## **Fingerprinting Instructions for <u>Clinical Mental Health</u> Candidates**

Direct questions to: the Student Resource Office <u>education@uccs.edu</u> 719-255-4996

STEP 1: To be issued a one-time payment authorization code for your fingerprinting appointment please email <u>education@uccs.edu</u> the following information.

- First and last name
- Student ID number
- Personal and UCCS email
- Phone number

\*THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. IN ORDER TO PAY FOR YOUR FINGERPRINTING APPOINTMENT PLEASE CONTACT THE STUDENT RESOURCE OFFICE TO ISSUE YOU A ONE TIME PAYMENT CODE\*

Please note – the SRO can NOT issue reimbursements for fingerprinting appointments.

### **STEP 2: REGISTER ONLINE FOR FINGERPRINTING**

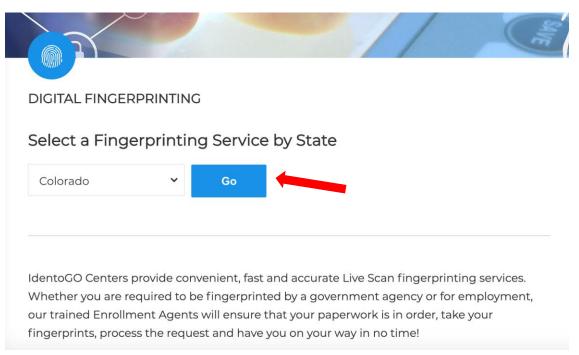
Go to https://www.identogo.com/

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



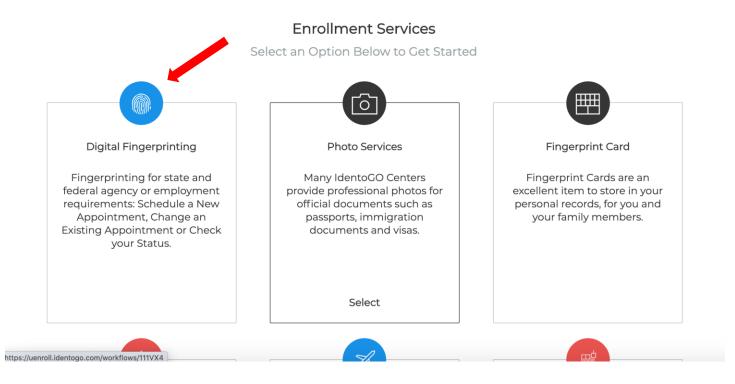
Scroll down and find "Select a Fingerprinting Service by State" and select "Colorado" in the drop down arrow.

#### Select "Go"



## Scroll down to "Enrollment Services (Select an option below to get started)"

#### Select "Digital Fingerprinting"



### Enter Service Code: 25YQ4Q and select "Go"

← → C 🔒 uenroll.identogo	.com		ବ 🛧 🔒
<b>IdentoGO</b>			English
	Enter your Service Code t	o get started.	
	25YQ4Q  Don't know your Service Co Contact your agency or click IdenIoGO® has a growing number of convenient locations across t	here.	
	A COVID 19 See All Import	ant Notices	
	eck the Status of your Service ock your status or reprint your cardscan registration form, additional help, call 855.845.7434.	Manage an existing Ap Reschedule an existing app	spointment ointment or schedule a relake.
	We provide the following additiona	al services:	
STATE	FBI		6

Click on Schedule or Manage Appointment.

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25YQZV - Colorado Educator Preparation Program	
Kerk 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.	0
https://uenroll.identogo.com/workflows/25YQZV/appointment	sisting Appointment

Complete "Essential Info" to register.

**IdentoGO** 

	Essential Info Citizenship Personal Questions
	* Required F
-	ion below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your sen
'Cancel' to exit.	
	Name / Method of Contact     UE ID / Date of Birth
Notes:	
	t finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete. atch exactly on all identification documents brought to enrollment.
<ul> <li>Legal Name must m</li> </ul>	

English

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After filling out the "Essential Info" tab you will see a "Facility" tab shown below

)				English
25YQ4Q - C	olorado FBI-Colorado VECHS	Program-NCPA/VCA VECI	H-Employee	
	Essential Info	Facility Citizenship	Personal Questions	Personal Info
			* F	Required Fields
Please enter your	information below. Then click 'Next' to continue or 'Ca	ncel' to exit.		
Enter your (	CBI Account Number (CONCJ****)			
* CBI Account	Number			
CONCJ5651		Q Search		
Or search h	y your Account City or Name			
Account City	Account Name	۵		
Account city			Search	
ID	Name	Address	City	▲
CONCJ5651	UNIVERSITY OF COLORADO - COLORADO SPRINO	3S 1420 AUSTIN BLUFFS PKWY	COLORADO SPRINGS	~
				-
4				

When asked for CBI account number use: CONCJ5651

then click "SEARCH" UCCS should show up; click "Next"

You should be taken to the next page called "Citizenship". Fill out the "Citizenship" page and click "Next"

25YC	Q4Q - Colorado FBI-Co	olorado VECHS	Program-NC	PA/VCA VECH-E	mployee		
	Essential Info	Facility	Citizenship	Personal Questions	Personal Info	Address	
						* Required Fields	
	se enter your information below. Then cl	ick 'Next' to continue or 'Ca	ncel' to exit.				
Citi	izenship						
* C	Country of Birth			7			
l l	United States		```	•			
Cit	ty of Birth			_			
* S	State/Province of Birth						
(	Colorado		`	•			
* C	Country of Citizenship						
t	United States		``	•			
×	¢ Cancel				< Back	Next >	
		20	17 © IdentoGO®. All rights rese Privacy Policy	ved			

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". The Student Resource Office (SRO) will issue a one time payment code to you when you provide your student ID number, email, and phone number to them in the form of an email to <u>education@uccs.edu</u>.

\*THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. IN ORDER TO PAY FOR YOUR FINGERPRINTING APPOINTMENT PLEASE CONTACT THE STUDENT RESOURCE OFFICE TO ISSUE YOU A ONE TIME PAYMENT CODE\*

<b>IdentoGO</b>	English 🗸
25YQZV - Colorado Educator Preparation Program	
Essential Info Citizenship Personal Questions	Personal Info Address
Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.	* Required Fields
* Have you ever used an alias?	Ves 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 >

Select "Next"

Please continue to fill out the "Personal Info", "Address", and "Documents" page.

Once you get to the "Location" page, fill in your zip code to see the fingerprinting locations closest to you. There are two locations in Colorado Springs.

Select your location and click "Next".

918	Vuse My Location	Q 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

\*THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. IN ORDER TO PAY FOR YOUR FINGERPRINTING APPOINTMENT PLEASE CONTACT THE STUDENT RESOURCE OFFICE TO ISSUE YOU A ONE TIME PAYMENT CODE\* The "Payment" page will appear next.

Use onetime payment code Authorization Code \_\_\_\_\_\_and select "Apply Coupon" then select "Next".

<b>IdentoGO</b>		English V
25YQZV - Colorado Educator Preparation Pr	ogram	
Documents         Location           Enter Payment Information         Please enter your payment information below. Then click 'Next' to complete your to the payment information below.	Payment Date and Time transaction or 'Cancel' to exit.	* Required Fields
Apply Authorization Code Authorization Code Apply Coupon	25YQZV - Colorado Educator Preparati Total Amount Due	on Program \$49.50 \$49.50 (non-refundable)
X Cancel	< B	ack Next >

(\*Authorization Codes are assigned by the SRO--Student Resource Office)

Next, you will select the "Date and Time" of your fingerprinting appointment.

**STEP 3**: Complete registration; screen shot order number and appointment date and time and send to <u>education@uccs.edu</u> as confirmation of appointment.

<b>IdentoGO</b>						English	~
25	YQ4Q - Colorado FBI-C	olorado VECHS	Program-NCP/	A/VCA VECH-En	nployee		
а	Documents Belect a preferred date and time for your a ppointment for the available times or all a	ppointments are booked, cli	ck the 'Back' button below,		* Require xit. If you are unable to make an		
	Appointment Date and Time ( Select Date Tuesday, Oct 27th	Select Time	ved by default)				
	Location Details: Q IdentoGO 1670 E Cheyenne Mountain Blvd Ste F Colorado Springs, CO 80906-4002						
(	× Cancel				< Back Sub	mit >	

At Fingerprinting Appointment:

<u>You will receive an electronic receipt, but you can also ask for a hard copy receipt when fingerprinting is done</u>. <mark>A copy of this receipt needs to be submitted to the Student Resource Office in the College of Education.</mark>

# **Step 4: AFTER** Fingerprinting Appointment:

- Go to the College of Education website → <u>https://www.uccs.edu/coe/</u> → Student Resource Office → Fingerprinting
- 2) Scroll down and select the "Upload Receipts Here" tab

UCCS College of Educ	ation Fingerprinting Receip	t Form
Student ID*	First Name*	Last Name*
Academic Program		
Attach Fingerprinting Receipt *		
Submit		

3) Please fill out the form to include your Student ID, First and Last Name, and upload a copy of your receipt from the email you received from Identogo. Alternatively, you may scan (or take a picture) and upload a copy of the paper receipt given to you during your fingerprinting appointment.

Please contact the Student Resource Office with any questions or concerns at <u>education@uccs.edu</u> or 719-255-4996.