Fingerprinting Instructions for All <u>School-based</u> Field Experiences

Direct questions to: Student Resource Office education@uccs.edu 719-255-4996

STEP 1: To be issued a one-time payment authorization code for your fingerprinting appointment please email education@uccs.edu 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.

<u>BEFORE</u> you get fingerprinted:

 Create a permanent eLicensing account on Colorado Department of Education: (critical step; your fingerprints are tied to this account)

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

1) Scroll down to
   "How Do I Submit Fingerprints as a Field Experience Student"

How Do I Submit Fingerprints as a Field Experience Student?

You must be enrolled in an approved traditional Colorado educator preparation program and must already be placed, or 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 eLicensing system, or, ensure 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 file the results in and you may need to repeat the process after you have created this account.

   Log in to eLicensing

2. Schedule your fingerprinting appointment with one of CBI's approved fingerprinting vendors.
3. Gather the following:

   - A digital image of your valid college/university student ID card which clearly displays your student ID number
   - The name of the school district(s) or charter school(s) where you will be or have been placed in for your field experience

4. Submit the required Field Experience Background Information Form as soon as you have submitted your fingerprints. **This form must be submitted AFTER you submit your fingerprints.**

   Field Experience Background Form

2) 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.

NEXT: REGISTER ONLINE FOR FINGERPRINTING

Go to identogo.com

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

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

Select "Go"

DIGITAL FINGERPRINTING

Select a Fingerprinting Service by State

| Colorado | Go |

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"

Click on Schedule or Manage Appointment.

Complete information to register.

IdentoGO

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". **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 education@uccs.edu.**

IdentoGO

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?   ● Yes   ◯ No
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.

✖ Cancel   ‹ Back   Next ›

Select "Next"

Use Authorization Code _____ and select "Next"

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

There are two Identogo locations in Colorado Springs.

Complete registration; **screen shot order number and appointment date and time and send to education@uccs.edu as confirmation of appointment.**

THIRD: Fingerprinting Appointment:

At 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 needs to be submitted to the Student Resource Office in the College of Education.**

AFTER   Fingerprinting:

Go to the College of Education website → https://coe.uccs.edu/student-resource-office/fingerprints → Student Resource Office → Fingerprinting

1) Scroll down and select the "Upload Receipts Here" tab

UCCS College of Education Fingerprinting Receipt Form

Student ID*

First Name*

Last Name*

Academic Program

Fingerprinting Receipt

Attach Fingerprinting Receipt*

Browse

Submit

2) 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.
3) Go back to CDE website to your permanent account to fill out your Field Experience Background Information Form. Choose districts to which you are assigned or hope to be assigned. This allows districts to verify your fingerprint information.