Program Coordinators will contact the Student Resource Office with a list of approved students who are authorized for a payment authorization code to move forward and complete fingerprinting and background checks with the Colorado Bureau of Investigation. From this approved list, the Student Resource Office (education@uccs.edu) will email students individually with a one-time payment authorization code to UCCS email accounts. UCCS email is the official means of communication, so please check this account for your authorization code and any future communication regarding this process.

THIS AUTHORIZATION CODE IS YOUR FORM OF PAYMENT Please note – the College of Education does NOT issue reimbursements for fingerprinting appointments.

STEP 1: 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"



Select "Digital Fingerprinting"





Complete "Essential Info" to register.

IdentoGO		English 🗸
5YQZV - Colorado Educator Preparatio	on Program	
	Essential Info Citizenship Personal Qu	uestions
		* Required Field
lease enter your information below (letters, spaces, hyphens (-), an r 'Cancel' to exit.	nd apostrophes (') are allowed in name fields). Then click 'Next' to check the	e status of your service
Name / M		
Notes:		
Notes: • Important! You must finish the registration process to be fingerpri- • Legal Name must match exactly on all identification documents	rinted. You will receive an email or confirmation number when registration is comp brought to enrollment.	plete.
Notes: • Important! You must finish the registration process to be fingerprive Legal Name must match exactly on all identification documents • Remember the phone numbers and/or email address provided by	rinted. You will receive an email or confirmation number when registration is comp brought to enrollment. below, as they will be used to retrieve your information during your in-person enro	plete. Ilment.
Notes: • Important! You must finish the registration process to be fingerpri- • Legal Name must match exactly on all identification documents • Remember the phone numbers and/or email address provided b Legal Name	rinted. You will receive an email or confirmation number when registration is comp brought to enrollment. below, as they will be used to retrieve your information during your in-person enro	plete. Ilment.

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

	Ess	ential Info	Facility	Citizenship	Personal Question	s Personal Info
						* Required Fields
Please enter your	information below. Then click 'N	Next' to continue or 'Cance	l' to exit.			
Enter your (CBI Account Number (CONCJ****)				
* CBI Account	Number					
CONCJ5651			O Search			
			Q Search			
Or search b	y your Account City or	Name	Gearch			
Or search b	y your Account City or	Name Account Name				
Or search b	y your Account City or	Name Account Name		Q Se	arch	
Or search b Account City ID	ny your Account City or Name	Account Name	Address	QS	arch City	

English

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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"

Looning	Onizonomp	T choonar adoonono		
			* Required	d Fields
Please enter your information below. Then click 'Next to continu	ie of "Cancel to exit.			
Citizenship				
* Country of Birth				
United States	*			
City of Birth				
* State/Province of Birth				
Colorado	~			
* Country of Citizenship				
United States	~			
(* Cancel			(Back Navt	
- Cancer			Next	

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 onetime payment code to you via email from <u>education@uccs.edu</u>.

English

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THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT.



5YQZV - 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.	O 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	♥ Use 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. *

The "Payment" page will appear next.

Use onetime payment code Authorization Code ______and select "Apply Coupon" then select "Next".

English 🗸

	Location		Payment		Date and Time	\geq	
on						*	Required Field
ment information be	low. Then click 'Next'	to complete yo	ur transaction or 'Ca	incel' to e	xit.		
ation Code					25YQZV - Colorado Edu	cator Preparation Program	\$49.50
					Total Amount Due	outor rioparation riogram	\$49.50
	Apply Coupon				Total Amount Due		\$49.00
	ment information be ation Code	on ment information below. Then click 'Next' ation Code Apply Coupon	on ment information below. Then click 'Next' to complete yo ation Code Apply Coupon	on ment information below. Then click 'Next' to complete your transaction or 'Ca ation Code	on ment information below. Then click 'Next' to complete your transaction or 'Cancel' to e ation Code	an ment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit. ation Code 25YQZV - Colorado Edu Total Amount Due	on ment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit. ation Code 25YQZV - Colorado Educator Preparation Program Total Amount Due

The Student Resource Office (SRO) will issue a onetime payment code to you via email from <u>education@uccs.edu</u>.

THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT.

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

STEP 2: Complete registration; screen shot order number and appointment date and time and send to <u>education@uccs.edu</u> as confirmation of appointment.

Idento GO	English V
25YQ4Q - Colorado FBI-Colorado VECHS Program-NCPA/VCA VECH-Employee	
Address Documents Location Date and Time * Required Field Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location. Appointment Date and Time (first available displayed by default) Select Date Select Time Tuesday, Oct 27th 09.20 AM Location Details: (dentoGO 1670 E Cheyenne Mountain Blvd Ste F Colorado Springs, CO 80906-4002 Colorado Springs, CO 80906-4002 December 200 <l< th=""><th>5</th></l<>	5
Cancel Cancel Submit >	

Step 3: 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 Student Resource Office in the College of Education, instructions below.

Step 4: AFTER Fingerprinting Appointment:

Go to the College of Education website \rightarrow <u>https://coe.uccs.edu/student-resource-office/fingerprints</u> \rightarrow Student Resource Office \rightarrow Fingerprinting

1) Scroll down and select "Upload Receipts Here"

€ → G	Coe.uccs.edu/student-resource-office/fingerprints
ABC	DUT ACCREDITATION DEGREES AND PROGRAMS STUDENT RESOURCE OFFICE ALUMNI, FRIENDS & GIVING NEWS AND EVENTS CONTACT US
	Click here for UCCS information on Coronavirus (COVID-19)
Finę	gerprints GERPRIN
	Fingerprinting Instructions for School-Based Students
	Fingerprinting Instructions for Clinical Mental Health Students
	Upload Receipts Here

- Please fill out the following form
- 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.

UCCS College of Educ	ation Fingerprinting Rece	eipt Form	
Student ID*	First Name *	Last Name *	
Academic Program			
Fingerprinting Receipt			
Attach Fingerprinting Receipt *	• <u>Upload a cop</u>	<mark>y of your receipt from the</mark>	
	email you rec	eived from Identogo.	
Submit			