Go to [https://www.compass.state.pa.us/CWIS/Public/Home](https://www.compass.state.pa.us/CWIS/Public/Home)

1. Click on *individual login*

2. Click on *access my clearances*

3. At the disclosure of Personal Information page
   - Review their disclosure for use of information from the Commonwealth. If you agree, click *<continue>*

4. Login to your account, using your Keystone Key
5. Click **RESUBMIT** next to the clearance you’d like to renew

6. Select the option **School Employee NOT Governed by Public School Code** from the list.

7. Review your Applicant Information, Current & Previous Addresses, Household Members and Application Summary, clicking **[+] Add, EDIT or DELETE** for any areas you may need to adjust.
8. Provide an e-signature by clicking the ‘I hereby certify’ box and typing your **First** and **Last Name** as it appears on your application screen.
   - Click **Next**

9. In the Application Payment screen, Click **Yes** for whether your organization provided a code for your application.
   - Enter the code from your email and click **Submit Application**

10. Once complete, print the clearance result and forward to the Office of Human Resources.