

Clearance Instructions

Step #1

1. Click the web address or copy and paste - <https://epatch.state.pa.us>
2. Click on the link Submit a New Record Check (requires a credit card)
3. Scroll down the page and "Accept" the terms.
4. Fill out the personal info. The reason for request is "Employment".
5. Follow the instructions on the screen by clicking "next".
6. You will be prompted to verify your info. A credit card is required to be entered.
7. When finished with credit card info you will need to "Submit". The fee is \$8.00
8. Your results will be returned to you immediately.
9. On the "Record Check Request Results" click on the "Control #" link and your PA State Police Criminal Check will be displayed.
10. You need to print that. You should also be asked if you want a hard copy mailed to you during the registration process.

Step #2

1. Click the web address or copy and paste the web address – <https://www.compass.state.pa.us/cwis/public/home>
2. Select "Create a personal account"
3. Under the welcome screen click "NEXT"
4. Create a personal Keystone ID. It is your user ID to log in later. 6 – 10 characters in length.
5. Then fill in the remaining info.
6. There are 3 security questions. Pick them and provide answers.
7. WRITE the answers down for your use later if you need them!
8. At the end is a question you have to answer.
9. Select "FINISH".

YOU NEED TO FOLLOW THESE STEPS:

1. You will receive 2 emails – one with your keystone ID. The second will be your TEMPORARY password.
2. You need to log back into the website by clicking "INDIVIDUAL LOGIN".
3. Then "ACCESS MY CLEARANCES".
4. Select "CONTINUE" at the bottom of the screen.
5. Enter your KEYSTONE ID and use your TEMPORARY password.
6. Select "LOGIN". You will be prompted to change your password. Follow the instructions for creating the password. WRITE it down! Once created you will need to logout of the system.
7. You need to log back into the website using your KEYSTONE ID and your personal password.
8. Click "INDIVIDUAL LOGIN".
9. Then "ACCESS MY CLEARANCES".
10. Select "CONTINUE" at the bottom of the screen.
11. At the bottom of the "Getting started screen click "BEGIN".
12. On the purpose page select "School employee governed by public school code".
13. Select "NEXT".
14. Continue to add all of the requested info in Part 1.
15. Continue to part 2 and either e-sign the document or printing and mailing a copy.

16. Print a copy of the application. You will also need to use a credit card. The fee is \$8.00.
17. Once you "SUBMIT" you will receive a "SUBMISSION CONFIRMATION" with you e-Clearance ID.
18. Print that page as well for your records.
19. You will receive results in the mail and you can check back online.

Step #3

1. Click the web address or copy and paste - https://pa-aps.3m.com/perlpub/registration_edu_pci.pl
2. Click on the square box at the top of the screen next to "Notice: By registering ..."
3. After reading the info. Click "continue".
4. Click the box and "Continue" after reading the disclaimer.
5. Enter all of the info in yellow. You can either use a credit card or buy a money order and take it to the fingerprinting location in the Giant shopping center in Hellertown or on Lehigh Street in Allentown. You can also search for other locations. The "reason fingerprinted" is "SCHOOL DISTRICTS".
6. Finish the form and click "NEXT".
7. You will be asked to verify info. If correct select "NEXT".
8. Continue to follow the prompts and submit your registration.
9. You need to print the application form and take it with you for fingerprinting.