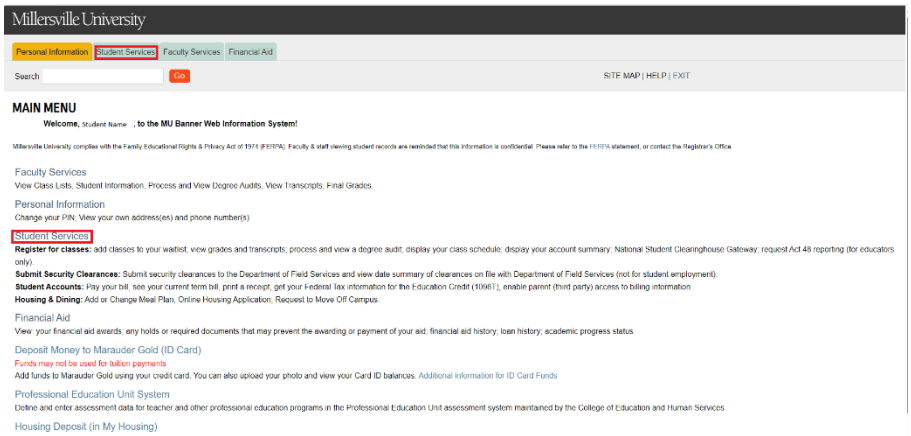
Field Services' QUICK GUIDE for Clearance Submission

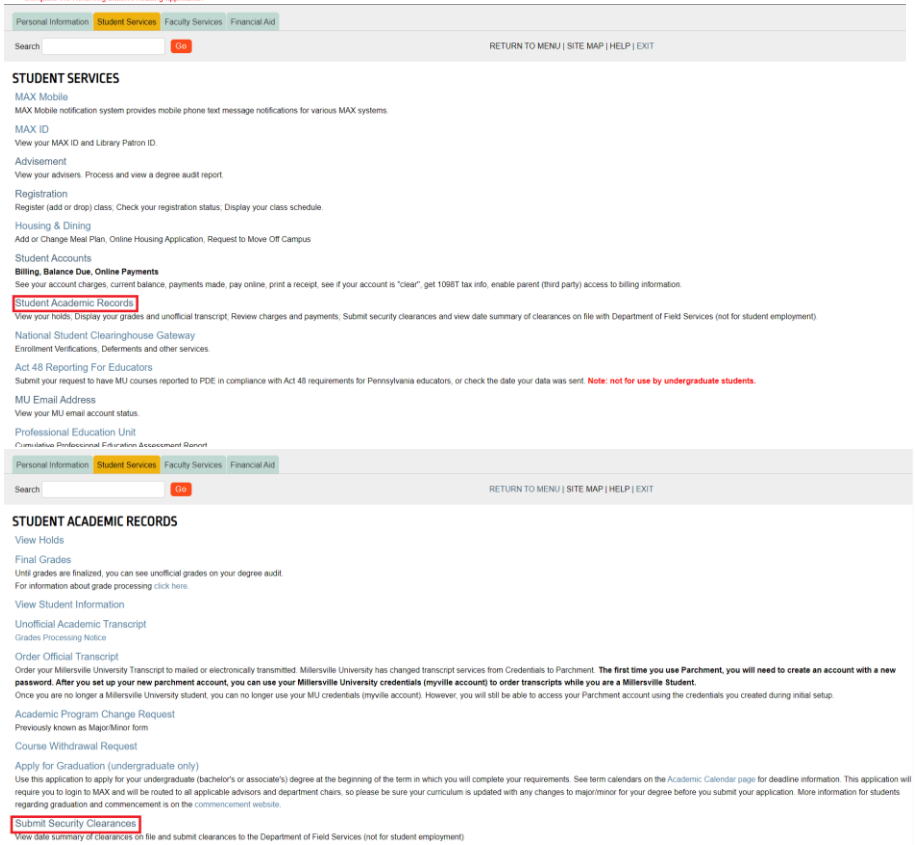
HOW TO SUBMIT SECURITY CLEARANCES

Clearances must be submitted through MAX. Field Services cannot accept documents via email.

1) Gather your documents and prepare your documents for uploading. PDF Documents preferred! Clearance documents should be saved in your electronic files as pdf documents. You may also scan your documents to create a pdf document by using a scanning app or the iPhone 'Notes' app. More information about what documents are required can be found on the Field Services website. https://www.millersville.edu/fieldservices/clearances.php
2) Using Chrome as your browser, log into your MU MAX account https://www.millersville.edu/logins/
3) Select *'Student Services'(a)* → Select *'Student Academic Records'(b)* → Select *'Submit Security Clearances'(c).*



Step (a)



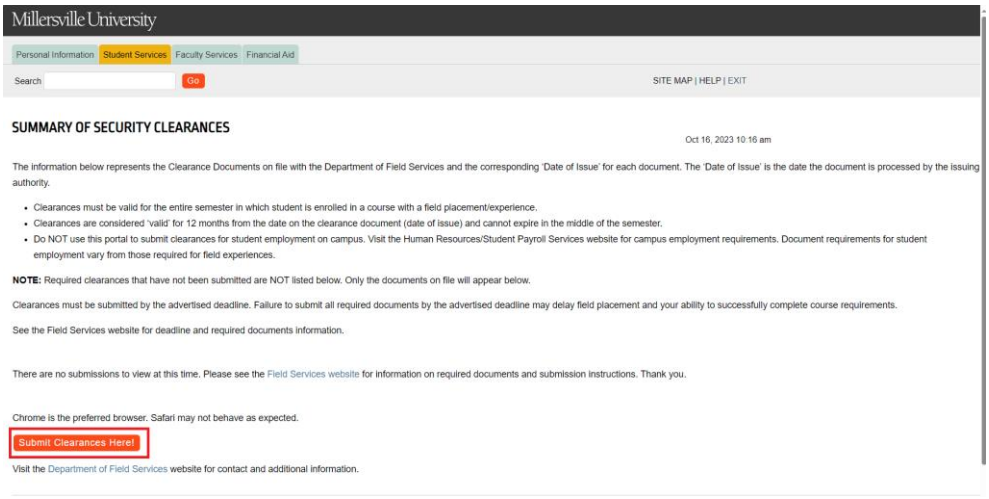
Step (b)

Steb (c)

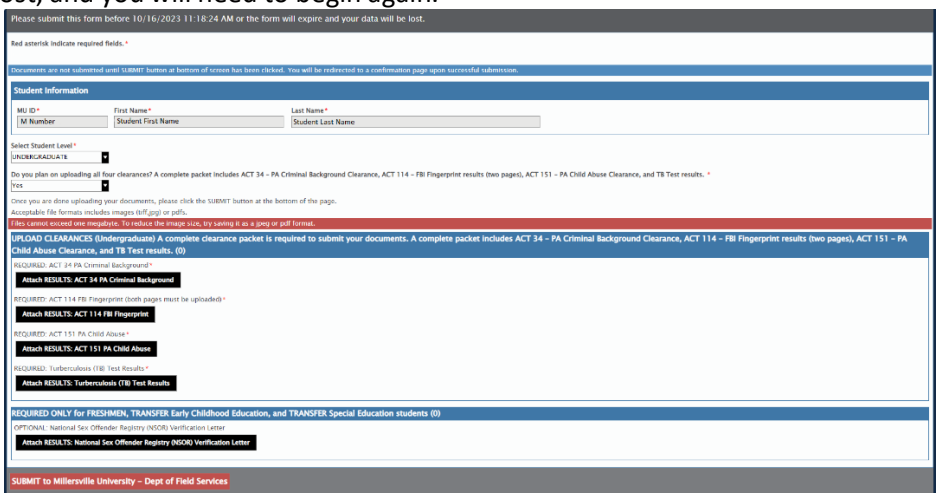
4) You will be directed to the *'Summary of Security Clearances'* page. Read this page carefully! The *'Summary of Security Clearances'* page provides you with important information as well as the document title and Dates of

Issue of the clearance documents on file with Field Services. ONLY the document title and dates of the documents on file will be shown. If there are no documents on file, no document title/dates will be shown.

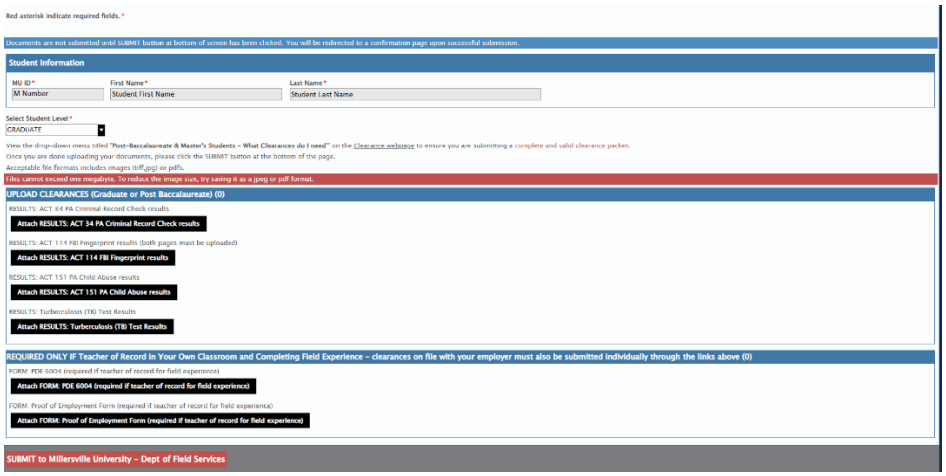
5) Click Submit Clearances Here! the button at the bottom of the page to begin.



6) Complete the *'Clearance Submission Form'*. Please note: You will have one hour to complete this process once the form has been activated. Note that if you have not completed your submission in that time frame, your data will be lost, and you will need to begin again.



Undergraduate View

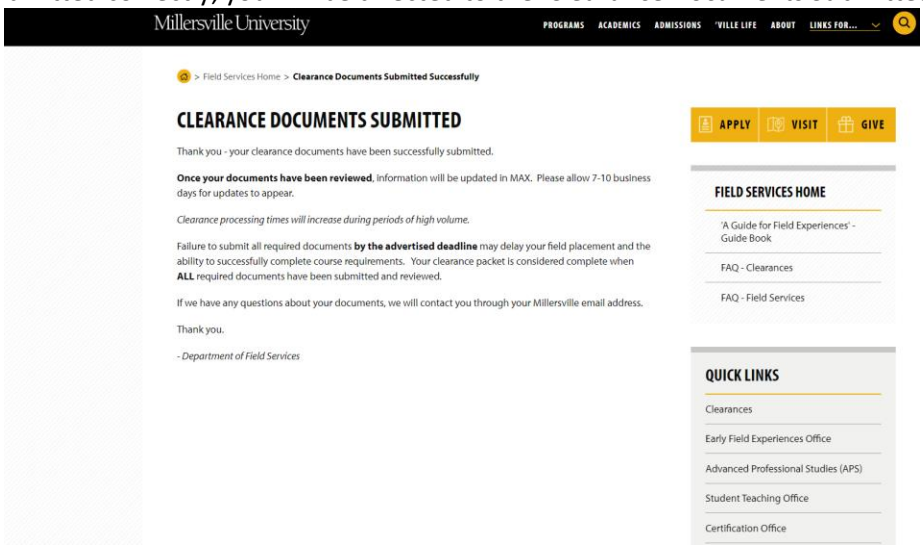


Graduate View

7) The form to submit will become available. To upload your documents:
- Click on the appropriate black box corresponding to the document you are ready to submit.
- Locate the pdf document in your electronic files.
- Select the document and click 'Open'. Your document is now selected for upload.

- Complete this process again for each additional document you are submitting. You may attach one document at a time.
- Once all documents have been attached for upload, select the red '*SUBMIT to Millersville University – Dept of Field Services*' button at the bottom of the form.

8) If submitted correctly, you will be directed to the *'Clearance Documents Submitted Successfully'* message.



This should be the last screen you see.

9) Field Services will receive notification of your submission and will review your documents. Once reviewed, your updated 'Dates of Issue' information will be available for you to view in your MAX account. *Please note that the review process may take several business days, depending on the time of year.*
10) You may check your MAX account at any time to see the 'Dates of Issue' of the clearance documents on file with Field Services.

Questions? Contact us!

Department of Field Services • Stayer Hall room 120 • Phone: 717-871-5752
Email: Field.Services@Millersville.edu • Website: https://www.millersville.edu/fieldservices/index.php

Rev. 10.2023