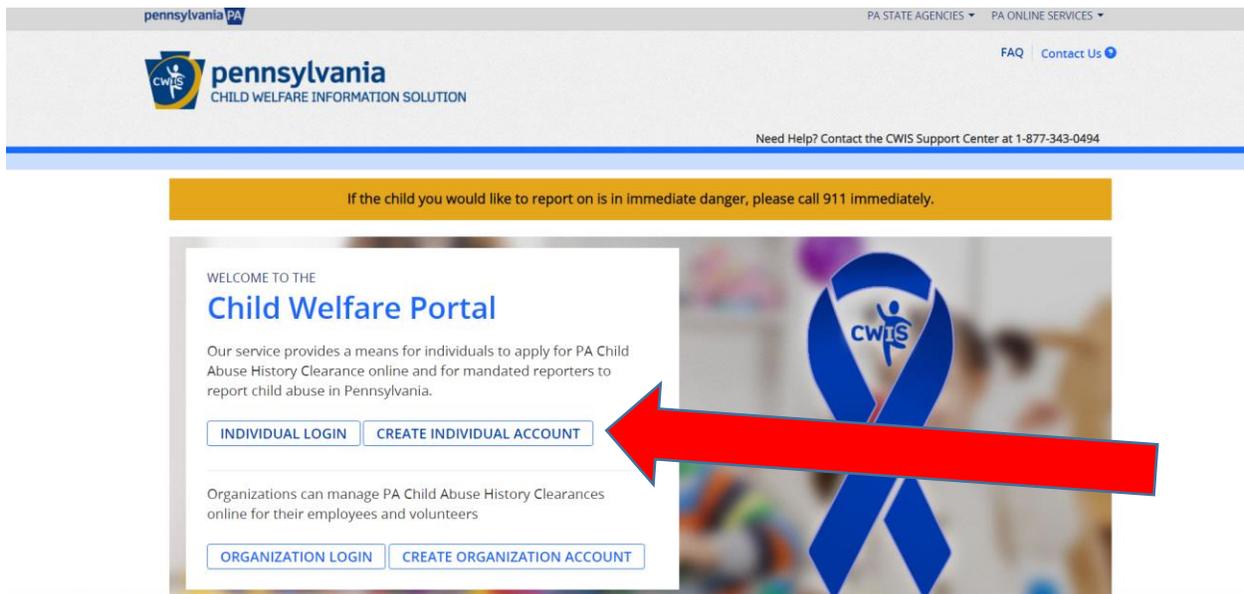


Go to <https://www.compass.state.pa.us/CWIS/Public/Home>. If you already have an account you will need to select “Individual Login” Go to [page 5](#) of this guide for further instructions.

If you have not created an account, please follow the instructions below.

Select “Create Individual Account”



The screenshot shows the 'Create Keystone ID: General Information' page. At the top left is the 'PA pennsylvania' logo. Below it is a progress bar with two steps: '1 General Information' (active) and '2 Profile Information'. The main content area contains a 'Welcome!' message and a list of services that use the Keystone ID: Child Welfare Portal, SERS' Online Member Services, Disaster Training Registration, and COMPASS. At the bottom right, there are 'NEXT' and 'CANCEL' buttons. A large red arrow points from the right side of the page towards the 'NEXT' button.

PA pennsylvania

Create Keystone ID: General Information

1 General Information 2 Profile Information

Welcome!

The Commonwealth of Pennsylvania is improving how it provides online services to citizens! Several state agencies are working together to allow you to establish a Keystone ID which creates a single way to access several different state programs. Currently, the Keystone ID that you create and manage here can be used for:

- Child Welfare Portal**
Users of the Child Welfare Portal can apply for a Pennsylvania child abuse history clearance or submit child abuse referrals.
- SERS' Online Member Services**
Members of the State Employees' Retirement System can get statements, run estimates, and more.
- Disaster Training Registration**
The Disaster Training Registration allows Individuals to search for and attend courses related to disaster situations.
- COMPASS**
COMPASS is an online application for Pennsylvanians to apply for many health and human service programs.

If you already have signed into any of these programs, you do not need to create another one now. Simply use the user name and password already established to access all of these services. Keep in mind that if you change your password or any other profile information in any of these programs, the changes you make will apply to all programs that use the Keystone ID. Keep an eye out for the Keystone ID sign-in on more state websites in the future. It's just another way the Commonwealth of Pennsylvania is working to serve you better.

NEXT **CANCEL**

Your Keystone ID is a username that you create. You will need this username for as long as you need to obtain the PA Child Abuse clearance. Fill out the required information

Once you create your username you will be emailed a temporary password. Then you will go through a series of steps to verify your information. Follow the prompts and create a new password.

The screenshot shows the 'Create Keystone ID: Profile Information' page. At the top, there is a blue header with the 'PA pennsylvania' logo. Below the header, the page title is 'Create Keystone ID: Profile Information'. A progress bar indicates two steps: '1 General Information' and '2 Profile Information', with the second step being the active one. A legend indicates that red asterisks denote required fields. The form contains the following fields and instructions:

- Keystone ID**: Text input field with a note '(must be 6 to 64 characters)'. A red asterisk indicates it is required.
- First Name**: Text input field. A red asterisk indicates it is required.
- Last Name**: Text input field. A red asterisk indicates it is required.
- Date Of Birth**: Text input field with a note '(MM/DD/YYYY)'. A red asterisk indicates it is required.
- E-mail**: Text input field. A red asterisk indicates it is required.
- Confirm E-mail**: Text input field. A red asterisk indicates it is required.
- Security Questions**: A section with instructions: 'To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password.' It includes a link for 'Security Question Tips' and a list of rules: 'Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool. Avoid using special characters (!@#%) and punctuation (', -) in your answers. You cannot use the same question more than once. Answer cannot be any phrase directly from the question.'
- Security Question 1**: A dropdown menu with the text 'Please select a security question'. A red asterisk indicates it is required.
- Answer**: Text input field. A red asterisk indicates it is required.

Next page read the terms and conditions and press "Continue."

My Child Welfare Account Terms and Conditions

Thank you for visiting My Child Welfare Account. This site is designed to make it easier and more efficient for Pennsylvania citizens to view information about benefits and services they are receiving through the Department of Human Services.

Terms and Conditions

This policy addresses the collection, security, access and use of information that may be obtained through "My Child Welfare Account. This policy covers the following topics:

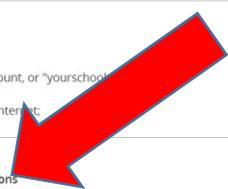
- Information we Collect
- Access and Disclosure
- Security
- Information disclaimer
- Penalty for Misuse

Information Collected:

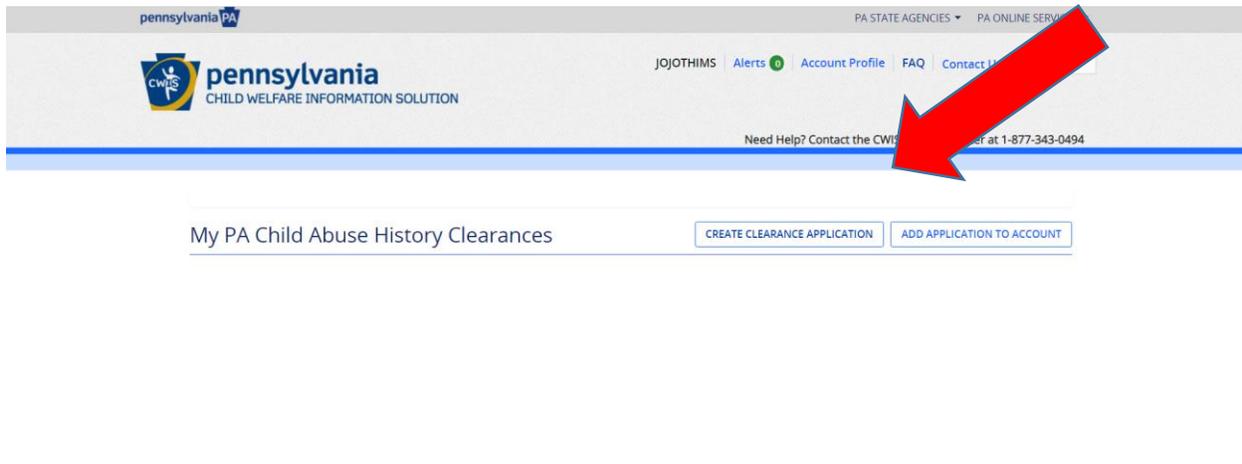
We collect the following information:

- Demographic, financial and medical information;
- The name of domain; for example, "xcompany.com" if you use a private Internet access account, or "yourschool.edu" if you are connecting from a university domain;
- An IP address, a number automatically assigned to your computer when you are using the Internet;
- The type of browser and operating system used to access our site;

- I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions.
- I do not accept the My Child Welfare account Terms and Conditions



Select "Create Clearance Application" and then "Begin" on the next page.

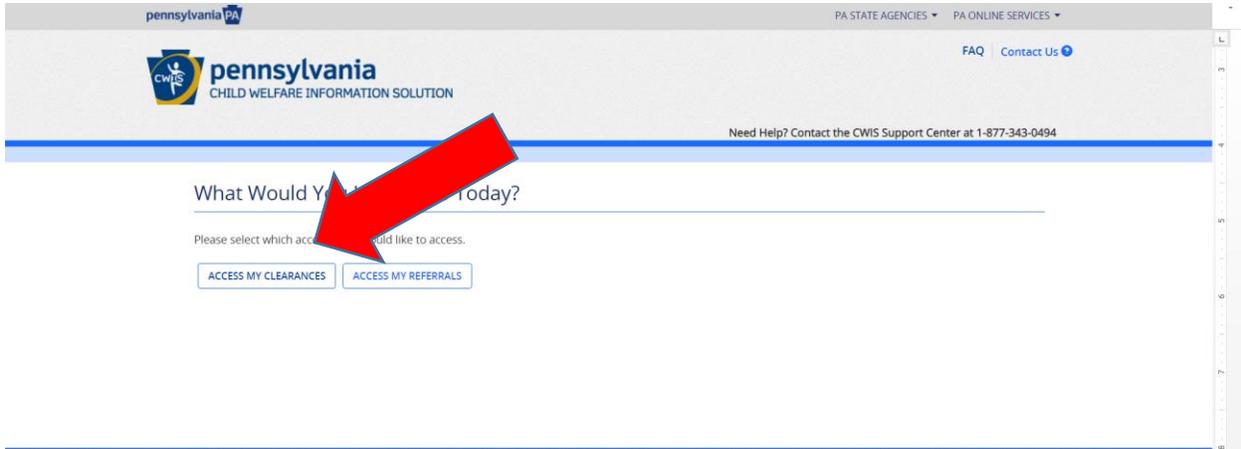


Choose “School Employee Governed by Public School Code.”

- Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.
- Foster Parent: Applying for purposes of providing foster care.
- Prospective Adoptive Parent: Applying for the purpose of adoption.
- Employee of Child Care Services: Applying for the purposes of child-care services in the following: Child day-care centers; group day-care homes; family child-care homes; boarding homes for children; juvenile detention center services or other programs for delinquent or dependent children; mental health services for children; services for children with intellectual disabilities; early intervention services for children; drug and alcohol services for children; and day-care services or other programs that are offered by a school.
-  School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code.
- School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the Public School Code.
- Self-employed provider of child-care services in a family child-care home: Applying for the purpose of providing child-care services in one's home (other than the child's own home) at any one time to four, five or six children who are not relatives of the caregiver.

You will go through Part 1 and Part 2 to complete the application. If you have any questions about the application or what is required, please either check out their [FAQ page](#) or contact CWIS Support Center at 1-877-343-0494.

Once you receive notice that your clearance is complete go to the website and select “Individual Login and then “Access My Clearances.” You will log back into your account.



You will come to a screen that looks like this.

Select the completed e-clearance link. This link will take you to your certification form. You will need to submit the certification form with the watermark on it. Print the form as a pdf to upload to Field Services.

See page 9 for an example.

My PA Child Abuse History Clearances CREATE CLEARANCE APPLICATION ADD APPLICATION TO ACCOUNT

 Incomplete Applications

e-Clearance ID:000003763627 	CONTINUE DELETE
Purpose School Employee Governed by Public School Code	Created On 10/30/2018 Updated On 10/30/2018



**PENNSYLVANIA CHILD ABUSE
HISTORY CLEARANCE**

CERTIFICATE ID: *

VERIFICATION DATE: 7/22/2015

SOCIAL SECURITY #:

DATE OF BIRTH: *

The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. **NO RECORD EXISTS** in the Pennsylvania Department of Human Services' statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, PA 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT