

# 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).

Millersville University

Personal Information | **Student Services** | Faculty Services | Financial Aid

Search [ ] [Go] SITE MAP | HELP | EXIT

**MAIN MENU**

Welcome, student Name , to the MU Banner Web Information System!

Millersville University complies with the Family Educational Rights & Privacy Act of 1974 (FERPA). Faculty & staff viewing student records are reminded that this information is confidential. Please refer to the FERPA statement, or contact the Registrar's Office.

Faculty Services  
View Class Lists, Student Information, Process and View Degree Audits, View Transcripts, Final Grades

Personal Information  
Change your PIN, View your own address(es) and phone number(s)

**Student Services**  
**Register for classes:** add classes to your waitlist, view grades and transcripts, process and view a degree audit, display your class schedule, display your account summary, National Student Clearinghouse Gateway, request Act 48 reporting (for educators only).  
**Submit Security Clearances:** Submit security clearances to the Department of Field Services and view date summary of clearances on file with Department of Field Services (not for student employment).  
**Student Accounts:** Pay your bill, see your current term bill, print a receipt, get your federal tax information for the Education Credit (1098-E), enable parent (third party) access to billing information.  
**Housing & Dining:** Add or Change Meal Plan, Online Housing Application, Request to Move Off Campus.

Financial Aid  
View your financial aid awards, any holds or required documents that may prevent the awarding or payment of your aid, financial aid history, loan history, academic progress status.

Deposit Money to Marauder Gold (ID Card)  
Funds may not be used for tuition payments  
Add funds to Marauder Gold using your credit card. You can also upload your photo and view your Card ID balances. Additional information for ID Card Funds

Professional Education Unit System  
Define and enter assessment data for teacher and other professional education programs in the Professional Education Unit assessment system maintained by the College of Education and Human Services

Housing Deposit (in My Housing)  
\*\*\*Complete the returning student housing application\*\*\*

Personal Information | **Student Services** | Faculty Services | Financial Aid

Search [ ] [Go] RETURN TO MENU | SITE MAP | HELP | EXIT

Step (a)

**STUDENT SERVICES**

MAX Mobile  
MAX Mobile notification system provides mobile phone text message notifications for various MAX systems.

MAX ID  
View your MAX ID and Library Patron ID.

Advisement  
View your advisers. Process and view a degree audit report.

Registration  
Register (add or drop) class, Check your registration status, Display your class schedule.

Housing & Dining  
Add or Change Meal Plan, Online Housing Application, Request to Move Off Campus.

Student Accounts  
**Billing, Balance Due, Online Payments**  
See your account charges, current balance, payments made, pay online, print a receipt, see if your account is "clear", get 1098-E tax info, enable parent (third party) access to billing information.

**Student Academic Records**  
View your holds, Display your grades and unofficial transcript, Review charges and payments, Submit security clearances and view date summary of clearances on file with Department of Field Services (not for student employment).

National Student Clearinghouse Gateway  
Enrollment Verifications, Deferments and other services.

Act 48 Reporting For Educators  
Submit your request to have MU courses reported to PDE in compliance with Act 48 requirements for Pennsylvania educators, or check the date your data was sent. **Note: not for use by undergraduate students.**

MU Email Address  
View your MU email account status.

Professional Education Unit  
Cumulative Professional Education Assessment Report

Personal Information | **Student Services** | Faculty Services | Financial Aid

Search [ ] [Go] RETURN TO MENU | SITE MAP | HELP | EXIT

Step (b)

**STUDENT ACADEMIC RECORDS**

View Holds

Final Grades  
Until grades are finalized, you can see unofficial grades on your degree audit.  
For information about grade processing click here.

View Student Information

Unofficial Academic Transcript  
Grades Processing Notice

Order Official Transcript  
Order your Millersville University Transcript to mailed or electronically transmitted. Millersville University has changed transcript services from Credentials to Parchment. **The first time you use Parchment, you will need to create an account with a new password. After you set up your new parchment account, you can use your Millersville University credentials (myville account) to order transcripts while you are a Millersville Student.**  
Once you are no longer a Millersville University student, you can no longer use your MU credentials (myville account). However, you will still be able to access your Parchment account using the credentials you created during initial setup.

Academic Program Change Request  
Previously known as Major/Minor form

Course Withdrawal Request

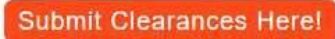
Apply for Graduation (undergraduate only)  
Use this application to apply for your undergraduate (bachelor's or associate's) degree at the beginning of the term in which you will complete your requirements. See term calendars on the Academic Calendar page for deadline information. This application will require you to login to MAX and will be routed to all applicable advisors and department chairs, so please be sure your curriculum is updated with any changes to major/minor for your degree before you submit your application. More information for students regarding graduation and commencement is on the commencement website.

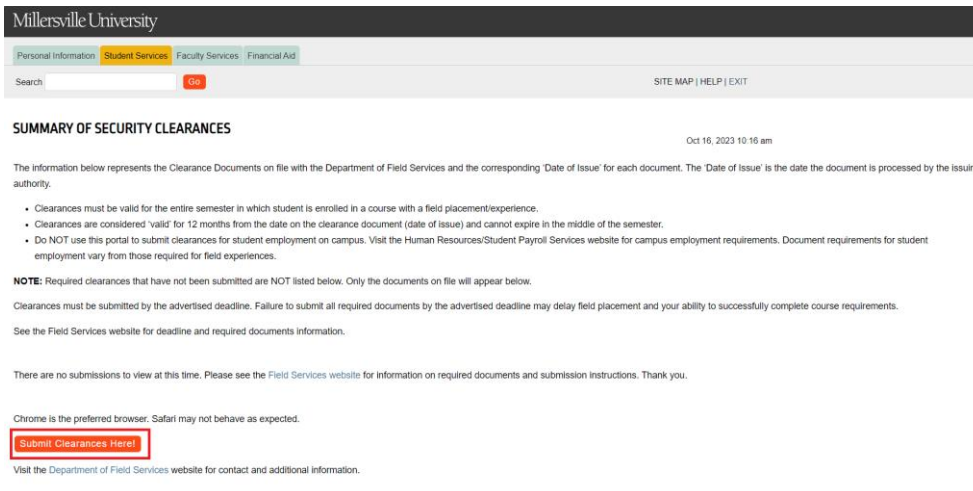
**Submit Security Clearances**  
View date summary of clearances on file and submit clearances to the Department of Field Services (not for student employment).

Step (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  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.

This screenshot shows the 'Clearance Submission Form' for Undergraduate students. The form has a header with a warning: 'Please submit this form before 10/16/2023 11:18:24 AM or the form will expire and your data will be lost.' Below this is a section for 'Student Information' with fields for 'MU ID\*', 'First Name\*', and 'Last Name\*'. There are also fields for 'M Number', 'Student First Name', and 'Student Last Name'. A 'Select Student Level\*' dropdown is set to 'UNDERGRADUATE'. A red banner indicates that the user is upgrading all their clearances and lists the required documents: ACT 34 - PA Criminal Background Clearance, ACT 114 - FBI Fingerprint results (two pages), ACT 151 - PA Child Abuse Clearance, and TB Test results. Below this, there are sections for 'REQUIRED: ACT 34 PA Criminal Background', 'REQUIRED: ACT 114 FBI Fingerprint results', 'REQUIRED: ACT 151 PA Child Abuse', and 'REQUIRED: Tuberculosis (TB) Test Results'. At the bottom, there is a section for 'REQUIRED ONLY FOR FRESHMEN, TRANSFER Early Childhood Education, and TRANSFER Special Education students (0)' with a link to 'Attach RESULTS: National Sex Offender Registry (NSOR) Verification Letter'. A red 'SUBMIT to Millersville University - Dept of Field Services' button is at the bottom.

Undergraduate View

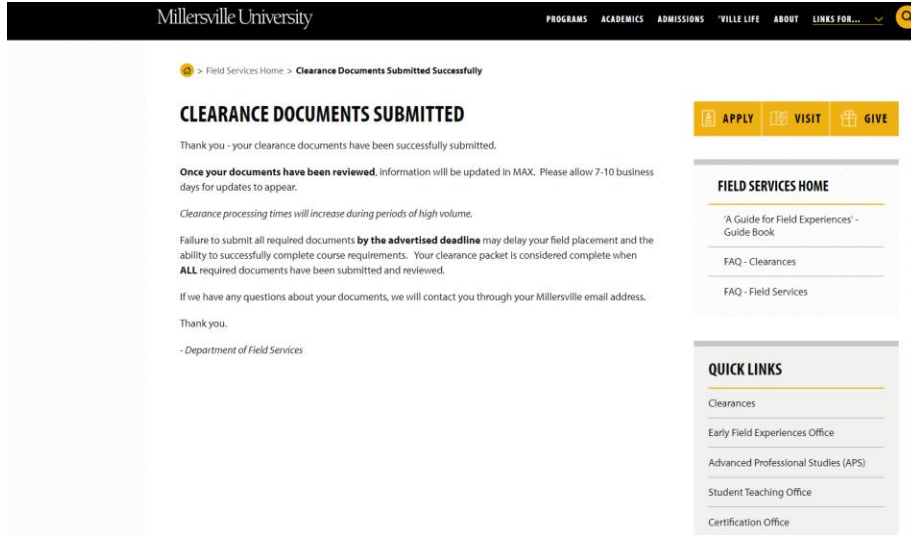
This screenshot shows the 'Clearance Submission Form' for Graduate students. The form has a header with a warning: 'Please submit this form before 10/16/2023 11:18:24 AM or the form will expire and your data will be lost.' Below this is a section for 'Student Information' with fields for 'MU ID\*', 'First Name\*', and 'Last Name\*'. There are also fields for 'M Number', 'Student First Name', and 'Student Last Name'. A 'Select Student Level\*' dropdown is set to 'GRADUATE'. A red banner indicates that the user is upgrading all their clearances and lists the required documents: ACT 34 - PA Criminal Background Clearance, ACT 114 - FBI Fingerprint results (two pages), ACT 151 - PA Child Abuse Clearance, and TB Test results. Below this, there are sections for 'REQUIRED: ACT 34 PA Criminal Background', 'REQUIRED: ACT 114 FBI Fingerprint results', 'REQUIRED: ACT 151 PA Child Abuse', and 'REQUIRED: Tuberculosis (TB) Test Results'. At the bottom, there is a section for 'REQUIRED ONLY IF Teacher of Record in Your Own Classroom and Completing Field Experience - clearances on file with your employer must also be submitted individually through the links above (0)' with links to 'Attach FORM: PSE 6004 (required if teacher of record for field experience)' and 'Attach FORM: Proof of Employment Form (required if teacher of record for field experience)'. A red 'SUBMIT to Millersville University - Dept of Field Services' button is at the bottom.

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](mailto:Field.Services@Millersville.edu) • Website: <https://www.millersville.edu/fieldservices/index.php>