

Fingerprinting Instructions for All School-Based Field Experiences with Colorado Department of Education

THIS AUTHORIZATION CODE IS YOUR FORM OF PAYMENT

Please note – the College of Education does NOT issue reimbursements for fingerprinting appointments and your authorization code will not work if you have already scheduled your appointment.

BEFORE you get fingerprinted:

Step 1: Create a permanent lifetime “COOL” account on Colorado Department of Education (CDE): (critical step; your fingerprints are tied to this account).

<http://www.cde.state.co.us/cdeprof/studentteaching>

The screenshot shows the Colorado Department of Education website. At the top, there is a search bar and a 'SITE INDEX' link. Below the search bar, there are navigation tabs for 'FAMILIES', 'EDUCATORS', 'DISTRICTS', 'COMMUNITIES', and 'SCHOOLview'. A banner below the tabs reads 'STAY INFORMED: Visit CDE's COVID-19 Resources for Schools page'. The main content area has a 'Home' link and a section titled 'Fingerprinting for Field Experience Educators (Student Teachers)'. Under this section, there is a 'Jump to:' menu with three items: 'Definitions', 'How Do I Submit Fingerprints as a Field Experience Student?' (highlighted with a red arrow), and 'Frequently Asked Questions'. On the right side, there is a sidebar with links to 'Educator Talent Home', 'Preparation', 'Licensing', 'Educator Effectiveness', 'Development', 'Principal Resources', 'Early Childhood Workforce Development', and 'Colorado Teaching Jobs'.

- Scroll down to or click on “How Do I Submit Fingerprints as a Field Experience Student”
- Read the instructions
- Select “Log in to COOL” to Register for your lifetime CDE “COOL” account

How Do I Submit Fingerprints as a Field Experience Student?

You must be enrolled in an [approved traditional Colorado educator preparation program](#) and know where you'll be placed in a field-based learning experience in a public school before you can be fingerprinted as a Field Experience Student.

1. Create your lifetime account in the COOL system or verify that you are able to log in to your existing account if you have already registered. If you do not complete this step, CDE will not have your account to in which to file the results.

[Log in to COOL](#)

2. Schedule your fingerprinting appointment with one of [CBI's approved fingerprinting vendors](#).
3. Gather the following:

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- Create your lifetime account through CDE's "COOL" account by selecting "Register".



[Public Educator Search](#) [Login](#) [Register](#)

Colorado Online Licensing

Login

Username or Email

Password

Login

[Forgot Username?](#)

[Forgot Password?](#)

[Create an account](#)

- The following page will ask you enter in the following personal information. Please fill out this page to see if you already have a CDE account.



[Public Educator Search](#) [Login](#) [Reg](#)

Colorado Online Licensing

Welcome, Colorado Educator!

Search for an account.

First Name *

Last Name *

Last Four SSN *

Date of Birth *

mm/dd/yyyy



First, let's see if you have an account.

Use the search form on this page to begin the registration process.

If you have had any direct or indirect interaction with the CDE you may already be in our database. These interactions may have included:

- Creating an eLicensing account (only one account per person, per lifetime is permitted)
- Holding a current or expired Colorado credential
- Submitting fingerprints to the Colorado Bureau of Investigation for licensing purposes
- Submitting test scores to CDE

If you do NOT have a CDE account, select "Create new account"

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Public Educator Search Login Register

Colorado Online Licensing

Welcome, Colorado Educator!

Search for an account.

First Name *

Last Name *

Last Four SSN *

Date of Birth *

olutions.com

Existing account not found

We did not find any records matching that search criteria. Please create a new account.

Create new account



- Create your lifetime account with CDE using your **Legal Name** as it appears on your government-issued photo ID (Driver's license, passport, military ID, etc.) Student ID is NOT acceptable.



Public Educator Search Login Register

Colorado Online Licensing

Welcome, Colorado Educator!

Create an account

Now, use the form to create a brand new account with a secret password for this site.

olutions.com

Account Information

Username

Names must be unique; there can be no duplicates in the system.

Email

Email addresses must be unique in the system; there can be no duplicates in the system. Use a personal email address (not a work or school address), as this also will serve as your password reset.

Mobile Number

You will receive confirmation at this phone number, as it will be used for multi-factor authentication.

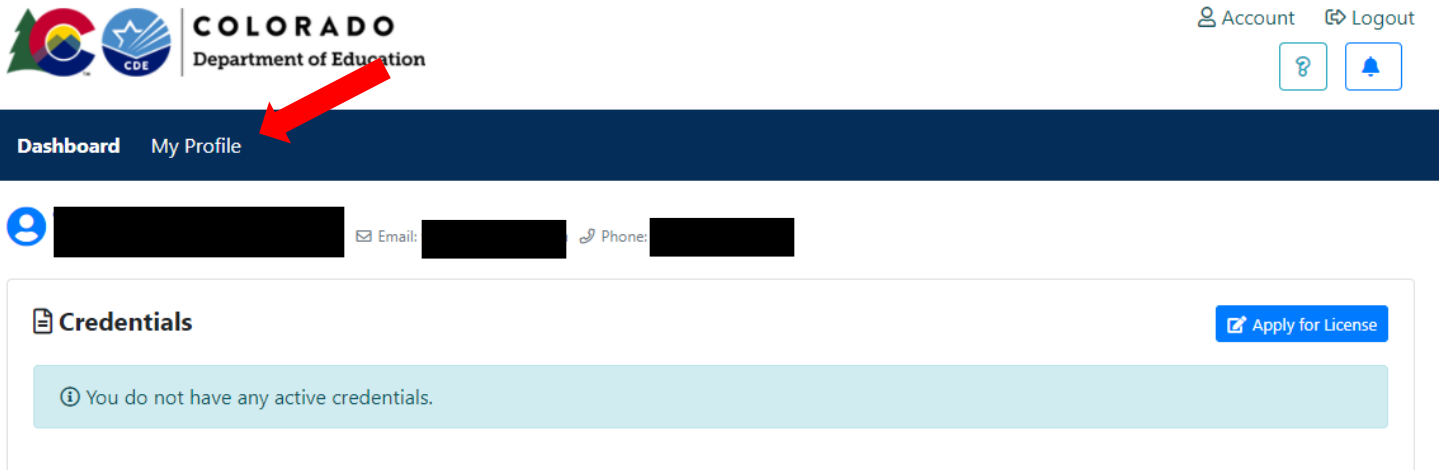
Password

Passwords must be at least 8 characters long, contain a number,

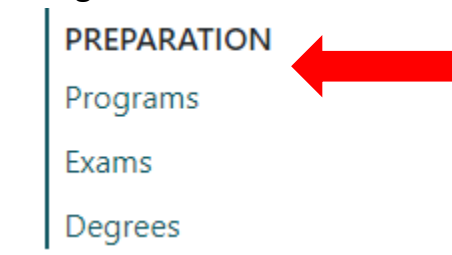
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- After creating your “COOL” account, you will receive a confirmation text message to confirm your phone number and the following page will appear.
- **Step 2:** Save UCCS as your school preparation program. Select “My Profile”



- Look at the left-hand side of the screen. Scroll down to “Preparation” then select “Programs”



- Select “Add Program”



To fill out the next step, you must know where your field placement is taking place OR select “No Placement”

- Select “University of Colorado-Colorado Springs” as your school
- Enter your Student ID number under “School Identification Number”
- Upload a “copy” of your Student ID card

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- Take a screenshot of your digital ID card on your phone.
- Save the image as a PDF.
- Use that PDF to upload a “copy” of your ID card.

Programs

[⏪ Back](#)

This form must be completed by a student that is enrolled in a traditional educator preparation program in Colorado who has submitted fingerprints to the CBI specifically for field placement/student teaching placement in Colorado. This process is for Colorado placements only and is not for placements outside of Colorado.

- BEFORE beginning, you must know where you are being placed for field experience and/or your student teaching. If you are not being placed yet, wait to submit this form until you know this information OR select “No Placement” when asked. Fields with erroneous data may be rejected and you may need to begin this process over again. If you change educator preparation programs you must submit a new form under your new preparation program.
- If you have not already done so, we highly recommend you read the information on our website regarding student teachers and fingerprinting at <http://www.cde.state.co.us/cdeprof/studentteaching>

Educator Preparation Program

Select your Colorado traditional preparation program. If your program is not listed here, then you cannot submit this form.

University of Colorado-Colorado Springs

School Identification Number

Enter the number of your student Id without any dashes issued by your educator preparation program. This number is needed for your college/university to be able to view your criminal history results. If your school identification number is different than the number shown on your actual ID, use that number. If you enter a number that your Licensure Officer is unfamiliar with, they will not be able to research your background information.

- **UNDER “COMPLETION DATE” DO NOT PUT THE DATE OF GRADUATION. PUT THE DATE YOUR DEGREE WILL BE POSTED ON YOUR TRANSCRIPT.** If your completion date changes, you will need to go back into your account and change the date. When in doubt, put June 1st of the year that you plan to graduate. **Your background check will be purged 30 days after the date you enter here.**
- Please refer to the Office of the Registrar website to find the date in which your degree will be posted. <https://registrar.uccs.edu/transcripts>

Fingerprinting Instructions for All School-Based Field Experiences with Colorado Department of Education

Date Started <small>The date your educator preparation program started.</small>	<input type="text" value="mm/dd/yyyy"/>
Completion Date <small>The completion date or the expected completion date of your educator preparation program.</small>	<input type="text" value="mm/dd/yyyy"/>
District Placement <small>Select from the list where you will be placed. If you are unsure of placement, select "No Placement."</small>	<input type="text" value="No Placement"/>
Second District Placement <small>Select from the list, the second school district where you may be placed. If unknown or none – leave blank.</small>	<input type="text" value="Select"/>
Third District Placement <small>Select from the list, the third school district where you may be placed. If unknown or none – leave blank.</small>	<input type="text" value="Select"/>

Step 3: REGISTER ONLINE FOR FINGERPRINTING

Go to <https://www.identogo.com>


Click blue tab on the upper righthand corner labeled "GET FINGERPRINTED"



Scroll down to "Select a Fingerprinting Service by State" and select "Colorado" in the dropdown arrow.
Select "Go"

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Fingerprinting Instructions for All School-Based Field Experiences with Colorado Department of Education



DIGITAL FINGERPRINTING

Select a Fingerprinting Service by State

Colorado


IdentoGO Centers provide convenient, fast and accurate Live Scan fingerprinting services. Whether you are required to be fingerprinted by a government agency or for employment, our trained Enrollment Agents will ensure that your paperwork is in order, take your fingerprints, process the request and have you on your way in no time!

Scroll down to “Enrollment Services (Select an option below to get started)”

Select “Digital Fingerprinting”

Enrollment Services

Select an Option Below to Get Started



Digital Fingerprinting

Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status.





Photo Services

Many IdentoGO Centers provide professional photos for official documents such as passports, immigration documents and visas.

Select



Fingerprint Card

Fingerprint Cards are an excellent item to store in your personal records, for you and your family members.

<https://uenroll.identogo.com/workflows/111VX4>

Enter **Service Code: 25YQZV** and select “Go”

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Fingerprinting Instructions for All School-Based Field Experiences with Colorado Department of Education



English

Enter your Service Code to get started.

25YQZV 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.

COVID-19 DELAYS

[See All Important Notices](#)



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 retake.

Click on Schedule or Manage Appointment.



English

25YQZV - Colorado Educator Preparation Program

[Back to Home](#)



[Schedule or Manage Appointment](#)

Schedule an in-person appointment or change an existing appointment.

What do I need to bring to enrollment?

Find out which documents you need to bring to the enrollment center to facilitate processing.

Locate an Enrollment Center

Locate and get directions to an enrollment center near you.

Submit A Fingerprint Card by Mail

Complete the pre-enrollment information necessary to submit a fingerprint card enrollment by mail.

<https://uenroll.identogo.com/workflows/25YQZV/appointment>



Manage an existing Appointment

Complete information to register.

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Fingerprinting Instructions for All School-Based Field Experiences with Colorado Department of Education



English ▾

25YQZV - Colorado Educator Preparation Program

Essential Info

Citizenship

Personal Questions

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact UE ID / Date of Birth

Notes:

- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name

* Middle Name (or NMN if no middle name)

Once you reach "Personal Questions" make sure to select "Yes" for the question "Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment". **YOUR INSTRUCTOR WILL ISSUE YOU A ONE-TIME PAYMENT CODE.**



English ▾

25YQZV - Colorado Educator Preparation Program

Essential Info

Citizenship

Personal Questions

Personal Info

Address

* Required Fields

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

* Have you ever used an alias?

Yes No

* Is your mailing address the same as your residential address?

Yes No

* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?

NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

Yes No

✕ Cancel

← Back

Next →

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Select "Next" to enter further information and to move to the next sections. *Authorization code will be entered once you get to the payment section.*

There are two Identogo locations in Colorado Springs.

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

80918 | [Use My Location](#) [Search](#)

Location	Address	Next 7 Days	Distance
> Colorado Springs, CO	6011 E Woodmen Rd	12 appointments available	3.46 mi
> Colorado Springs, CO	1670 E Cheyenne Mountain Blvd	204 appointments available	8.49 mi
> Calhan, CO	556 Colorado Ave	7 appointments available	26.79 mi
> Canon City, CO	3245 E US Highway 50	0 appointments available	39.31 mi
> Parker, CO	11960 Lioness Way	14 appointments available	43.49 mi

Here is where you will enter the unique authorization code sent to you by your instructor:

IdentoGO English

25YQZV - Colorado Educator Preparation Program

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 [Apply Coupon](#)

25YQZV - Colorado Educator Preparation Program	\$49.50
Total Amount Due	\$49.50 <i>(non-refundable)</i>

[Cancel](#) [Back](#) [Next](#)

Step 4: Complete registration.

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THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. IN ORDER TO PAY FOR YOUR FINGERPRINTING APPOINTMENT YOUR INSTRUCTOR WILL PROVIDE YOU WITH A ONE-TIME PAYMENT CODE

Step 5: Fingerprinting Appointment:


At the Fingerprinting appointment you must have your government-issued photo ID card with you and your order ID from your registration. You will receive an electronic receipt, but you can also ask for a hard copy receipt when fingerprinting is done. **A copy of this receipt must be submitted to the College of Education. See instructions below.**

Step 6: AFTER Fingerprinting Appointment:

Go to the College of Education website: <https://coe.uccs.edu/student-resource-office/fingerprints>

-> Student Resource Office -> Fingerprinting

- 1) Select "Upload Receipts Here"



Upload Receipts Here

- **Upload a copy of your receipt from the email you received from Identogo or a clear image of your physical receipt.**
- Alternatively, you may scan (or take a CLEAR picture) and upload a copy of the paper receipt given to you during your fingerprinting appointment.

UCCS College of Education Fingerprinting Receipt Form

Student ID *	First Name *	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Program		
<input type="text"/>		
Fingerprinting Receipt		
Attach Fingerprinting Receipt *		
<input type="button" value="Browse"/>	• <u>Upload a copy of your receipt from the email you received from Identogo.</u>	
<input type="button" value="Submit"/>		

IF YOU DO NOT SUBMIT YOUR RECEIPT THE COLLEGE OF EDUCATION WILL CONTACT YOU UNTIL YOU DO.