Fingerprinting Instructions for <u>Campus Connections</u>

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".

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

Fingerprinting Instructions for <u>Campus Connections</u>

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

Select "Digital Fingerprinting"
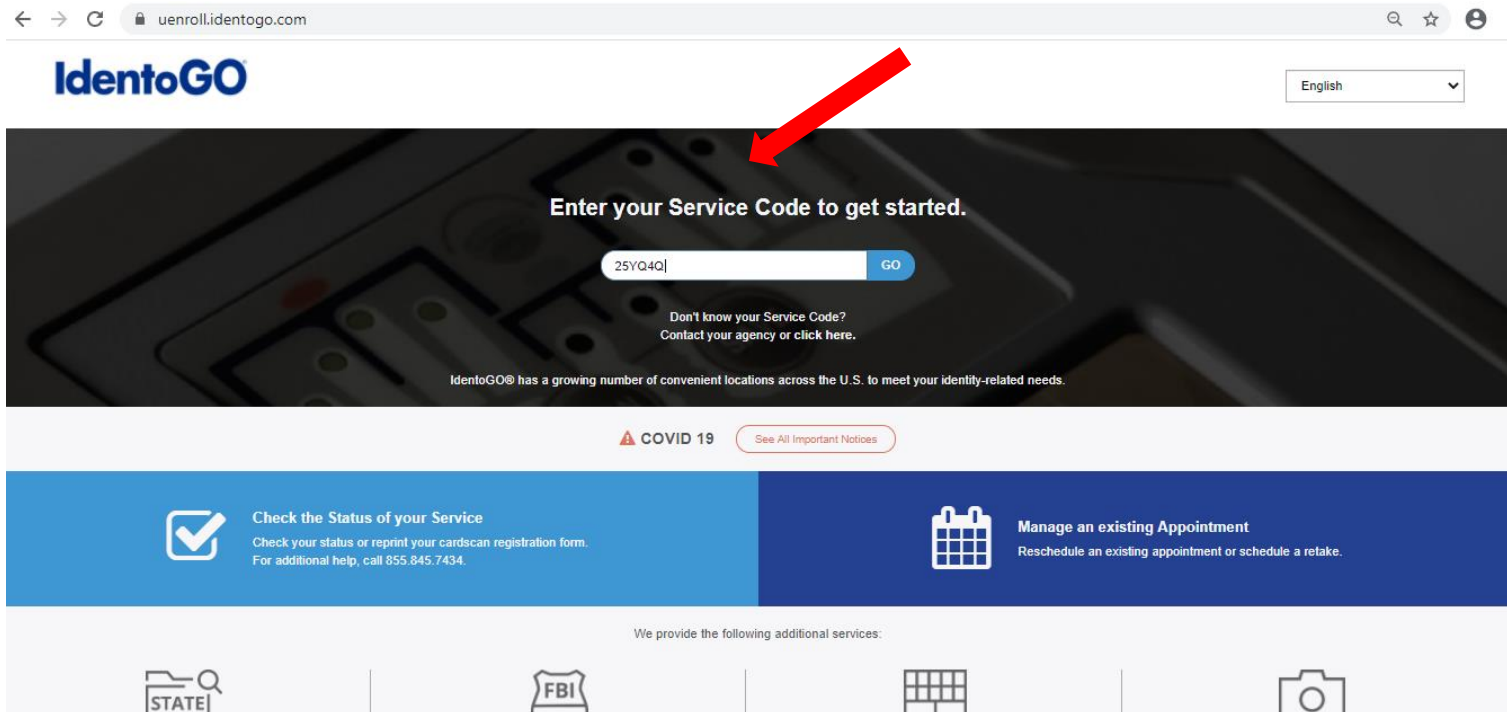
Enter **Service Code: 25YQ4Q** and select "Go"

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Fingerprinting Instructions for <u>Campus Connections</u>

Click on Schedule or Manage Appointment.

Complete "Essential Info" to register.

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Fingerprinting Instructions for <u>Campus Connections</u>

IdentoGO®

25YQZV - Colorado Educator Preparation Program

| Essential Info | Citizenship | Personal Questions |

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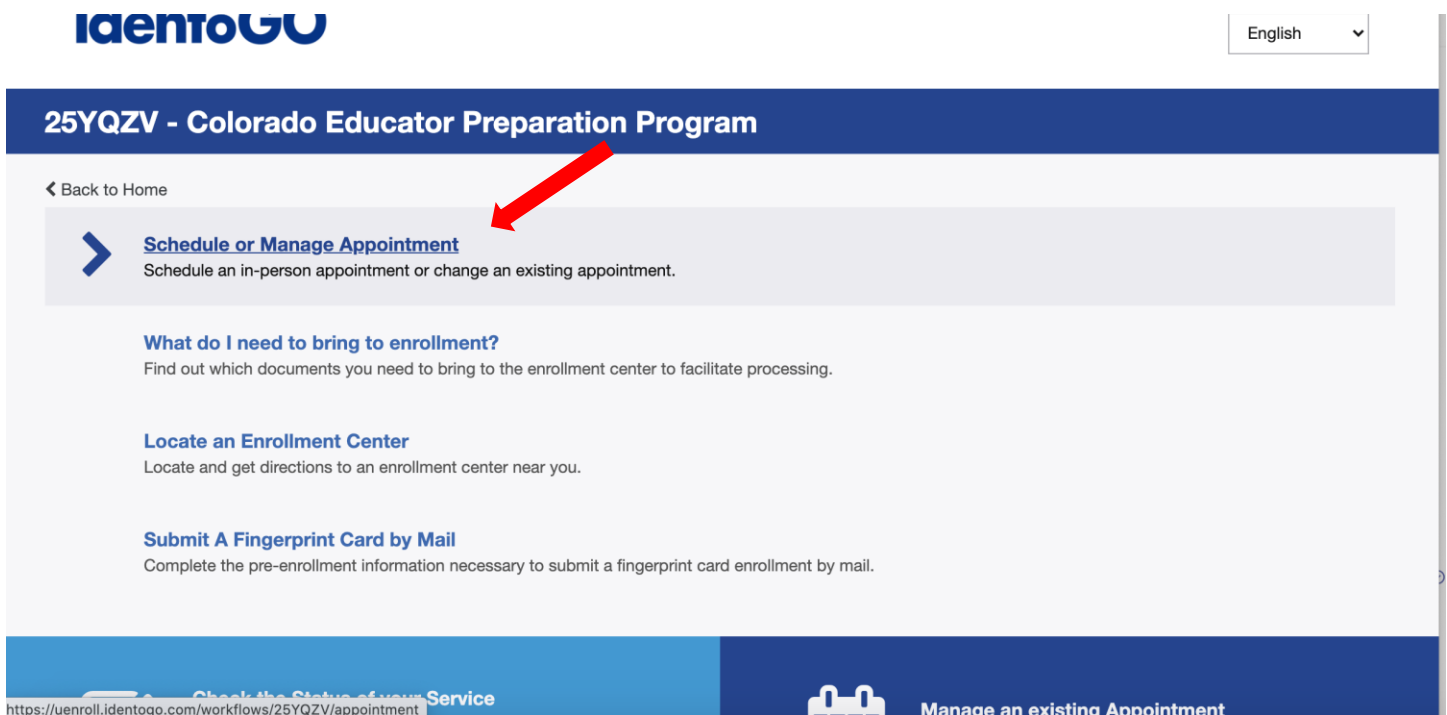
Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

◉ 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)

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

IdentoGO®

English ▾

25YQ4Q - Colorado FBI-Colorado VECHS Program-NCPA/VCA VECH-Employee

| Essential Info | Facility | Citizenship | Personal Questions | Personal Info |

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Enter your CBI Account Number (CONCJ****)

* CBI Account Number

CONCJ5651   🔍 Search

Or search by your Account City or Name

Account City

Account Name

🔍 Search

ID	Name	Address	City	
CONCJ5651	UNIVERSITY OF COLORADO - COLORADO SPRINGS	1420 AUSTIN BLUFFS PKWY	COLORADO SPRINGS	✔

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"

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Fingerprinting Instructions for Campus Connections

25YQ4Q - Colorado FBI-Colorado VECHS Program-NCPA/VCA VECH-Employee

Essential Info → Facility → Citizenship → Personal Questions → Personal Info → Address

* Required Fields

Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit.

Citizenship

* Country of Birth
United States

City of Birth

* State/Province of Birth
Colorado

* Country of Citizenship
United States

✖ Cancel   ‹ Back   Next ›

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Privacy Policy

==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 AUTHORIZATION CODE IS YOUR FORM OF PAYMENT AND WILL BE ISSUED TO YOU BY YOUR INSTRUCTOR.*==

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"

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

Fingerprinting Instructions for <u>Campus Connections</u>

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".

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   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

✖ Cancel   ‹ Back   Next ›

*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".

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Fingerprinting Instructions for <u>Campus Connections</u>

<mark>***THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT.***</mark>

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

<u>STEP 2</u>: Complete registration.

<u>Step 3:</u> <u>Fingerprinting Appointment:</u>

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. <mark>**A copy of this receipt must be submitted to the Student Resource Office in the College of Education, instructions below.**</mark>

<u>Step 4:</u> **AFTER** <u>Fingerprinting Appointment:</u>

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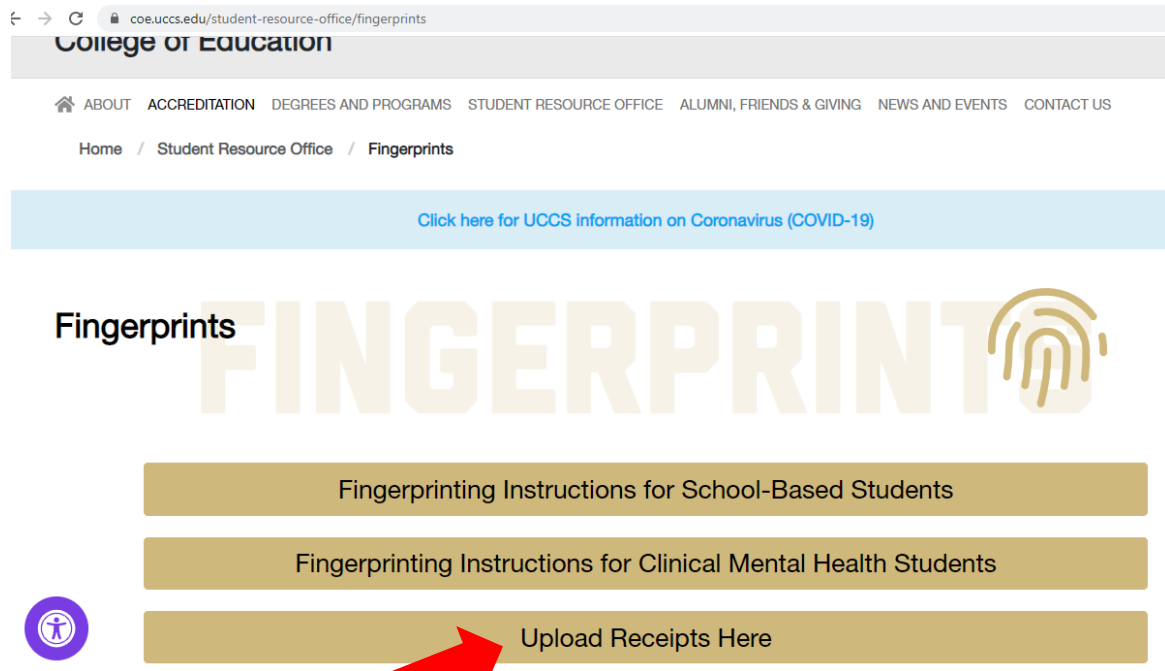
⌂⊙ Student Resource Office -> Fingerprinting

   1) Scroll down and select "Upload Receipts Here"

Direct questions to: Student Resource Office <u>education@uccs.edu</u> 719-255-4996
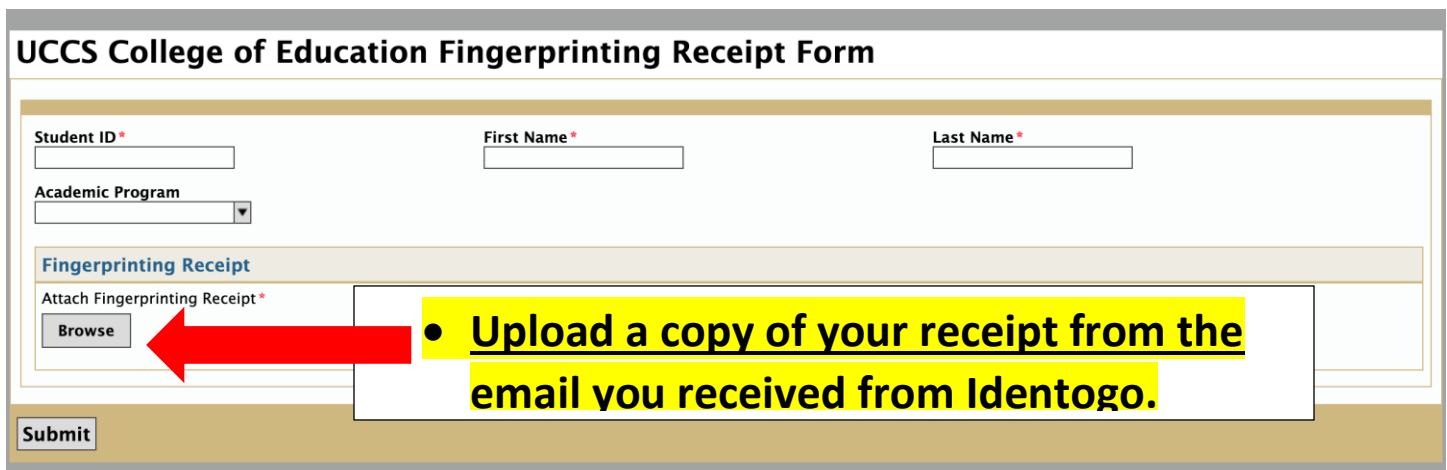
Fingerprinting Instructions for <u>Campus Connections</u>

- Please fill out the following form
- ==**<u>Upload a copy of your receipt from the email you received from Identogo.</u>**==
- Alternatively, you may scan (or take a CLEAR picture) and upload a copy of the paper receipt given to you during your fingerprinting appointment.

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Fingerprinting Instructions for <u>Campus Connections</u>

IF YOU DO NOT UPLOAD AN IMAGE OF YOUR RECIEPT THE STUDENT RESOURCE OFFICE WILL CONTACT YOU UNTIL YOU DO.