Instructions for Obtaining and Submitting Background Check Reports

General Instructions:

• Please note there are four (4) distinct requirements (PA Criminal Record Check, PA Child Abuse Check, FBI Fingerprinting Check and Minors on Campus Video Training)
• You will need a printer to complete this process. You will need to print three (3) copies of each clearance result – one for your personal file, one to bring to your community partner and one to bring to The Faith-Justice Institute.
• Additionally you will need to a credit card or money order for $27 to complete the FBI Fingerprint check. You will be reimbursed for this charge when you submit the receipt along with your completed fingerprinting results. Please note, if paying the cost of the clearance upfront presents a hardship, please contact Ella Guimond, Service-Learning Placement Coordinator, eguimond@sju.edu or 610-660-1334 to make alternate arrangements.
• If any of your background checks are returned with a reported record, please contact Ella Guimond, Service-Learning Placement Coordinator, eguimond@sju.edu, 610-660-1334, to discuss and/or schedule an appointment
• If you do not complete all four requirements by March 4 you will not be allowed to continue at service.

1. PA Criminal Record Check (Free):
   • Registration Site: https://epatch.state.pa.us/Home.jsp
     o Click on “Submit a new record check”
     o Reason for Request: “Volunteer”
   • Click “Certification Form” to print results (immediately if no record reported, within 21 days if record reported)

2. PA Child Abuse Check (Free): If you would like more detailed instructions on this check please visit www.sju.edu/servicelearningstudents
   • Registration Site: https://www.compass.state.pa.us/cwis/public/home
     o Select “Create a New Account” (if first time doing clearances online) or Login
       ▪ You will select your own personal Keystone ID (e.g. kheasley01)
       ▪ Once you submit your information, you’ll receive a temporary password via email
     o Select “Log-in” and use your Keystone ID and temporary password
     o Create your permanent password
     o Once you are logged in with your permanent password, review the disclosures (follow prompts) and select “Create Clearance Application”
     o Follow the prompts to complete the application
       ▪ Your reason for the clearance is “volunteer.”
       ▪ Please note when prompted for Certificate Delivery Method in order for your clearance to be processed electronically you must check NO.
   • Click on “Finalize and Submit Application”
   • Print results online (you will receive an email notice when the background check is finished processing, it can take up to ~14 business days)
3. **FBI Fingerprint Check ($27):** The registration process will take about 15-20 minutes. The complete process can take up to three weeks to receive your fingerprint report – it is your responsibility to plan accordingly.

- For this clearance, you will need to submit a receipt to Ann Marie Keffer, The Faith-Justice Institute, St. Thomas Hall to be reimbursed. Therefore, in order to complete this transaction, you will need a credit card or money order.
- If you have any hardship to paying for this background check before being reimbursed please contact Ella Guimond, The Faith-Justice Institute at 610-660-1334 or eguimond@sju.edu to make alternate arrangements
- You will also need your social security number to complete the clearance.
- **Registration Site:** [https://www.pa.cogentid.com/index_pdeNew.htm](https://www.pa.cogentid.com/index_pdeNew.htm)
  - Under Registration, select “Register Online”
  - Read disclaimer and check box if you agree and hit continue
  - For Reason Fingerprinted, select “Colleges/Universities”
  - Complete the remaining information (please note all * are required information. Additionally we suggest entering your email address as a receipt will be emailed to you)
  - If you are paying by credit card you will be prompted to enter the appropriate information. The page after your credit card information is your registration receipt.
  - If you are paying by money order, your registration receipt will be the page after you confirm all your personal information
- Print registration receipt (includes Registration ID which starts with PAE)
- Get your fingerprints taken (you will need your registration receipt and proper ID):
  - The Faith-Justice Institute will offer several courtesy on-campus appointments for fingerprinting. The Faith-Justice Institute will email students a schedule of times.
  - You can complete your fingerprinting at any Cogent facility [https://www.pa.cogentid.com/index_dpw.htm](https://www.pa.cogentid.com/index_dpw.htm)
    - The closest Cogent facility to campus is at The UPS Store at 333 East Lancaster Avenue, Wynnewood, PA (in the Whole Foods Plaza). No appointment is necessary and they offer fingerprinting services on Monday-Friday, from 10am-6pm and Saturday from 10am-4pm. Please note this location is accessible by the Paoli/Thorndale SEPTA train line with a brief walk (approximately 3 blocks) from the station to location.
- Results will be mailed directly to the mailing address you provided (after you have your fingerprints taken, typically takes about 2 weeks)
- You will need to bring your results and registration receipt (for reimbursement) to Ann Marie Keffer, St. Thomas Hall.

4. **Minors on Campus Video:** Instructions for Students and Volunteers: Accessing “How Teachers & Other Educators Can Protect Our Children” This training will take about 1 hour

Instructions on how to create an on-line account and access the on-line training appear below:

1. Click on the link, [https://www.edurisklearning.org/pe/register/include/processlogin.jsp?uri=%2Fpe%2F](https://www.edurisklearning.org/pe/register/include/processlogin.jsp?uri=%2Fpe%2F)
2. First-time users should select Register Now on the right to create a new account and enter the following information:
   a. User name [enter your MySJU username with @sju.edu on the end]
   b. First Name
   c. Last Name
   d. Email
   e. Department [If none apply, select “Other”]
   f. Describe your position
   g. Role [Faculty should always select faculty, Administrators should select “Supervisor” if they have direct reports]
   h. Institution code: 1190-SE37-XY12
   i. Employee ID *ALL VOLUNTEERS AND STUDENTS SHOULD USE THIS BLANK [use your 8 digit Student ID number]
   j. Student ID: Leave blank
   k. Other: Leave blank

3. Click Register

4. You will receive an email from uehelpdesk@perceptis.com with a temporary password. Click on the link in the email to log-in. Once you log-in you will be prompted to change your password. Please use the same password you use for your MySJU account.

5. You will see numerous learning programs available for you. Find Protecting Children from Sexual Misconduct
   a. and click Launch Learning Program.

6. Depending on your role, you may see more than one option. Click on SM-101-H How Teachers and Other Educators Can Protect Our Children – Higher Ed Version.

7. It will drop down and you should select the SM-101-H How Teachers and Other Educators Can Protect Our Children.

8. A new window will open. Click Open.

9. When you’ve completed all of the modules, you will receive a message thanking you for completing the training. Close the window to return to the course home page (click “Close” if you see a box called “Module Information”).

10. You will now need to print your certificate to give to the leader or coordinator of your program. To do so, click on “Transcript” at the top of the page (next to “Learning Programs”). Under “Courses” and “Course Title”, click on the title of the training.

11. Click on “Print Certificate” (the certificate will appear in a different web browser).

5. Submitting Your Background Check Reports and Reimbursement
   • Deliver your three (3) completed background check reports and Minors on Campus Certificate to The Faith-Justice Institute front desk, St. Thomas Hall in person by March 4.
     ○ For reimbursement of the FBI Fingerprinting, please include your FBI registration receipt with your SJU ID# written at the top of the receipt.
   • Deliver your three (3) completed background reports to your community partner by March 4.