

EMPLOYEE DIRECTIONS FOR APPLYING FOR CLEARANCES

Open up **Internet** and go to www.nlsd.org
Click on **Employment Tab** (Top middle of page)
Left hand side click on **PA Clearance Information**
Page has website links for all clearances needed

DIRECTIONS FOR APPLYING FOR ACT 151 CHILD ABUSE HISTORY CLEARANCE

FEE - \$13.00

1. Click on web link for Compass Website
2. Click on **Create Individual Account**
3. Click **Next**
4. Complete all information on this page and click **Finish**
 - **Keystone ID** is a sign on you create (SUGGESTION: first initial, middle initial and last name)
5. Go to your e-mail used and copy and past the temporary password
6. Click back on the web link for Compass Website located on the NLSD website
7. Click on **Individual Log In**
8. Click **Access My Clearances**
9. Scroll to bottom of page and click **Continue**
10. Type in the **Keystone ID** you created
11. Paste your temporary password in the Password Box
12. Click **Log In**
13. Create your new Password (make sure your password meets the requirements listed)
14. Click **Submit**
15. Click **Close Window**
16. Log back into the system using your **Keystone ID** and **New Password** created
17. Click **Log In**
18. Click on Radio Button at bottom of page next to ***I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions***
19. Click **Next**
20. Scroll to the bottom of the page and click **Continue**
21. Click on box **Create Clearance Application**
22. Scroll to bottom of page and click **Begin**

23. Click on the Radio Button next to the words ***School Employee Governed by Public School Code: Applying as a school employee who is required to obtain background checks pursuant to Section 111 of the Public School Code.***
24. Scroll to bottom of page and click **Next**
25. Read and complete all information on this page and click **Next**
 - Married woman make sure you list your maiden name and any other prior married names if married more than once
26. Read and complete information on this page and click **Next**
 - ***NOTE: UNDER CERTIFICAITON DELIVERY METHOD CLICK RADIO BUTTON NEXT TO NO*** – you will get an e-mail once clearance is processed and you can go out again on this webpage and print your clearance – mail delivery takes weeks to get.
27. Enter all addresses you lived at prior to 1975 and click **Next**
 - **General Rules:** I would list the address I lived in during 1975 and then one or two additional addresses. If you only lived in one place that's fine but if you lived in more than one please list at least a total of two or three.
28. Enter all Household Members you have lived with since 1975 and click **Next**
 - **General list of People you should list:**
 - a. **Parents** if you lived with them since 1975 (If they are deceased you do not need to put their age) ***If you do not list a parent you will get a warning message when done with this page and click submit as a precautionary measure but if information is correct just hit Next again.***
 - b. **Siblings** if you lived with them since 1975 (married sisters list their last name they were known by when they lived with you)
 - c. **Spouse**
 - d. **Children**
 - e. COLLEGE STUDENTS DO NOT NEED TO LIST THEIR ROOMMATES
29. Verify all information on the Application Summary and then click **Next**
30. Read and Complete this page typing your name in the Signature Box (do not use your middle name or initial) and click **Next**
31. Application Payment click Radio Button next to **NO** and click **Make A Payment**
32. Enter Payment Information and click **Pay Now**
33. Print Confirmation Page that your application has been submitted. Write your name on the top of this page because it is not listed anywhere on it and also place your Keystone ID on there as well. I will be keeping a log of this information for next time we need to renew clearances. Hand this paper into Human Resource for proof of submission.

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DIRECTIONS FOR APPLYING FOR ACT 34 PA CRIMINAL RECORD CHECK

FEE - \$22.00

1. Click on web link for **Act 34: Pennsylvania Criminal Record Check** located under this heading
2. Click on the grey box **Submit A New Record Check**
3. Read the Terms and Conditions for the use of PATCH and click **Accept** at the bottom of the page
4. Check the circle next to "Individual Request" and click **Continue**
5. Read and complete all information on this page then click **Next**
 - **Reason for Request** is **Employment**
6. Verify information on Page is correct and then click **Proceed**
7. Complete all information on this page and then click **Enter This Request**
8. Screen will refresh and then click on **Finished**
9. Click on **Submit**
10. Complete Credit Card Information on this page and click **Next**
11. Verify Information and click **Submit**
12. Click on blue **Control #** next to your name
13. Click on blue words **Certification Form**
14. Click **OK** if you get a pop up screen
15. Press **Print** at top of page
16. Hand this clearance paper into the Human Resources Department.

DIRECTIONS FOR APPLYING FOR ACT 114 FBI Federal Criminal History Record Check
FEE - \$22.60

1. Click on web link for **Act 114 FBI Federal Criminal History Record Check** located under this heading
2. Type in **1KG6XN** in the box below *“Enter your Service Code to get started”* and then click **Go**
3. Select *“Schedule or Manage Appointment”*
4. Complete the required information on the page and click **Next**
5. Set up a security question and answer and then click **Next** – *write this information down because you will need it to access your unofficial copy*
6. Complete the Citizenship information and click **Next**
7. Answer the three questions and click **Next**
8. Complete the *“Alias”* information (if you had a prior name) and then answer the personal information questions and click **Next**
9. Complete the Mailing Address information and click **Next**
10. Choose the document you will be bringing along as proof of identity and then click **Next**
11. Put your zip code in the *“Search for an Enrollment Center by Postal Code, City and State, or Airport Code”* and click **Search**
12. Choose the location you want to be finger printed out by clicking on it and then click **Next**
13. Select a date and time to be finger printed and then click **Submit**
14. Print this document and take with you to the finger print site along with a major credit card, money order or certified check in the amount of \$22.60 for payment and your proof of identity document chosen during the registration process
15. Proceed to your chosen location to be finger printed.
16. Upon completion of fingerprinting capture remember to forward the receipt with your UEID shown on it to Sherri Molitoris in the HR Department for official access to your Finger Print Clearance.