Fingerprinting Instructions for All School-Based Field Experiences with Colorado Department of Education

*THIS AUTHORIZATION CODE IS YOUR FORM OF PAYMENT*

Please note – the College of Education does NOT issue reimbursements for fingerprinting appointments and your authorization code will not work if you have already scheduled your appointment.

**BEFORE** you get fingerprinted:

**Step 1:** Create a permanent lifetime “COOL” account on Colorado Department of Education (CDE): (critical step; your fingerprints are tied to this account).

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

- Scroll down to or click on “How Do I Submit Fingerprints as a Field Experience Student”
- Read the instructions
- Select “Log in to COOL” to Register for your lifetime CDE “COOL” account
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How Do I Submit Fingerprint as a Field Experience Student?
You must be enrolled in an approved traditional Colorado educator preparation program and 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 COOL system or verify 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 in which to file the results.

   ![Login to COOL]

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. Complete the "Programs" section in your COOL account. (Log in to COOL via the button above, select "My Profile" in the blue header (above your name) and then "Programs" in the Preparation section.)

- Create your lifetime account through CDE’s “COOL” account by selecting “Register”.

- The following page will ask you enter in the following personal information. Please fill out this page to see if you already have a CDE account.
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If you do NOT have a CDE account, select “Create new account”

- 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.
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- After creating your “COOL” account, you will receive a confirmation text message to confirm your phone number and the following page will appear.

- **Step 2:** Save UCCS as your school preparation program. Select “My Profile”

- Look at the left-hand side of the screen. Scroll down to “Preparation” then select “Programs”

- Select “Add Program”

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To fill out the next step, you must know where your field placement is taking place OR select “No Placement”

- Select “University of Colorado-Colorado Springs” as your school
- Enter your Student ID number under “School Identification Number”

Under “COMPLETION DATE” DO NOT PUT THE DATE OF GRADUATION. PUT THE DATE YOUR DEGREE WILL BE POSTED ON YOUR TRANSCRIPT. If your completion date changes, you may go back into your account and change the date. When in doubt, put June 1st.

Please refer to the Office of the Registrar website to find the date in which your degree will be posted. [https://registrar.uccs.edu/transcripts](https://registrar.uccs.edu/transcripts)
Step 3: REGISTER ONLINE FOR FINGERPRINTING

Go to identogo.com

Click blue tab on the upper righthand corner labeled “GET FINGERPRINTED”

Scroll down to “Select a Fingerprinting Service by State” and select “Colorado” in the drop down arrow.
Select “Go”
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**DIGITAL FINGERPRINTING**

Select a Fingerprinting Service by State

Select “Digital Fingerprinting”

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”

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

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Click on Schedule or Manage Appointment.

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Complete information to register.

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“. **YOUR INSTRUCTOR WILL ISSUE YOU A ONE TIME PAYMENT CODE.**

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Select “Next” to move to the next section. Authorization code will be entered once you get to the payment section.

There are two Identogo locations in Colorado Springs.

Here is where you will enter the unique authorization code sent to you by the SRO:

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Step 4: Complete registration.

*THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. IN ORDER TO PAY FOR YOUR FINGERPRINTING APPOINTMENT YOUR INSTRUCTOR WILL PROVIDE YOU WITH A ONE TIME PAYMENT CODE*

Step 5: 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 needs to be submitted to the Student Resource Office in the College of Education, instructions below.

Step 6: AFTER Fingerprinting Appointment:

Go to the College of Education website: https://coe.uccs.edu/student-resource-office/fingerprints

-> Student Resource Office -> Fingerprinting

1) Scroll down and select “Upload Receipts Here”

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• Please fill out the following form
• **Upload a copy of your receipt from the email you received from Identogo or a clear image of your physical receipt.**

IF YOU DO NOT SUBMIT YOUR RECEIPT THE STUDENT RESOURCE OFFICE WILL CONTACT YOU UNTIL YOU DO.

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