

## PA Child Abuse Background Check

Create a Keystone ID account at <https://www.compass.state.pa.us/cwis/public/home>

- ✓ This process requires a personal email address to be used to access a temporary password
- ✓ Once the temporary password is received, it is used to create a permanent password to begin the application process

Login to the Child Welfare Portal account

Review and accept the terms and conditions of using the website

Click <NEXT>

### **Application Process**

*Select School Employee not governed by the Public School Code – You are a school employee not governed by Section 111 of Public School Code, but covered by Act 153 (pertaining to school employees in institutions of higher education)*

Click <NEXT>

### **Applicant Information**

- Verify applicant information
- Enter gender
- Provide SSN for central registry
- Enter previous names, if applicable
- Enter contact information, if applicable

Click <NEXT>

### **Current Address**

- Enter home address
- Verify mailing address, if different enter a different mailing address
- For certificate delivery method select **YES** or **NO** to have copy of clearance sent to mailing address

Click <NEXT>

### **Previous Addresses** (since 1975)

- Enter addresses for any location you have resided, since 1975 (including dorms, apartments, etc)

Click <NEXT>

### **Household Members**

- Enter the name, relationship to you and age of all individuals you have lived with in your lifetime

Click <NEXT>

### **Review Application Summary**

- Scroll through the fields and data entered on the previous screens, if correct click **<NEXT>**

### **Certify the application with an e-signature**

- Click the box agreeing to submit the application
- Enter your **first and last name** only in the “e-signature” box

Click **<NEXT>**

### **Application Payment**

- Select **YES**
- Enter the code provided to you by the Office of Human Resources

Click **<SUBMIT>**

Write down your application number

Once the application is complete, go to *PA Child Abuse History Clearance Account* (option toward bottom of page)

[GO TO PA CHILD ABUSE HISTORY CLEARANCE ACCOUNT](#)

Print the clearance and provide to the University of Scranton

Your application has been processed. [To view the result, click here.](#)

Should you have any questions or require assistance in completing the application please contact me at (570) 941-7767