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.
ADDITIONAL INFORMATION TAB

Fill out security question. Record information.

**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
-- Choose One --

City of Birth

* Country of Citizenship
-- Choose One --
PERSONAL QUESTIONS TAB

<table>
<thead>
<tr>
<th>Additional Info</th>
<th>Citizenship</th>
<th>Personal Questions</th>
<th>Personal Info</th>
<th>Address</th>
<th>Documents</th>
</tr>
</thead>
</table>

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

* Required Fields

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

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

Revised 12.4.18
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

- Height
- Weight
- Hair Color
- Eye Color
- Preferred Language (Receipts & other communication)
- Gender
- Race
- Ethnicity

* indicates required fields.
MAILING ADDRESS TAB

Fill in mailing address.

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

<table>
<thead>
<tr>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Country</td>
</tr>
<tr>
<td>-- Choose One --</td>
</tr>
<tr>
<td>* Address Line 1</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>* City</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>* Postal Code</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
**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 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

This screen should come up.
Choose “Walk In.”

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.

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”
*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.
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