

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 you 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%;"><p style="text-align: center;">-- Choose One --</p></div> |

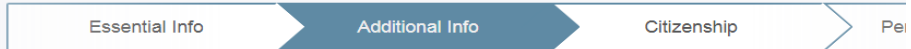
Date of Birth

| | |
|---|---|
| <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=" / /"/> |
|---|---|

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 |
|---------------------------|--------------------------|

* Is your mailing address the same as your residential address?

| | |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
|---------------------------|--------------------------|

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

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

| | |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
|---------------------------|--------------------------|

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 * 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◀ BackNext ▶

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

← **Type in SP-DILMILLU here**

Cancel Back Next

This screen should come up.

| Location | Address | Next 7 Days | Distance |
|---|--|--------------------------|----------|
| ▼ Millersville, | | 0 appointments available | |
| IdentoGO Dilworth Bldg Rm 105 Millersville, 17602 | The enrollment center is located inside Millersville University. | | Next > |

Cancel Back Next

← **"Next"**

Choose "Walk In."

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date
-- Choose One --

Select Time
-- Choose One --

Walk In

Choose "Walk In"

Note:
Scheduled Appointments take priority over walk-ins. Appointments are highly recommended due to the possible long wait times associated with walk-in processing.

There are no appointments available for this location.

Location Details:

IdentoGO
20 Dilworth Rd
Dilworth Bldg Rm 105
Millersville, PA 17602

The enrollment center is located inside Millersville University.

Then choose "Submit."

SERVICE SUMMARY

If you have successfully completed pre-registration*, you should have a service summary that looks like this. Make sure it says PDE for 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.

The screenshot shows a 'Service Summary' page for Pennsylvania. The main heading is '1KG6RT - Pennsylvania PDE-Colleges/Universities Teacher Education Program'. Below this, it states 'Status as of 11/29/2018' and 'Pre-Enrolled' with the message 'You have successfully pre-enrolled.' The 'Service Details' section lists: Date: 11/29/2018, UE ID: UZ5V-2K61Y8, Applicant: Jo Jo Thims, Service: 1KG6RT - PDE-Colleges/Universities Teacher Education Program, and Estimated Amount Due: \$22.00. At the bottom, it lists accepted payment methods: Authorization Code, Business Check, Money Order, Credit Card, and logos for Visa, MasterCard, Discover, and American Express.

Now you will schedule a time at MU to be fingerprinted.

1. Go to <https://www.signupgenius.com/go/60b054fa8a82ea3fd0-millersville>
(Note: Google Chrome or FireFox work best for opening the link)
2. Select an available time-slot. Make sure the slot is available.
3. After being redirected to the final page, click "Sign Up Now"

The screenshot shows the 'Millersville University FINGERPRINTING time-slots' registration page. The title is 'Millersville University FINGERPRINTING'. Below the title, it says 'Please register for a 15 minute time-slot after you have pre-registered.' The location is 'Dilworth Building Room 110'. It was created by 'JH Jeremy Houck'. There is a link to 'change your sign up' for those already signed up. A table lists available time slots for 12/03/2018 (Mon.):

| Date (mm/dd/yyyy) | Time (EST) | Available Slot | Calendar View |
|-------------------|-------------------|------------------|---------------|
| 12/03/2018 (Mon.) | 10:00am - 10:30am | Fingerprint Slot | Sign Up |
| | 10:30am - 11:00am | Fingerprint Slot | Sign Up |
| | 12:00pm - 12:30pm | Fingerprint Slot | Sign Up |
| | 12:30pm - 1:00pm | Fingerprint Slot | Sign Up |

*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.](#)

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How to turn my clearances into a PDF

1. Unlock your phone and download a free scanner app. CamScanner is a great free option, but there are other options as well!
2. Open the app and hit the camera button.
3. Aim your phone at the document you wish to scan, making sure the entire document is in the picture.
4. Take the picture.
5. The scanner should then change the document by cropping it and making it clear. However, if it is blurry or cut off in places, please redo the "picture" taking process.
6. If it looks good, hit the check mark!
7. Save image onto app.
8. Rename scanned image by tapping the image and then tapping the name.
9. Then tap the share button on your phone and save as a pdf to the files on your phone or iCloud, etc.
10. Go into your iCloud or phone files and from there select the pdf you wish to send