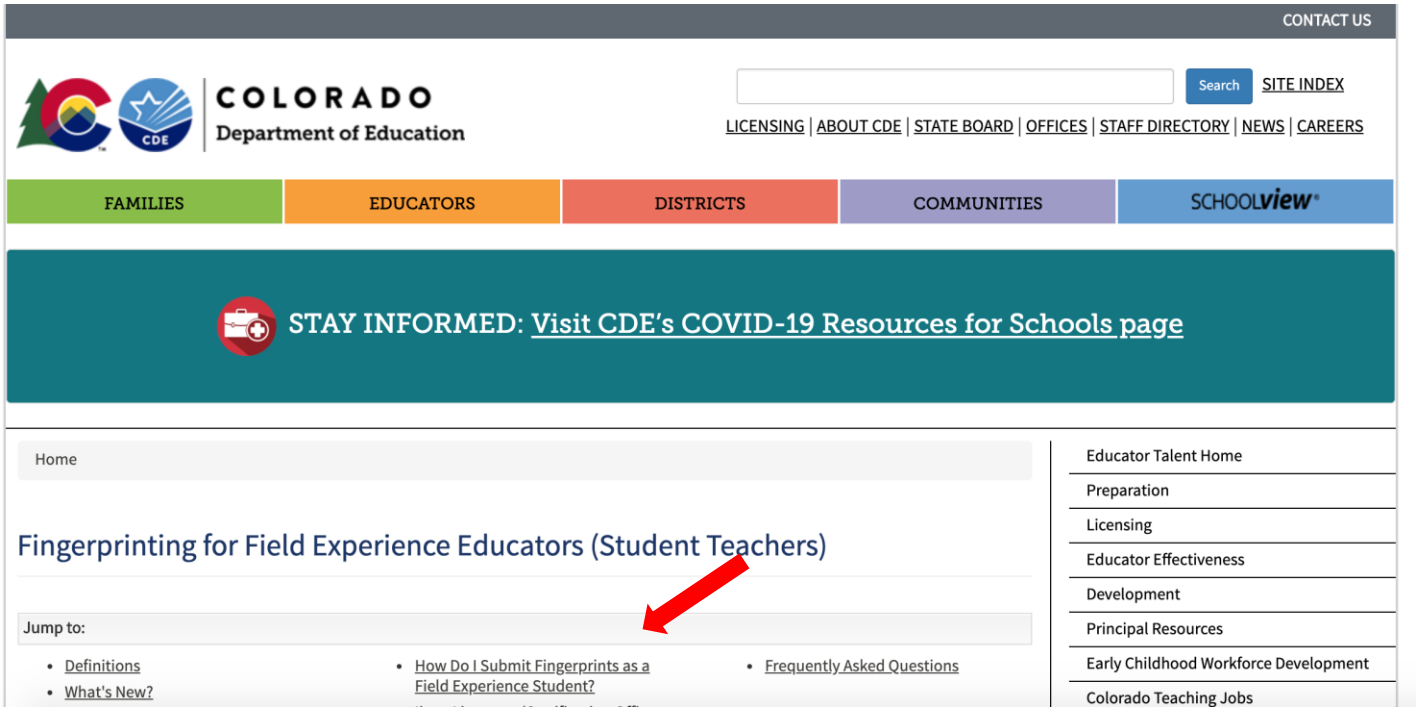
Fingerprinting Instructions for All School-based Field Experiences

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

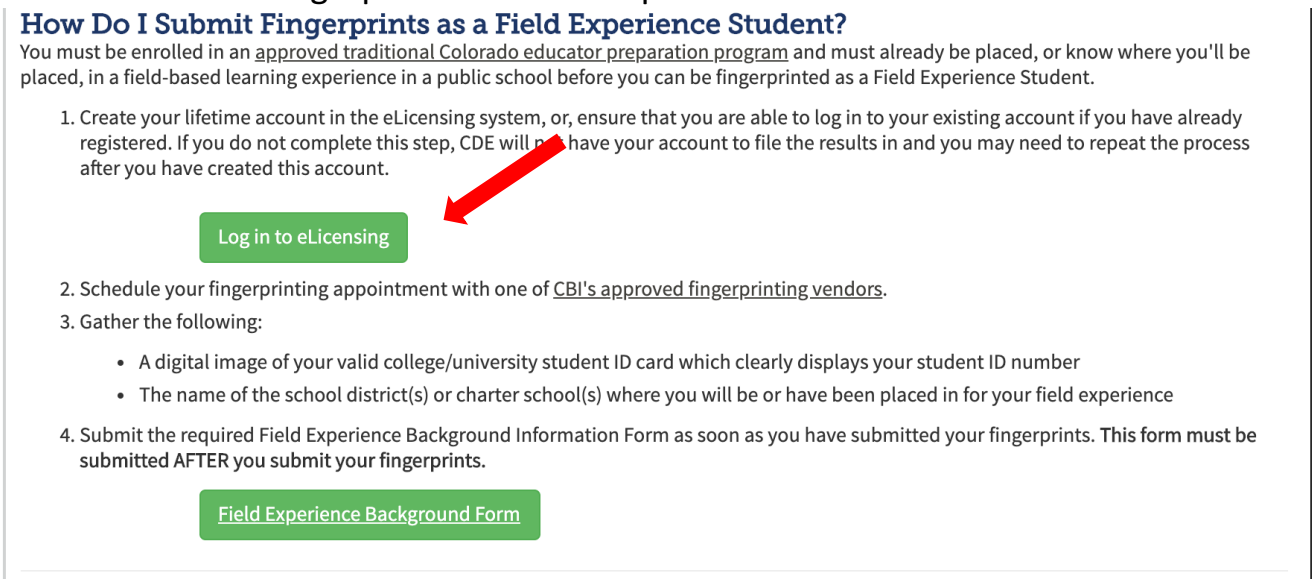
BEFORE you get fingerprinted:

Create a permanent eLicensing account on Colorado Department of Education: (critical step; your fingerprints are tied to this account)

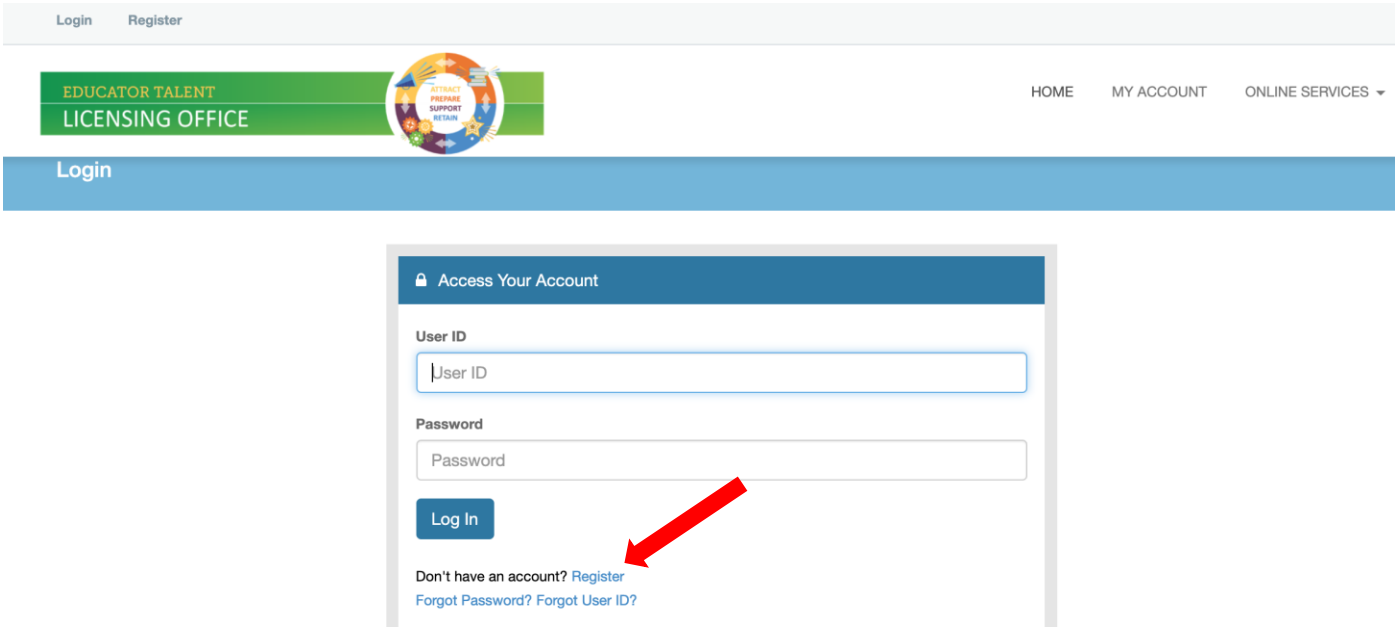
http://www.cde.state.co.us/cdeprof/studentteaching



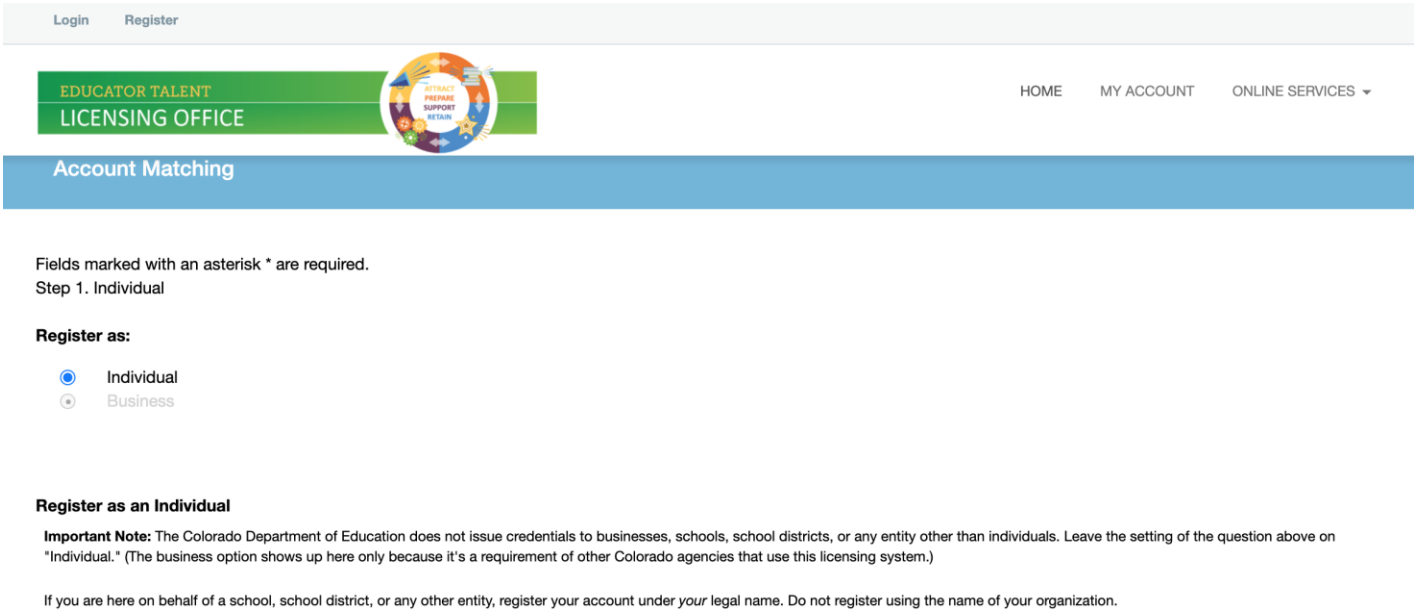
1) Scroll down to
"How Do I Submit Fingerprints as a Field Experience Student"

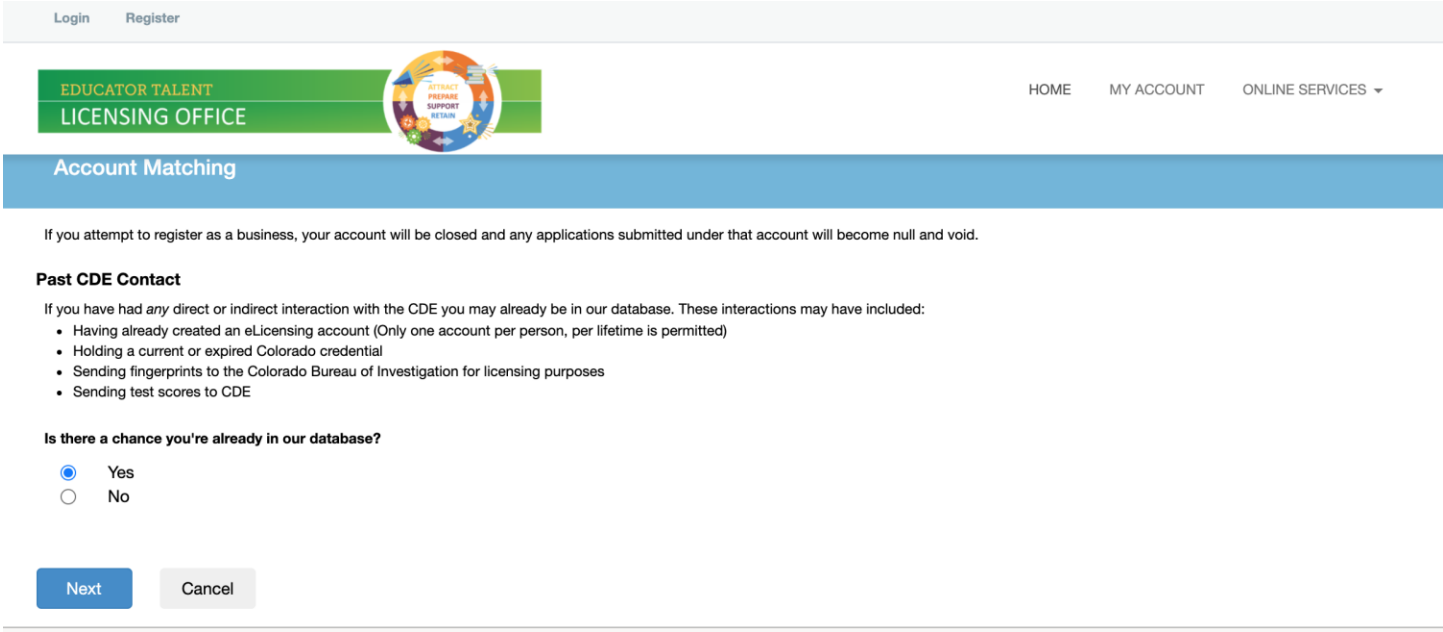


2) After clicking on the “Log in to eLicensing” button, it will take you to this page. Make sure to “Register” for your lifetime account with CDE.

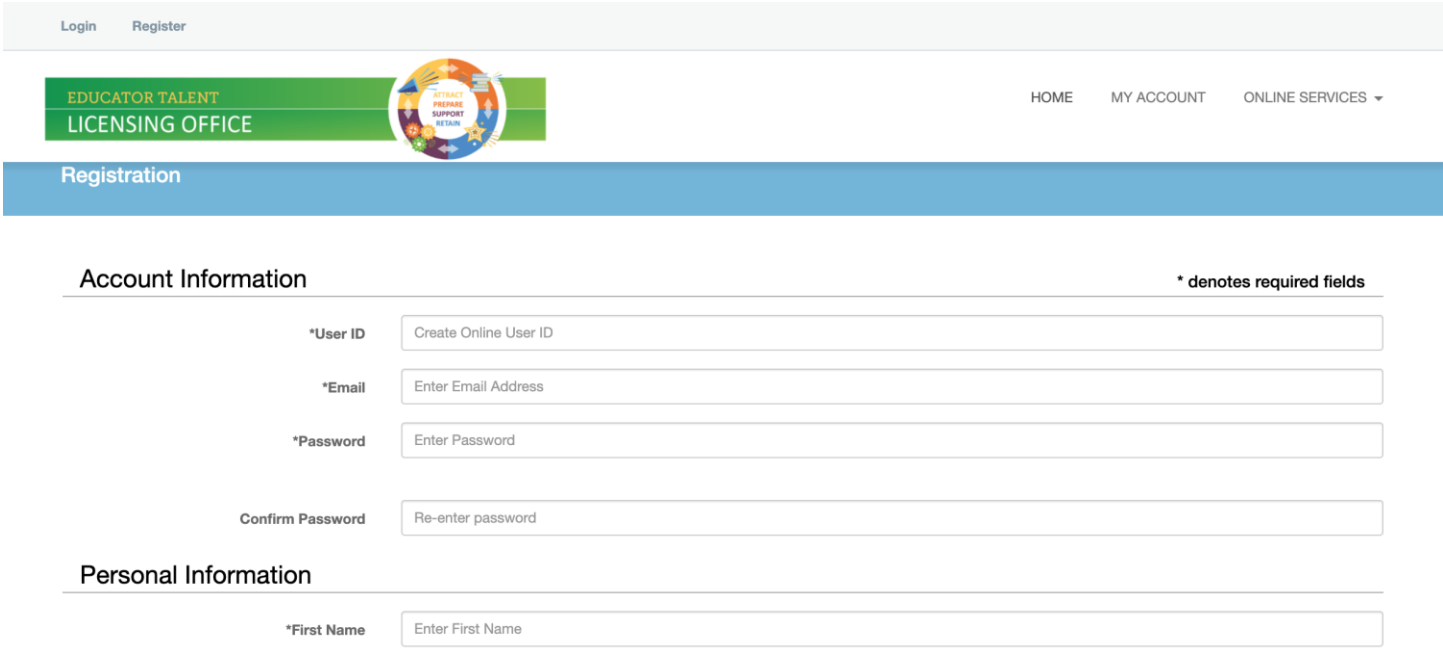


You will also see this page letting you know you will only be permitted **one** CDE lifetime account.





3) 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. Also note, you must verify your email address to make the account "active. Please choose an email you have easy access to.



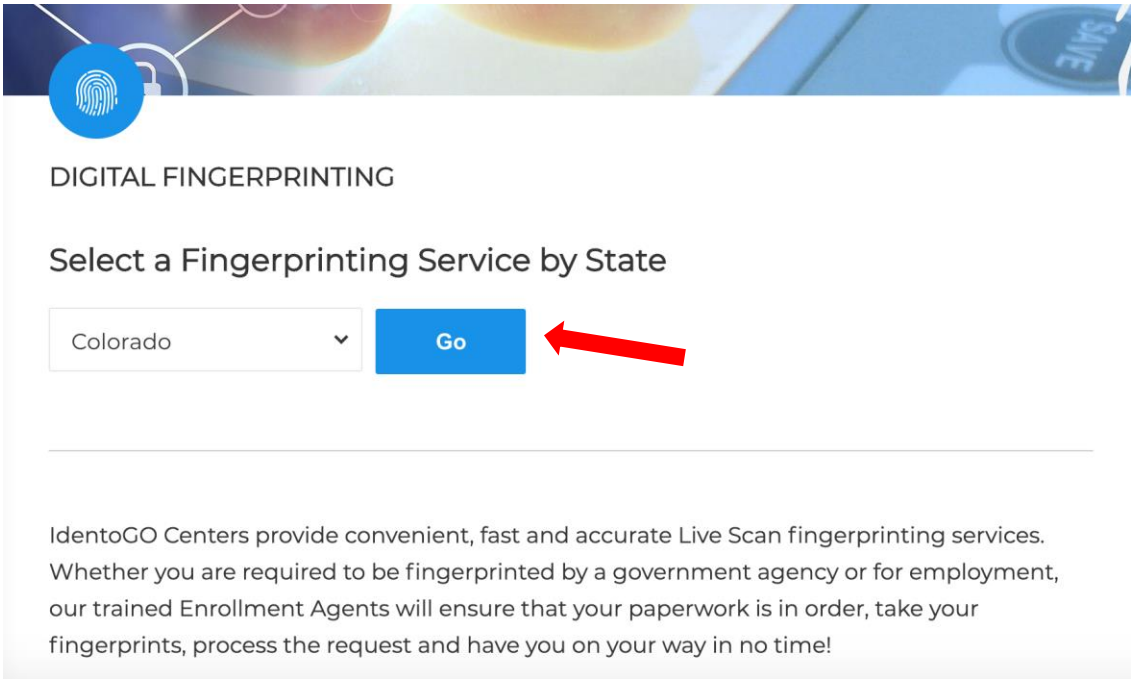
NEXT: REGISTER ONLINE FOR FINGERPRINTING

Go to https://www.identogo.com/

Click on blue tab on the upper righthand corner labeled "GET FINGERPRINTED"

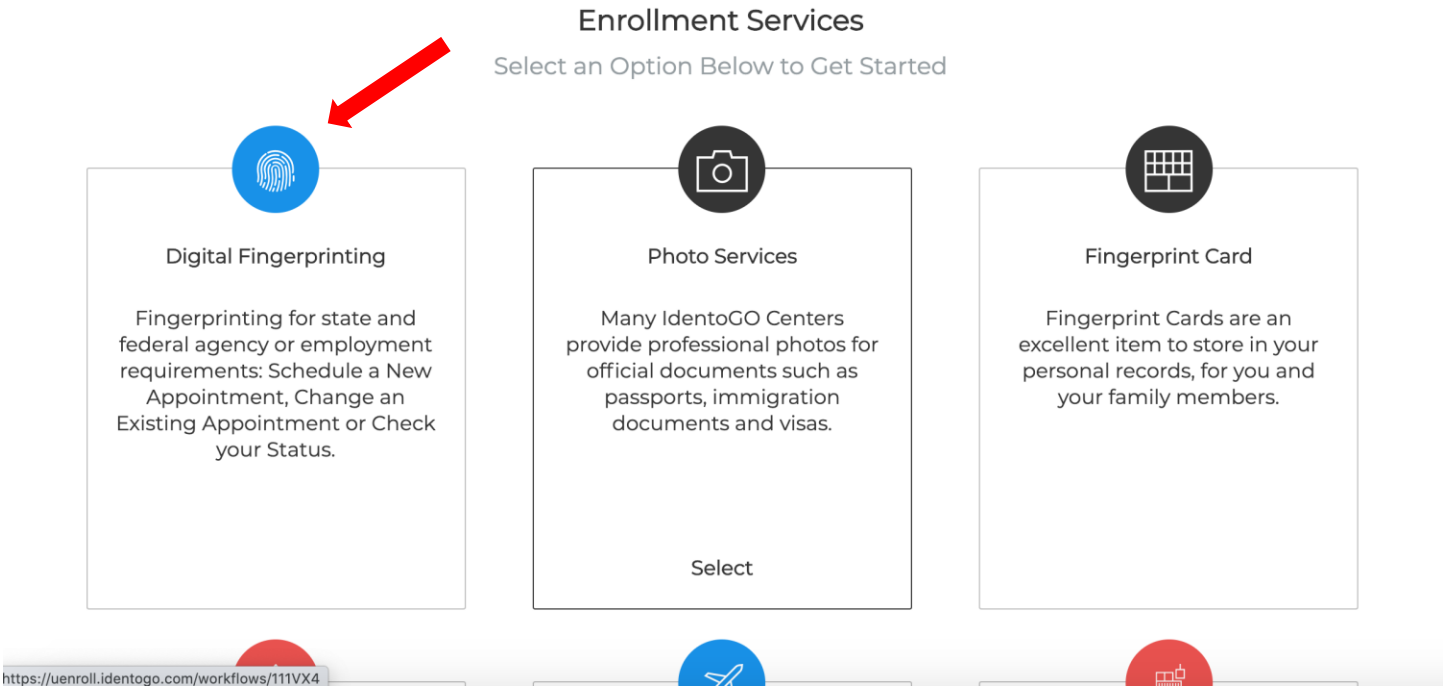
Scroll down and find “Fingerprinting Service by State” and select “Colorado” in the drop down arrow.

Select “Go”



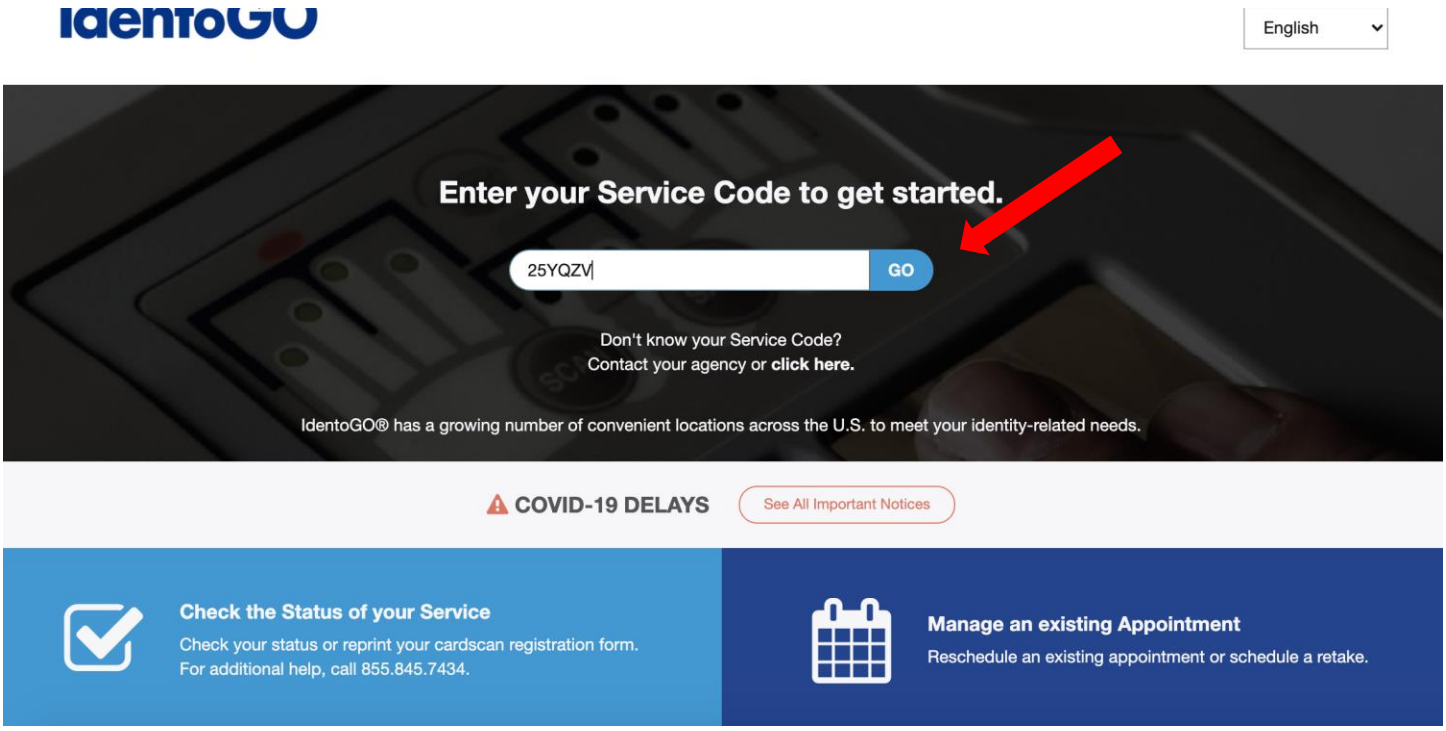
Scroll down to “Enrollment Services (Select an option below to get started)”

Select “Digital Fingerprinting”

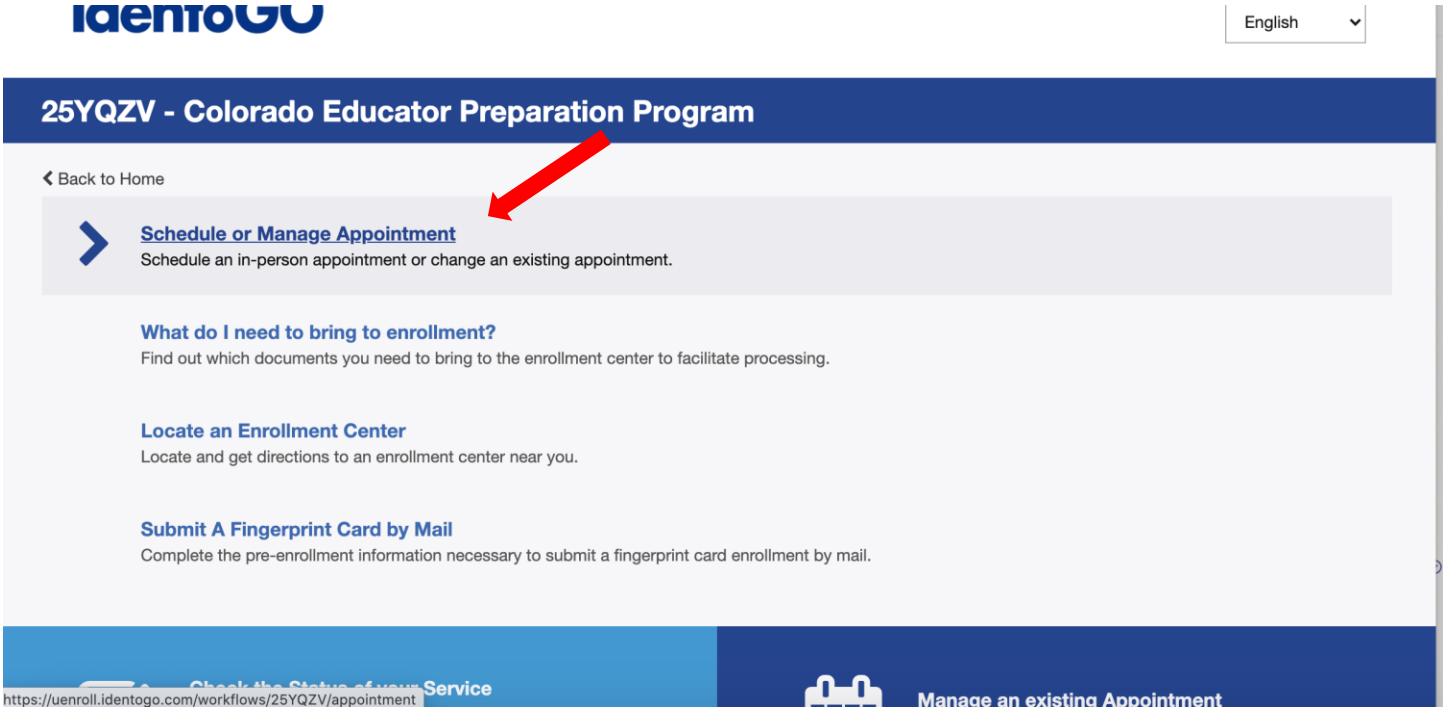


Enter **Service Code:** 25YQZV

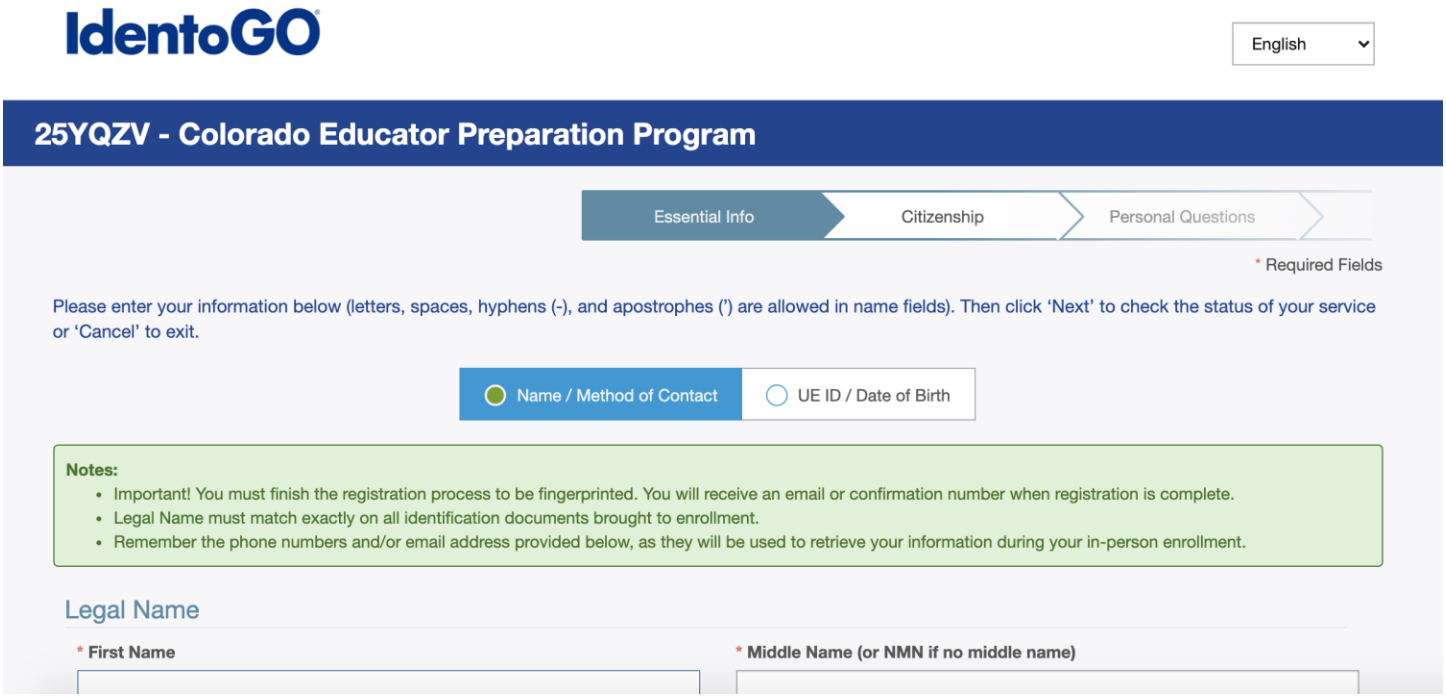
and select “Go”



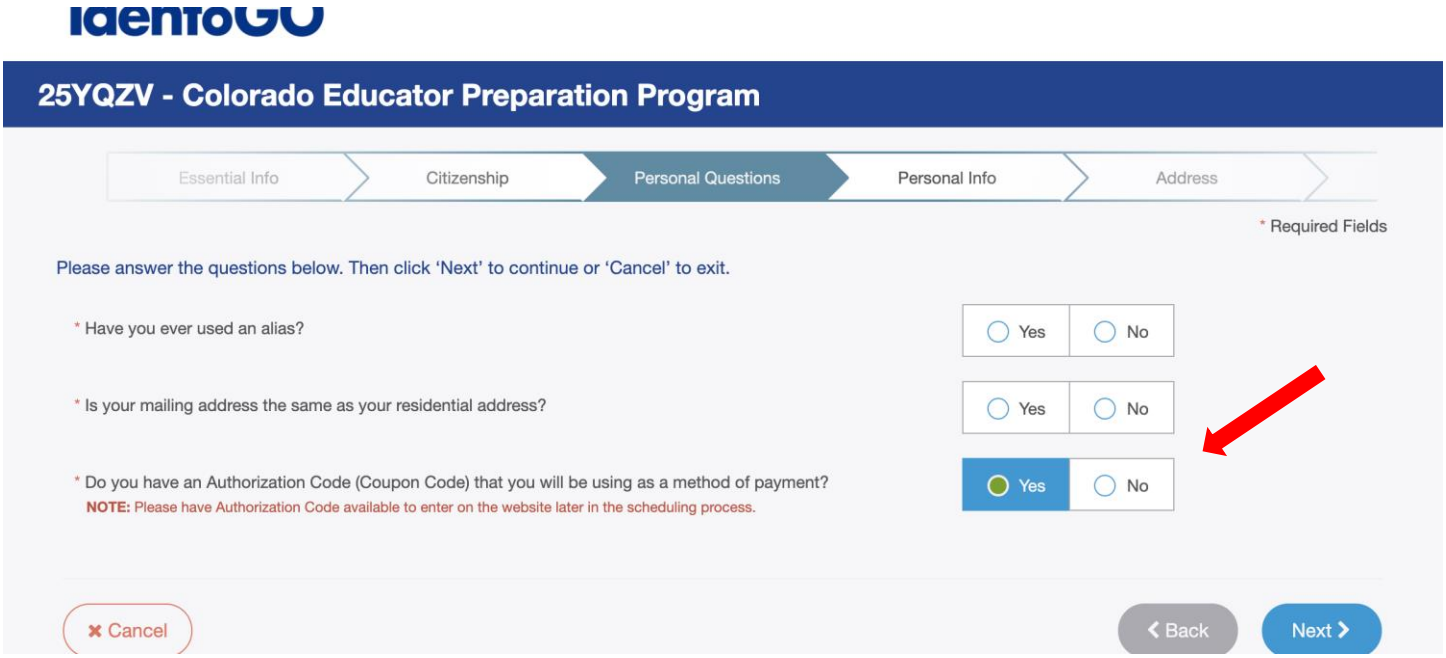
Click on Schedule or Manage Appointment.



Complete information to register.

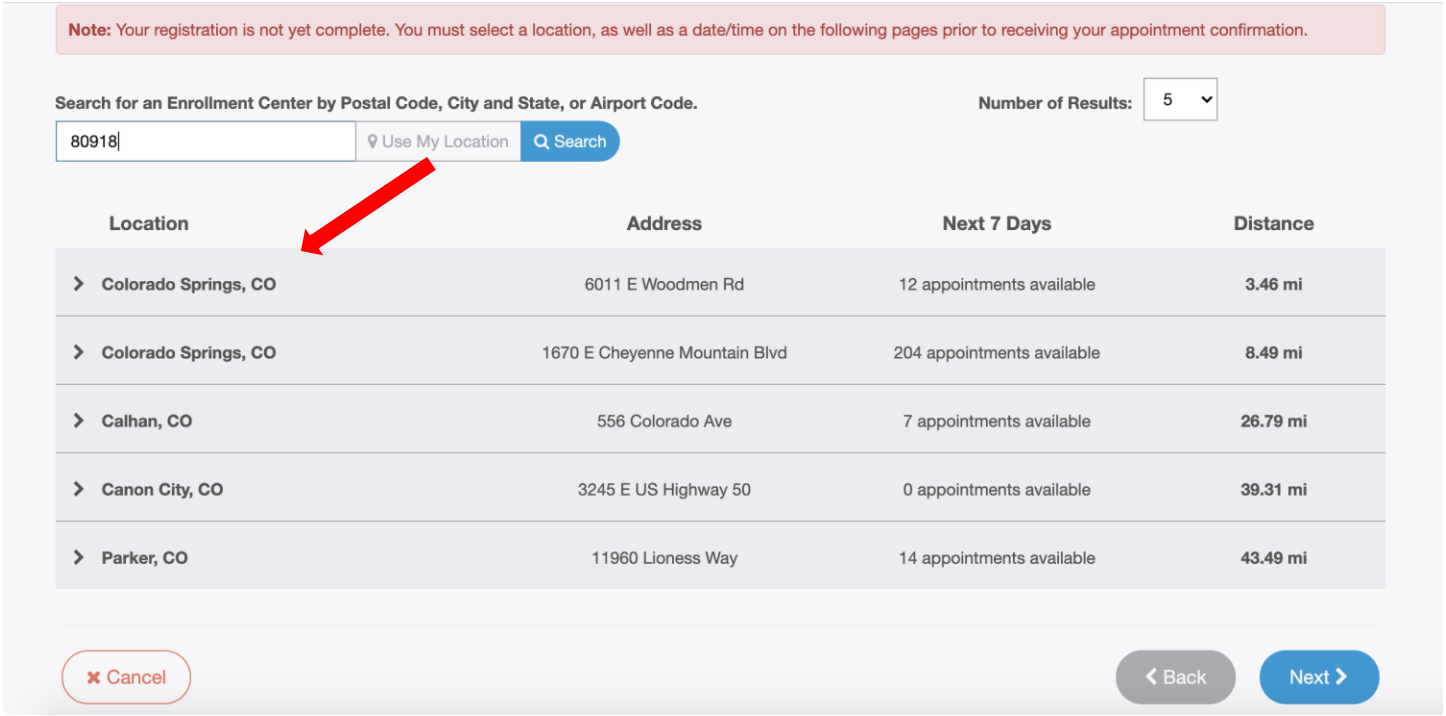


Once you reach “Personal Questions” make sure to select “Yes” for the question “Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment”. **The Student Resource Office (SRO) will issue a one time payment code to you when you provide your student ID number, email, and phone number to them in the form of an email to education@uccs.edu.**

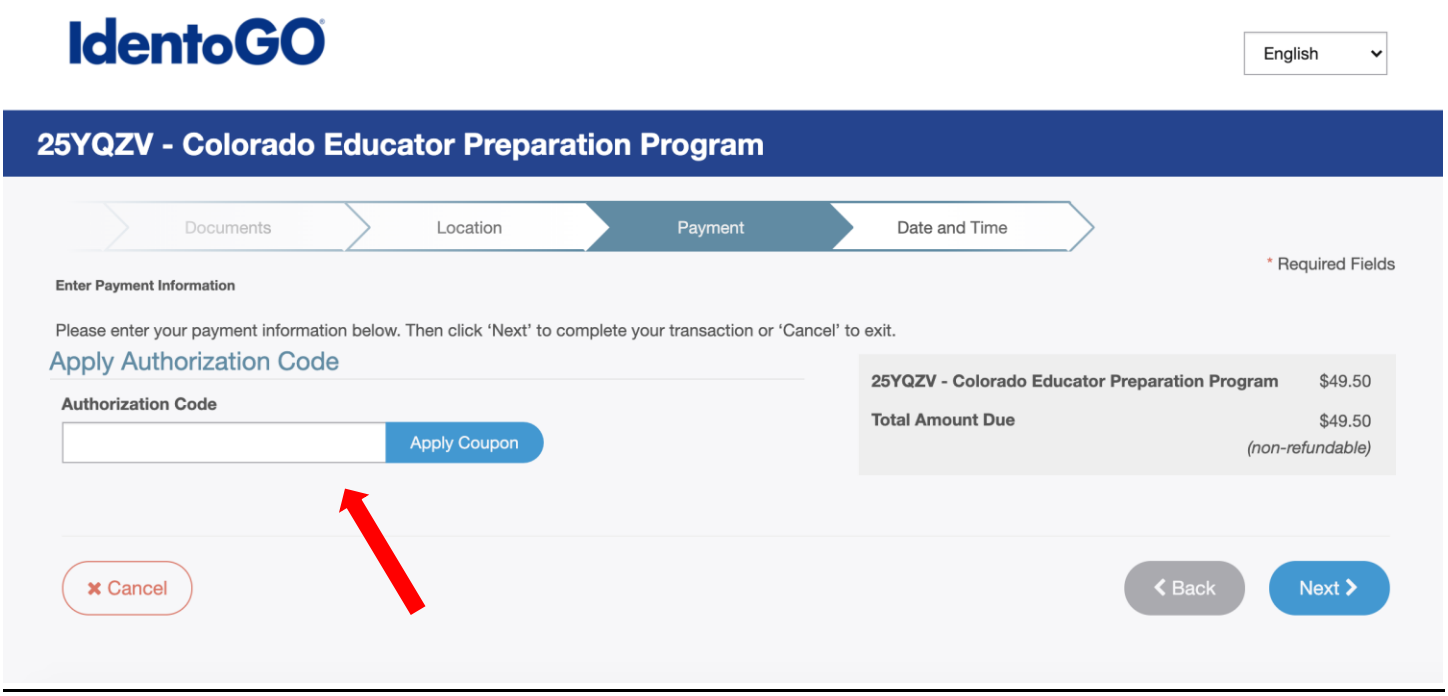


Select “Next”

There are two Identogo locations in Colorado Springs.



Use Authorization Code issued to you by the SRO and select “Next”



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

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

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

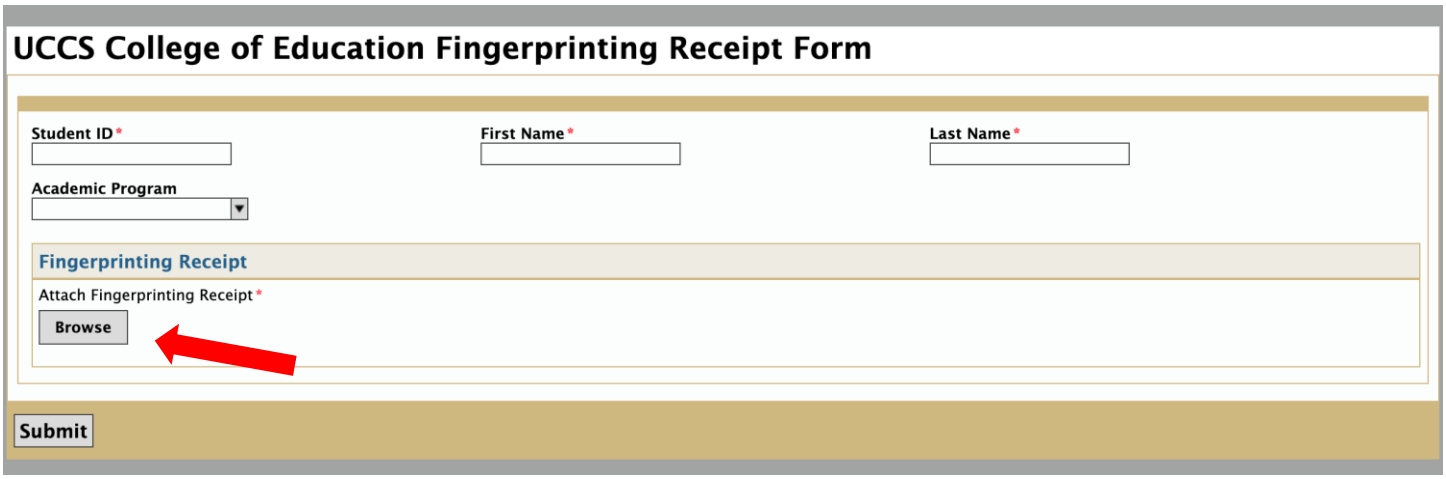
THIRD: Fingerprinting Appointment:

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



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.