NEW STUDENT WORKER BACKGROUND CLEARANCE INSTRUCTIONS

THREE BACKGROUND CLEARANCE CHECKS

In 2014 the Pennsylvania Legislature passed, and the Governor signed, legislation requiring expanded clearance checks for student workers at Millersville University. Effective December 31, 2014, student workers are required to obtain three Pennsylvania clearances listed below:

- Criminal Background Check (Act 34)
- Child Abuse History Clearance (Act 151)
- FBI Federal Criminal History-Fingerprinting (Act 114)

Before you can begin work:

Before you can begin work as a student worker and be put onto university payroll, you need to clear the Criminal Background Check (Act 34). See the instructions below on how to initiate this clearance. Human Resources will notify you and the Payroll Office when your Act 34 Criminal Background Check is complete and you are approved to work.

When the Act 34 clearance has been cleared, please take the following items to the Human Resources Office:

1. The original results document of your Act 151 Child Abuse clearance or proof, such as an email, showing that you have started the clearance process
2. The original results document of your Act 114 FBI Fingerprint clearance or a receipt showing the date and location where you have been fingerprinted

You will then be directed to the Payroll Office where you will submit the following items:

1. Request to Hire Form from the department where you will be working
2. Your original Social Security Card (or a copy of your Social Security Card if you are using other original documentation for the I-9 Employment Eligibility Verification Form) and your Driver’s License or other Photo ID

ACT 34 CRIMINAL RECORD CLEARANCE:

Millersville University requires this check be started and completed before you begin working. Click on this link http://jobs.millersville.edu/postings/1676 and apply to be a student worker at the University. After you complete this application, you will receive two separate emails from the university during normal business hours:

- One email will provide a link and login instructions for completing the Act 34 background check
- The other email will provide the security PIN to access the system.

The link will expire in 72 hours. Results of the background check will be provided directly to Human Resources. Human Resources will notify you and Payroll when this check is completed and the results are reviewed.
ACT 151 CHILD ABUSE HISTORY CLEARANCE
To do this clearance you will need to provide your permanent addresses since 1975. You will also need to provide the names of individuals you have lived with since 1975. If you have lived with someone who is now deceased, you must still list their first and last names as well as their relationship to you.

Before beginning this online clearance, please email the Office of Human Resources - human.resources@millersville.edu - for your individual Payment Code so Millersville University can be billed directly.

To complete this clearance
1. Go to https://www.compass.state.pa.us/cwis and click on CREATE INDIVIDUAL ACCOUNT. You will need to provide basic personal information and create security questions. (If you have already created a Keystone ID in order to view a SERS retirement account online, you can skip steps 1, 2 and 3.)
2. After doing this you will receive two AUTOMATED emails from the state. (These emails may go to a SPAM or junk mail account so please check those before recreating an account.) One email will include the Keystone ID that you registered; the other email will include a temporary password.
3. Use your Keystone ID and temporary password to log on again at https://www.compass.state.pa.us/cwis. You will be prompted to create a permanent password.
4. Log on again to https://www.compass.state.pa.us/cwis and start a clearance application.
6. You will need to provide addresses where you have previously lived (Country and State are required), names of all individuals with whom you have lived and any previous names you have used or been known by such as nicknames, aliases, or maiden names.
7. Part 2 eSignature – this is certifying that the information entered on the report is accurate and complete to the best of your knowledge. Click next.
8. Application Payment: select YES for Payment Code Provided; next enter your individual payment code provided by the Office of Human Resources; and then check the box that says: “By entering this code, you are agreeing that the organization that provided your code will have access to the status and outcome of your clearance application.” Then submit your application.
9. Once the application is complete, you will receive an email confirming that your application has been successfully received. Print the confirmation page for your records. In a few days, you will receive another email indicating that your account has been updated with the results of your clearance.
10. To retrieve your Act 151 Child Abuse History Clearance, please log into the Child Welfare Portal, https://www.compass.state.pa.us/cwis/public/home click on Access My Clearances and you should see a long green box. In that box will be a link to download the results of your clearance. You may download your results and either print the document and bring it to the Human Resources Office or you may forward the pdf to us in an email (Human.Resources@millersville.edu).
11. If you do not receive your clearance within three weeks by mail, please call 717-783-6211 or (toll free) 1-877-371-5422. You will have 90 calendar days to bring or mail the originals of the results to the Office of Human Resources.

When you have received this clearance and the FBI fingerprinting clearance, mail or bring them to the Office of Human Resources, Dilworth Building Room 105.

IF YOU HAVE QUESTIONS, CONTACT HUMAN RESOURCES:
Email: Human.Resources@millersville.edu
Phone: (717) 871-4950

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ACT 114 Fingerprinting Clearance:

Before beginning this online clearance, please email the Office of Human Resources - human.resources@millersville.edu - for your individual Authorization Code so Millersville University can be charged directly for the clearance.

1. Go to https://www.identogo.com/locations/pennsylvania and click on “Digital Fingerprinting” at the bottom of the page. Once you are redirected, enter the following service code: 1KG8VY – Click “Go”
2. Select “Schedule or Manage Appointment”
3. **Essential Info**: Fill out your Legal Name and Date of Birth. Under “Method of Contact” fill in your email. You must confirm your email. It is not necessary to list your phone number but you are welcome to if you would like. Make sure to select your preferred method of contact as “Email”.
4. **Employer**: Please fill in the following information.
   
   **Employer Name**: Millersville University
   **Country**: United States
   **Address**: 20 Dilworth Road
   **City**: Millersville
   **State**: PA
   **Postal Code**: 17551

5. **Citizenship**: Fill out your Country of Birth, State/Province of Birth, and Country of Citizenship.
6. **Personal Questions**: Answer the questions asked. For the final question “Do you have an authorization Code (Coupon Code) that you will be using as a method of payment” select YES.
7. **Personal Information**: Fill out the information requested. (Height, Weight, Hair Color, Eye Color, Preferred Language, Gender, Race, Ethnicity)
8. **Address**: Fill out the information requested. (Country, Address, City, Postal Code) This information is used by IdentoGo to send you a copy of the results.
9. **Documents**: In the dropdown menu, please select documentation that can be used as PROOF of ID for the fingerprint process. (NOTE: The preferred Proof of ID is “Driver’s License Issued by State or outlying possession of U.S.) Please answer the supplemental question that may be asked based on your selection.
10. **Location**: Please type in the following: SP-DILMILLU – Click “Search”
    Once you have typed in the location, click “Next” across from “IdentoGO, Dilworth Bldg Rm 105”
    ***IF YOU WOULD PREFER TO COMPLETE THE FINGERPRINTING AT A DIFFERENT LOCATION SIMPLY USE THE SEARCH FEATURE INSTEAD.***
11. **Payment**: Enter the payment code that you were given. Make sure the coupon is valid. Once the total amount due shows $0.00, click next.
12. **Date and Time**: Select “Walk-In”. Finalize by clicking SUBMIT.
13. Select “Done” at the bottom of the final page. A receipt with the information that have filled out will be sent to you.

Once you have completed the registration process on the IdentoGo Site:

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”

   Once you receive your results in the mail, please send the results via mail to 20 Dilworth Rd, Millersville PA or bring the documentation to Human Resources, Dilworth Building Room 105.

   IF YOU HAVE QUESTIONS,
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   Email: Human.Resources@millersville.edu
   Phone: (717) 871-4950