**Fingerprinting Instructions for All School-based Field Experiences**

**Direct questions to: Student Resource Office** [**education@uccs.edu**](mailto:education@uccs.edu) **719-255-4996**

**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**](http://www.cde.state.co.us/cdeprof/studentteaching)

1. Scroll down to

“How Do I Submit Fingerprints as a Field Experience Student”

1. 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 **identogo.com**

Click on blue tab on right “GET FINGERPRINTED” go to pull-down menu to Colorado click GO

Scroll down and click on box for Digital Fingerprinting

Enter **Service Code: 25YQZV**

Click on Schedule or Manage Appointment. Complete information to register.

Use Authorization Code

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

Complete registration; make note of the order number and appointment date and time

**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:

1. Go to the College of Education website 🡪 <https://www.uccs.edu/coe/> 🡪 Student Resource Office 🡪 Fingerprinting
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.