

Fingerprinting Instructions for All School-based 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.

BEFORE 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>

The screenshot shows the Colorado Department of Education (CDE) website. At the top, there is a navigation bar with the CDE logo, the text 'COLORADO Department of Education', a search bar, and a 'SITE INDEX' link. Below this is a horizontal menu with links for 'FAMILIES', 'EDUCATORS', 'DISTRICTS', 'COMMUNITIES', and 'SCHOOLview®'. A large teal banner below the menu contains a red medical kit icon and the text 'STAY INFORMED: Visit CDE's COVID-19 Resources for Schools page'. The main content area is divided into two columns. The left column has a 'Home' link and a heading 'Fingerprinting for Field Experience Educators (Student Teachers)'. Below this is a 'Jump to:' section with three links: 'Definitions', 'How Do I Submit Fingerprints as a Field Experience Student?' (highlighted with a red arrow), and 'Frequently Asked Questions'. The right column contains a vertical list of links: 'Educator Talent Home', 'Preparation', 'Licensing', 'Educator Effectiveness', 'Development', 'Principal Resources', 'Early Childhood Workforce Development', and 'Colorado Teaching Jobs'.

- 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.

Select





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.

Select

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





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

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.

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.



Complete information to register.

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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.**

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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 >

Select "Next"

Use Authorization Code _____ and select "Next"

IdentoGO

English

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DocumentsLocationPaymentDate and Time

Enter Payment Information

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 (non-refundable)

Cancel

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Next

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

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

Cancel

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Next

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

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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 *

- 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.