FBI Fingerprint Instructions

- Go to https://uenroll.identogo.com/
- Enter the appropriate Service Code, determined by the purpose of the check.
  - For staff, faculty, students under ACT 153 and/or Minors on Campus use 1KG756
  - For students to volunteer use 1KG6ZJ
- Select Schedule or Manage Appointment
- Complete the registration process including Legal Name, Date of Birth, Method of Contact
- Click <NEXT>
- Complete Citizenship information
- Click <NEXT>
- Complete the Personal Questions
FBI Fingerprint Instructions

- For the 3rd Question regarding an Authorization Code, select Yes
  - Enter the code provided to you by Human Resources
- Click <NEXT>
- Complete the **Personal Information** page
- Click <NEXT>
- Complete the **Mailing Address** page
Click <NEXT>
- Select the document proving your identity that you’ll take to be fingerprinted from the drop-down menu

Click <NEXT>
- Select the location for fingerprinting and click <NEXT>
The University of Scranton
Office of Human Resources

**FBI Fingerprint Instructions**

- Complete the **Payment Form**
  - For users completing the registration paying for their own clearance, complete with your credit card information
  - For University Employees completing the registration, enter the **Authorization Code** provided by Human Resources

- Select an **Appointment Date and Time** from those available

- Click `<SUBMIT>`

- A Service Summary will be provided, print it and take with you to the fingerprint location, along with your identity document and the payment code provided to you by the Office of Human Resources
Service Summary

1KG6ZJ - Pennsylvania DHS.Volunteer

Status as of 12/05/2017

Pre-Enrolled
You have successfully pre-enrolled.

Service Details:
Date: 12/05/2017
UE ID: UZSV-236529
Applicant:
Service: 1KG6ZJ - DHS-Volunteer
Estimated Amount Due: $21.25

We accept the following methods of payment:
Authorization Code, Business Check, Money Order, Credit Card

Important!
YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.
Legal Name must match exactly on all identification documents brought to enrollment.
1. Driver's License issued by a State or outlying possession of the U.S.

1KG6ZJ - Pennsylvania DHS-Volunteer Appointment Details:

Clarks Summit, PA
IdentGO
718 S State St
Clarks Summit, PA 18411-1748
View Map

Appointment Time:
12/05/2017 @ 8:20 AM

Please provide 24 hours notice when canceling/rescheduling an appointment

[Cancel Appointment] [Reschedule Appointment]
To Reschedule or Cancel Appointment

- From the service summary page, select `<cancel appointment>` or `<reschedule appointment>` or
- From the enrollment page [https://uenroll.identogo.com/](https://uenroll.identogo.com/)
  - Select *Manage Appointment*

  ![Identogo screenshot](image)

  - Enter the UE ID from the receipt and Date of Birth
  - Click `<Next>`
  - *Cancel or Reschedule* your appointment