* Is your mailing address the same as your residential address?

<input type="radio"/> Yes	<input type="radio"/> No
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\* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

<input type="radio"/> Yes	<input type="radio"/> No
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**NOTE:** Please have Authorization Code available to enter on the website later in the scheduling process.

## PERSONAL INFORMATION TAB

### Fill in Personal Information

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  ft  in  in  lbs

\* Weight  lbs

\* Hair Color -- Choose One --

\* Eye Color -- Choose One --

\* Preferred Language (Receipts & other communication) English

\* Gender -- Choose One --

\* Race -- Choose One --

\* Ethnicity -- Choose One --

**MAILING ADDRESS TAB**

Fill in mailing address.

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

**Mailing Address**

\* **Country**

\* **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.

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

insPersonal InfoAddressDocumentsLocationDate and Time

\* Required Fields

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

### Documents

\* Document

-- Choose One --

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

Yes No

✕ Cancel← Back Next →



**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.

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

Address
Documents
Location
Date and Time

\* Required Fields

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/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:

Use My Location
Search

✖ Cancel

← Back

Next →

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).

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

Number of Results:

Use My Location
Search

Location	Address	Next 7 Days	Distance
> Lancaster, PA	888 Millersville Rd	155 appointments available	1.57 mi
> Red Lion, PA	696 Delta Rd	141 appointments available	14.15 mi
> Ephrata, PA	550 S Reading Rd	242 appointments available	14.74 mi
> Elizabethtown, PA	10 S Market St	216 appointments available	16.7 mi
> York, PA	300 E 7th Ave	9 appointments available	19.63 mi

## 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 of what code you need fingerprinted under.

### Service Summary

Pennsylvania

**1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program** [Print Status](#)


Status as of 11/29/2018

**Pre-Enrolled**  
You have successfully pre-enrolled.

**Service Details:**

Date: 11/29/2018  
UE ID: UZSV-2K61Y8  
Applicant: Jo Jo Thims  
Service: 1KG6RT - 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



\*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

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

Address Documents **Location** Date and Time

\* Required Fields

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/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

Use My Location Search

Cancel Back Next

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.**