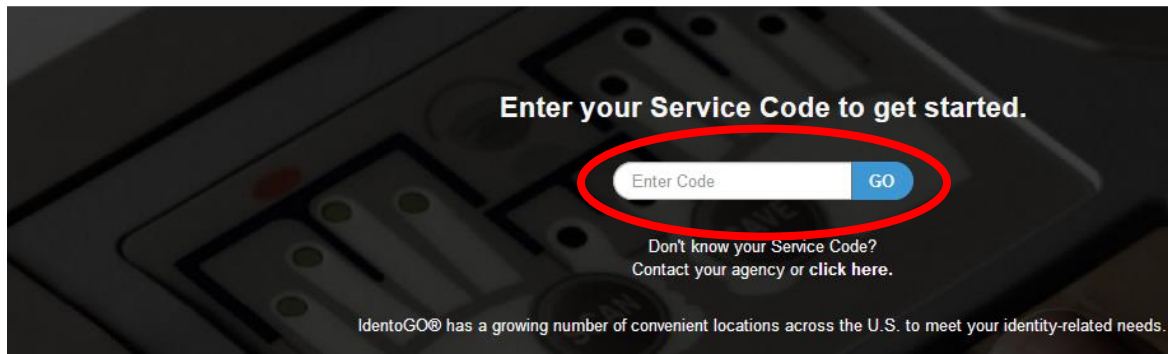


The University of Scranton
Office of Human Resources
FBI Fingerprint Instructions

- Go to <https://uenroll.identogo.com/>

IdentoGO



- 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

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth

City of Birth

* Country of Citizenship

- Click **<NEXT>**
- Complete the **Personal Questions**

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FBI

The screenshot shows a progress bar at the top with three steps: 'Essential Info', 'Citizenship', and 'Personal Questions'. The 'Personal Questions' step is highlighted in blue. Below the progress bar, there is a text prompt: 'Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.' Three questions are listed, each with an asterisk indicating it is a required field:

- * Have you ever used an alias?
- * Is your mailing address the same as your residential address?
- * Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

Below the third question, there is a red note: 'NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.'

- 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

The screenshot shows a progress bar at the top with five steps: 'Citizenship', 'Personal Questions', 'Personal Info', 'Address', and 'Documents'. The 'Personal Info' step is highlighted in blue. Below the progress bar, there is a text prompt: 'Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit.' The page title is 'Personal Information'. There are two radio buttons for 'US' (selected) and 'Metric'. Below this, there are several required fields:

- * Height: Two input boxes with dropdown arrows, followed by 'ft' and 'in' labels.
- * Weight: One input box with a dropdown arrow, followed by 'lbs' label.
- * Hair Color: A dropdown menu with '-- Choose One --' selected.
- * Eye Color: A dropdown menu with '-- Choose One --' selected.
- * Preferred Language (Receipts & other communication): A dropdown menu with 'English' selected.
- * Gender: A dropdown menu with '-- Choose One --' selected.
- * Race: A dropdown menu with '-- Choose One --' selected.
- * Ethnicity: A dropdown menu with '-- Choose One --' selected.

A small asterisk and 'Required Field' text are visible in the top right corner of the form area.

- Click **<NEXT>**
- Complete the **Mailing Address** page

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Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Mailing Address

* Country
United States

* Address Line 1

Address Line 2

* City
Clarks Summit

* State/Province
-- Choose One --

* Postal Code

- Click **<NEXT>**
- Select the document proving your identity that you'll take to be fingerprinted from the drop-down menu

Documents

* Document
Driver's License issued by a State or outlying possession of the U.S.

* Does the name you are enrolling under match the name on all documents selected?
 Yes No

Bring the following Required Identity Documents to your enrollment:
1. Driver's License issued by a State or outlying possession of the U.S.

- Click **<NEXT>**
- Select the location for fingerprinting and click **<NEXT>**

Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

City Location Search

Location	Address	Next 7 Days	Distance
Clarks Summit, PA	718 S State St	245 appointments available	0.79 mi
IdentoGO 718 S State St Clarks Summit, PA 18411-1749 Hours: Monday - Friday: 08:20 AM - 05:00 PM			
Archbald, PA	1200 Line St	109 appointments available	8.35 mi
Susquehanna, PA	2872 Turnpike St	81 appointments available	9.58 mi
Kingston, PA	368 Tioga Ave	54 appointments available	18 mi
Hazleton, PA	996 N Sherman Ct	0 appointments available	37.99 mi

Next >

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- 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

ss > Documents > Location > **Payment** > Date and Time >

Enter Payment Information * Required Fields

Please enter your payment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit.

[Apply Authorization Code](#)

Authorization Code:

1KG6ZJ - Pennsylvania DHS-Volunteer	\$21.35
Total Amount Due	\$21.35 <i>(non-refundable)</i>

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

Documents > Location > **Date and Time** >

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: Select Time:

Walk In

Note:
Scheduled appointments take priority over walk-ins.

Location Details:
IdentoGO
718 S State St
Clarks Summit, PA 18411-1749

- 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

The University of Scranton
Office of Human Resources
FBI Fingerprint Instructions

Service Summary

Pennsylvania

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-286529
Applicant:
Service: 1KG6ZJ - DHS-Volunteer
Estimated Amount Due: \$21.35

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

Appointment Time:

[IdentoGO](#)

12/08/2017 @ 8:20 AM

[718 S State St](#)

[Clarks Summit, PA 18411-1749](#)

[View Map](#)

Please provide 24 hours notice when canceling/rescheduling an appointment.

[Cancel Appointment](#)

[Reschedule Appointment](#)

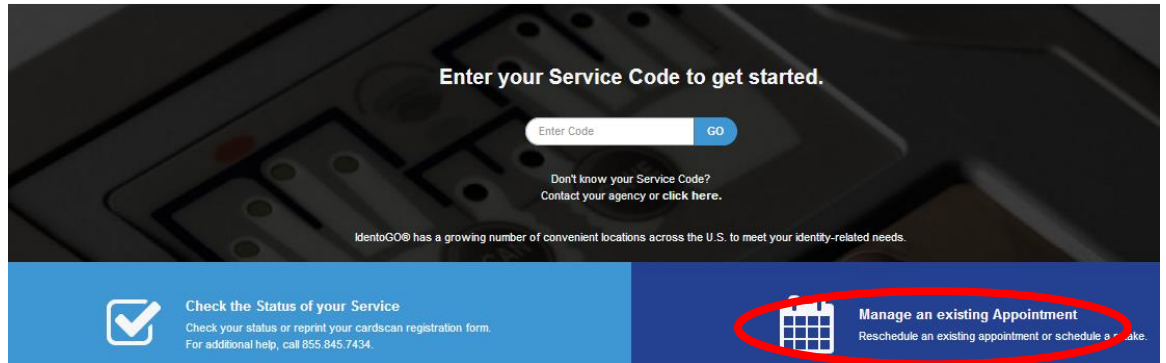
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To Reschedule or Cancel Appointment

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

IdentoGO

English




Enter your Service Code to get started.

Enter Code **GO**

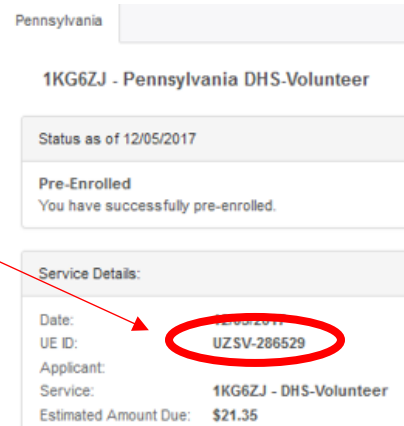
Don't know your Service Code?
Contact your agency or click here.

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

Check the Status of your Service
Check your status or reprint your cardscan registration form.
For additional help, call 855.845.7434.

 **Manage an existing Appointment**
Reschedule an existing appointment or schedule a new one.

- Enter the UE ID from the receipt and Date of Birth



Pennsylvania

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-286529
Applicant:	
Service:	1KG6ZJ - DHS-Volunteer
Estimated Amount Due:	\$21.35

- Click **<Next>**
- **Cancel** or **Reschedule** your appointment