

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

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 Department of Education. From this approved list, the Student Resource Office ([education@uccs.edu](mailto: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.**

**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>

The screenshot shows the Colorado Department of Education website. At the top, there is a navigation bar with 'CONTACT US' on the right. Below that is a search bar and a 'SITE INDEX' link. The main navigation menu includes 'FAMILIES', 'EDUCATORS', 'DISTRICTS', 'COMMUNITIES', and 'SCHOOLview'. A prominent banner reads 'STAY INFORMED: Visit CDE's COVID-19 Resources for Schools page'. The main content area is titled 'Fingerprinting for Field Experience Educators (Student Teachers)'. Below this title is a 'Jump to:' section with three links: 'Definitions', 'How Do I Submit Fingerprints as a Field Experience Student?' (highlighted with a red arrow), and 'Frequently Asked Questions'. On the right side, there is a sidebar with a list of links: 'Educator Talent Home', 'Preparation', 'Licensing', 'Educator Effectiveness', 'Development', 'Principal Resources', 'Early Childhood Workforce Development', and 'Colorado Teaching Jobs'.

- 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

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

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

## How Do I Submit Fingerprints 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.



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".



[Public Educator Search](#) [Login](#) [Register](#)

### Colorado Online Licensing

#### Login

Username or Email

Password

Login

[Forgot Username?](#)  
[Forgot Password?](#)  
[Create an account](#)

- 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.



[Public Educator Search](#) [Login](#) [Reg](#)

### Colorado Online Licensing

## Welcome, Colorado Educator!

**Search for an account.**

First Name \*

Last Name \*

### First, let's see if you have an account.

Use the search form on this page to begin the registration process.

If you have had any direct or indirect interaction with the CDE you may already be in our database. These interactions may have included:

- Creating an eLicensing account (only one account per person, per lifetime is permitted)
- Holding a current or expired Colorado credential
- Submitting fingerprints to the Colorado Bureau of Investigation for licensing purposes
- Submitting test scores to CDE

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

- If you do NOT have a CDE account, select “Create new account”



[Public Educator Search](#) [Login](#) [Register](#)

Colorado Online Licensing

## Welcome, Colorado Educator!

**Search for an account.**

First Name \*

Last Name \*

Last Four SSN \*

Date of Birth \*

### Existing account not found

We did not find any records matching that search criteria. Please create a new account.

[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.



[Public Educator Search](#) [Login](#) [Register](#)

Colorado Online Licensing

## Welcome, Colorado Educator!

### Create an account

Now, use the form to create a brand new account with a secret password for this site.

### Account Information

**Username**

Usernames must be unique; there can be no duplicates in the system.

**Email**

Email addresses must be unique in the system; there can be no duplicates in the system. Use a personal email address (not a work or school address), as this also will serve as your password reset.

**Mobile Number**

You will receive confirmation at this phone number, as it will be used for multi-factor authentication.

**Password**

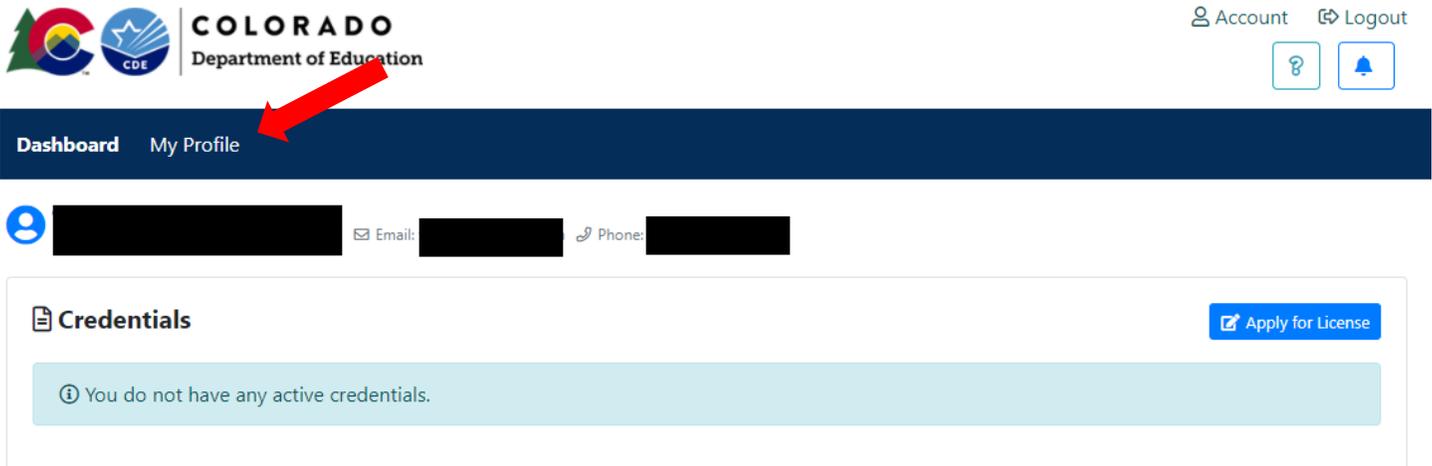
Passwords must be at least 8 characters long, contain a number,

olutions.com

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

- 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”



Dashboard My Profile

Account Logout

?

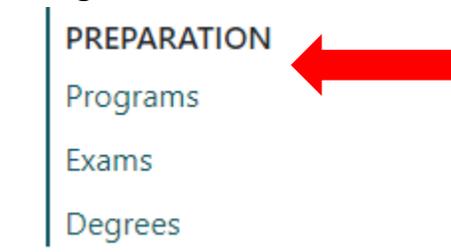
⬇

Profile: [Redacted] Email: [Redacted] Phone: [Redacted]

Credentials [Apply for License](#)

ⓘ You do not have any active credentials.

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



PREPARATION ←

Programs

Exams

Degrees

- Select “Add Program”



Programs

[+ Add Program](#) ←

There are no records.

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

### 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”

#### Programs

[← Back](#)

This form must be completed by a student that is enrolled in a traditional educator preparation program in Colorado who has submitted fingerprints to the CBI specifically for field placement/student teaching placement in Colorado. This process is for Colorado placements only and is not for placements outside of Colorado.

- BEFORE beginning, you must know where you are being placed for field experience and/or your student teaching. If you are not being placed yet, wait to submit this form until you know this information OR select “No Placement” when asked. Fields with erroneous data may be rejected and you may need to begin this process over again. If you change educator preparation programs you must submit a new form under your new preparation program.
- If you have not already done so, we highly recommend you read the information on our website regarding student teachers and fingerprinting at <http://www.cde.state.co.us/cdeprof/studentteaching>

#### Educator Preparation Program

Select your Colorado traditional preparation program. If your program is not listed here, then you cannot submit this form.

University of Colorado-Colorado Springs

#### School Identification Number

Enter the number of your student Id without any dashes issued by your educator preparation program. This number is needed for your college/university to be able to view your criminal history results. If your school identification number is different than the number shown on your actual ID, use that number. If you enter a number that your Licensure Officer is unfamiliar with, they will not be able to research your background information.

111111111

- **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 1<sup>st</sup>.
- 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>

#### Date Started

The date your educator preparation program started.

mm/dd/yyyy



#### Completion Date

The completion date or the expected completion date of your educator preparation program.

mm/dd/yyyy



#### District Placement

Select from the list where you will be placed. If you are unsure of placement, select “No Placement.”

No Placement



#### Second District Placement

Select from the list, the second school district where you may be placed. If unknown or none – leave blank.

Select



-4996

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

## Step 3: REGISTER ONLINE FOR FINGERPRINTING

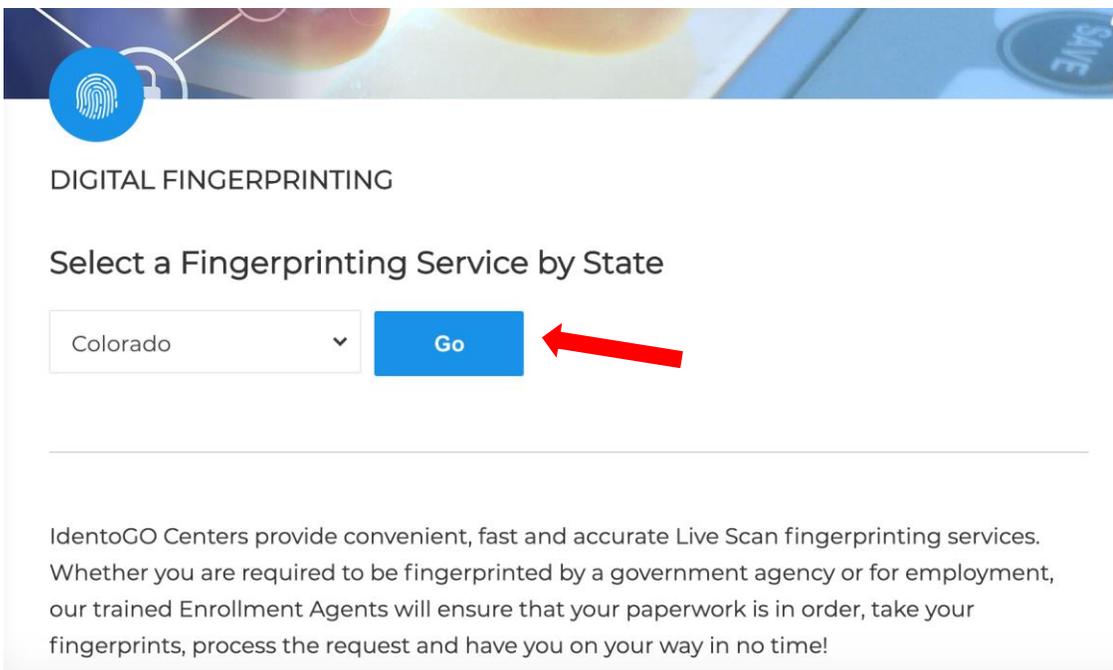
Go to [identogo.com](https://www.identogo.com)

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"



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

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

Select "Digital Fingerprinting"

### Enrollment Services

Select an Option Below to Get Started



**Digital Fingerprinting**

Fingerprinting for state and federal agency or employment requirements: Schedule a New Appointment, Change an Existing Appointment or Check your Status.



**Photo Services**

Many Identogo Centers provide professional photos for official documents such as passports, immigration documents and visas.

Select



**Fingerprint Card**

Fingerprint Cards are an excellent item to store in your personal records, for you and your family members.

<https://uenroll.identogo.com/workflows/111VX4>

Enter Service Code: 25YQZV and select "Go"

**identoGO**

English

### Enter your Service Code to get started.

Don't know your Service Code?  
Contact your agency or [click here](#).

IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs.

**COVID-19 DELAYS**

[See All Important Notices](#)



#### Check the Status of your Service

Check your status or reprint your cardscan registration form.  
For additional help, call 855.845.7434.



#### Manage an existing Appointment

Reschedule an existing appointment or schedule a retake.

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

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

Click on Schedule or Manage Appointment.

The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo, and at the top right is a language dropdown menu set to 'English'. Below the logo is a blue header bar with the text '25YQZV - Colorado Educator Preparation Program'. Underneath the header is a navigation bar with a 'Back to Home' link and a 'Schedule or Manage Appointment' link, which is highlighted with a red arrow. Below the navigation bar are three sections: 'What do I need to bring to enrollment?', 'Locate an Enrollment Center', and 'Submit A Fingerprint Card by Mail'. At the bottom of the page, there are two buttons: 'Check the Status of your Service' and 'Manage an existing Appointment'.

Complete information to register.

The screenshot shows the registration form on the IdentoGO website. At the top left is the IdentoGO logo, and at the top right is a language dropdown menu set to 'English'. Below the logo is a blue header bar with the text '25YQZV - Colorado Educator Preparation Program'. Underneath the header is a progress bar with three steps: 'Essential Info', 'Citizenship', and 'Personal Questions'. Below the progress bar is a section for 'Required Fields' with the text: '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.' Below this text are two radio buttons: 'Name / Method of Contact' (selected) and 'UE ID / Date of Birth'. Below the radio buttons is a green box with 'Notes:' and three bullet points: '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.', and 'Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.' Below the notes is a section for 'Legal Name' with two input fields: '\* First Name' and '\* Middle Name (or NMN if no middle name)'.

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

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 via your UCCS email.**



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?

**NOTE:** Please have Authorization Code available to enter on the website later in the scheduling process.

Yes  No

✕ Cancel

◀ Back

Next ▶

Select “Next”

Use the Authorization Code\* the SRO issued and select “Next”



English ▾

## 25YQZV - Colorado Educator Preparation Program

Documents

Location

Payment

Date and Time

\* Required Fields

Enter Payment Information

Please enter your payment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit.

### Apply Authorization Code

Authorization Code

25YQZV - Colorado Educator Preparation Program \$49.50

Total Amount Due \$49.50

(non-refundable)

✕ Cancel

◀ Back

Next ▶

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

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

There are two Identogo locations in Colorado Springs.

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 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

**Step 4:** Complete registration; **screen shot order number and appointment date and time and send to [education@uccs.edu](mailto:education@uccs.edu) as confirmation of appointment.**

**\*THE AUTHORIZATION CODE IS YOUR FORM OF PAYMENT. IN ORDER TO PAY FOR YOUR FINGERPRINTING APPOINTMENT THE STUDENT RESOURCE OFFICE WILL EMAIL YOU 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.**

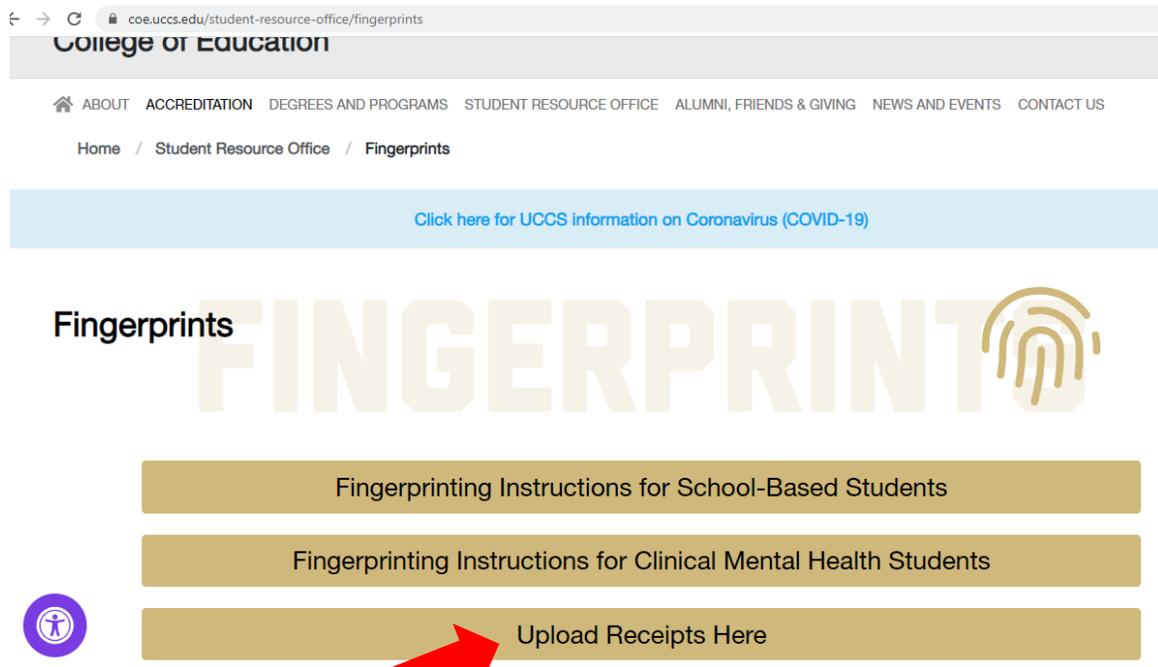
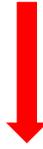
## **Step 6:** AFTER Fingerprinting Appointment:

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

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

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

1) Scroll down and select “Upload Receipts Here”

A screenshot of a web browser showing the fingerprinting instructions page. The browser address bar shows 'coe.uccs.edu/student-resource-office/fingerprints'. The page header includes 'College of Education' and a navigation menu with links for 'ABOUT', 'ACCREDITATION', 'DEGREES AND PROGRAMS', 'STUDENT RESOURCE OFFICE', 'ALUMNI, FRIENDS & GIVING', 'NEWS AND EVENTS', and 'CONTACT US'. Below the header is a breadcrumb trail: 'Home / Student Resource Office / Fingerprints'. A blue banner contains the text 'Click here for UCCS information on Coronavirus (COVID-19)'. The main content area features the word 'FINGERPRINTS' in large, light-colored letters, with a fingerprint icon to the right. Below this are three gold buttons: 'Fingerprinting Instructions for School-Based Students', 'Fingerprinting Instructions for Clinical Mental Health Students', and 'Upload Receipts Here'. A red arrow points to the 'Upload Receipts Here' button. A purple circular icon with a white figure is visible on the left side of the page.

- 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.

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

UCCS College of Education Fingerprinting Receipt Form

Student ID\*

First Name\*

Last Name\*

Academic Program

Fingerprinting Receipt

Attach Fingerprinting Receipt\*

Browse

- Upload a copy of your receipt from the email you received from Identogo.

Submit