To enter an applicant into the Cogent ID system for FBI Background Check:

- Go to [www.pa.cogentid.com](http://www.pa.cogentid.com)
- From the Cogent ID home page, select *PA Department of Human Services*
- From the Applicant Fingerprinting Online Services page, select *Register Online*

Accept the Memorandum of Understanding

Review the memorandum and <click> the box to accept and then *continue*
Step 1 of the process, enter the applicant information

- Select Agency from the Payment type menu. This will populate the billing information
- Enter the Agency ID (provided in your email)
- Enter the Agency ID (provided in your email)
- Enter the Agency billing password (provided in your email)
- Enter Reason, Employment with a significant likelihood of regular contact with children
- Enter applicant information in the Personal Information

Step 2 of the process, Enter the applicant information

- Enter the applicants information
- For email address, enter hr@scranton.edu
- Click <Next>
- Verify all the information is correct
- Click <Next>

Step 3 of the process, Registration is Complete

- Print the Confirmation
  - You will take this with you to be fingerprinted
- The applicant will need to send the original background check result to the Human Resources office upon receipt