Fingerprinting Instructions for All <u>School-Based</u> 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) 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.

<mark>*THIS AUTHORIZATION CODE IS YOUR FORM OF PAYMENT*</mark>
<mark>Please note – the College of Education does NOT issue reimbursements for fingerprinting appointments.</mark>

<u>BEFORE</u> 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

Fingerprinting Instructions for All <u>School-Based</u> Field Experiences with Colorado Department of Education

How Do I Submit Fingerprints as a Field Experience Student?

You must be enrolled in an <u>approved traditional Colorado educator preparation program</u> 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.

   [Log in to COOL]

2. Schedule your fingerprinting appointment with one of <u>CBI's approved fingerprinting vendors</u>.

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
  Department of Education

  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
  Department of Education

  Colorado Online Licensing

  ## Welcome, Colorado Educator!

  ### Search for an account.

  First Name *

  [   ]

  Last Name *

  [   ]

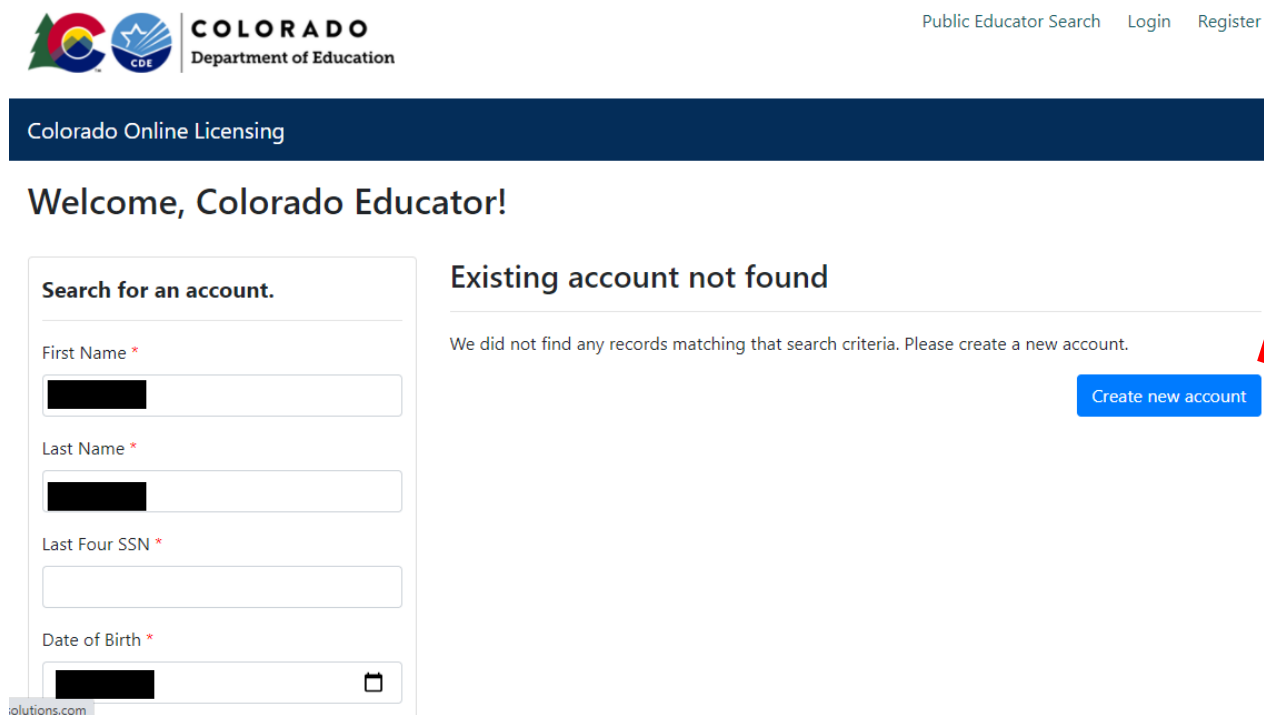 ### First, let's see if you have an account.

  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 <u>School-Based</u> Field Experiences with Colorado Department of Education

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

COLORADO Department of Education

Colorado Online Licensing

Welcome, Colorado Educator!

Search for an account.

First Name *

Last Name *

Last Four SSN *

Date of Birth *
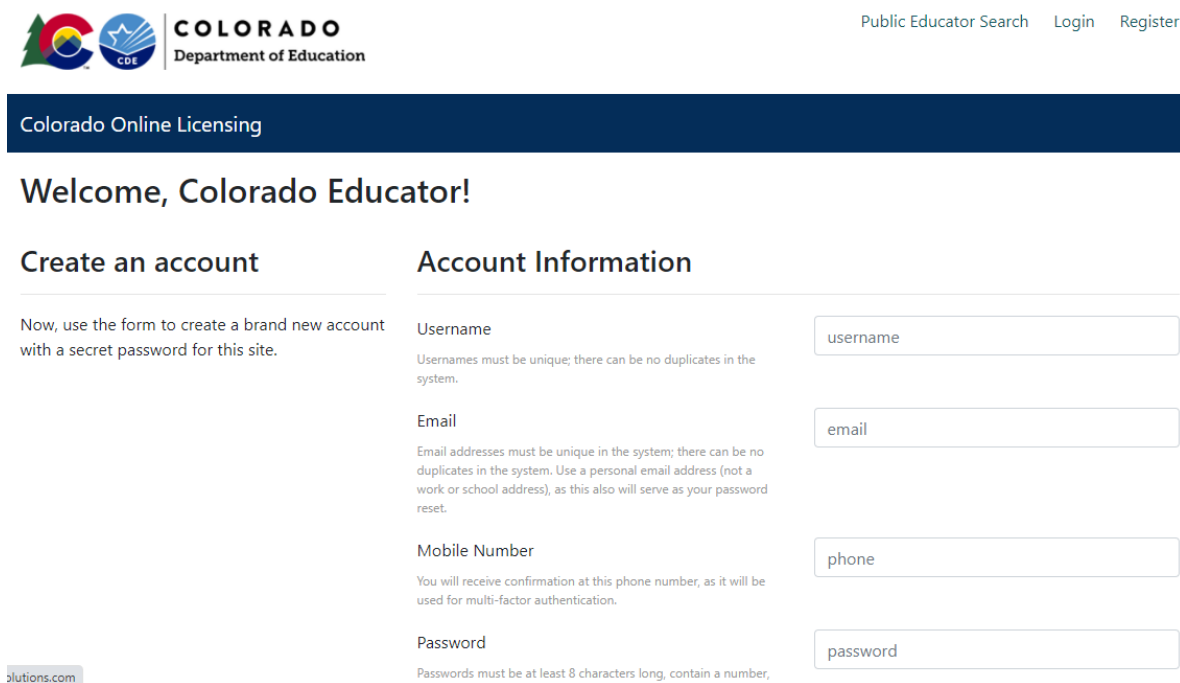
Existing account not found

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

Create new account

.olutions.com

- 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.

COLORADO Department of Education

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.

| username |

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.

| email |

Mobile Number

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

| phone |

Password

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

| password |

.olutions.com

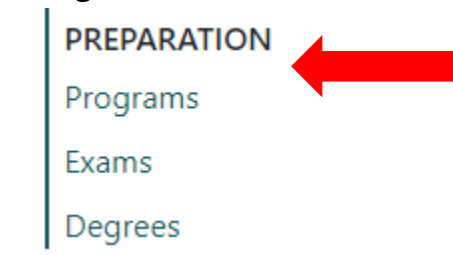**Direct questions to: Student Resource Office education@uccs.edu 719-255-4996**

Fingerprinting Instructions for All <u>School-Based</u> Field Experiences with
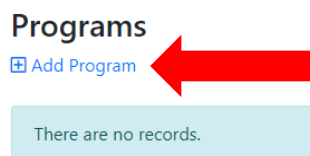## Colorado Department of Education

- After creating your "COOL" account, you will receive a confirmation text message to confirm your phone number and the following page will appear.
- **<u>Step 2:</u>** Save UCCS as your school preparation program. Select "My Profile"
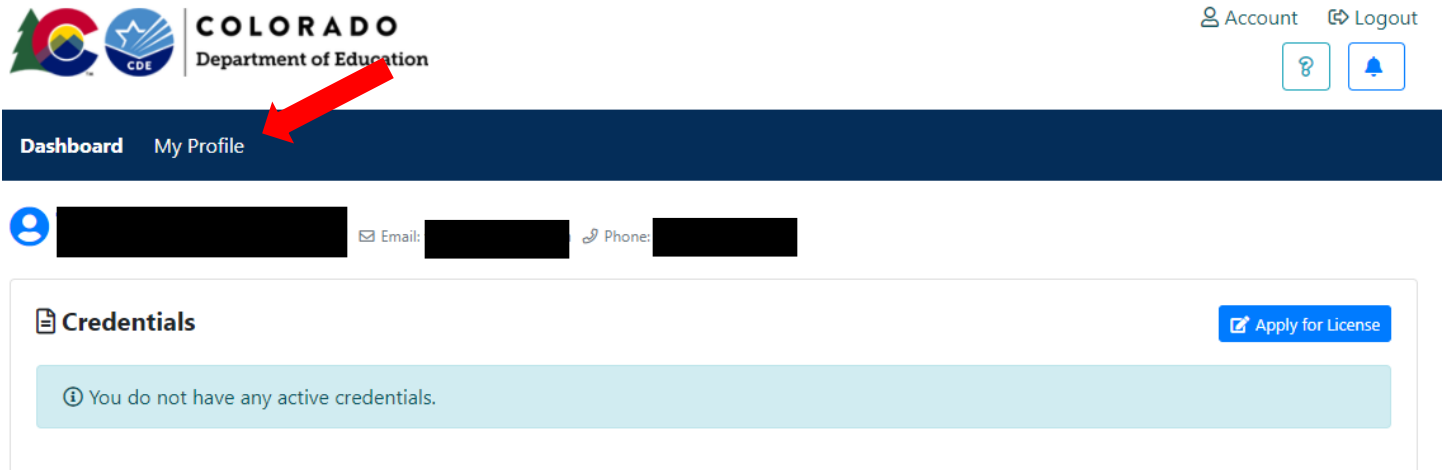
- Look at the left-hand side of the screen. Scroll down to "Preparation" then select "Programs"

- Select "Add Program"

Fingerprinting Instructions for All <u>School-Based</u> Field Experiences with Colorado Department of Education

<u>To fill out the next step, you must know where your field placement is taking place OR select "No Placement"</u>

- 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.

> i. 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.
>
> ii. 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

- ## <u>UNDER "COMPLETION DATE" DO NOT PUT THE DATE OF GRADUATION. PUT THE DATE YOUR DEGREE WILL BE POSTED ON YOUR TRANSCRIPT.</u> 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**

Date Started

The date your educator prepartion 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   -4996

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

> Select ⌄

Fingerprinting Instructions for All <u>School-Based</u> Field Experiences with Colorado Department of Education
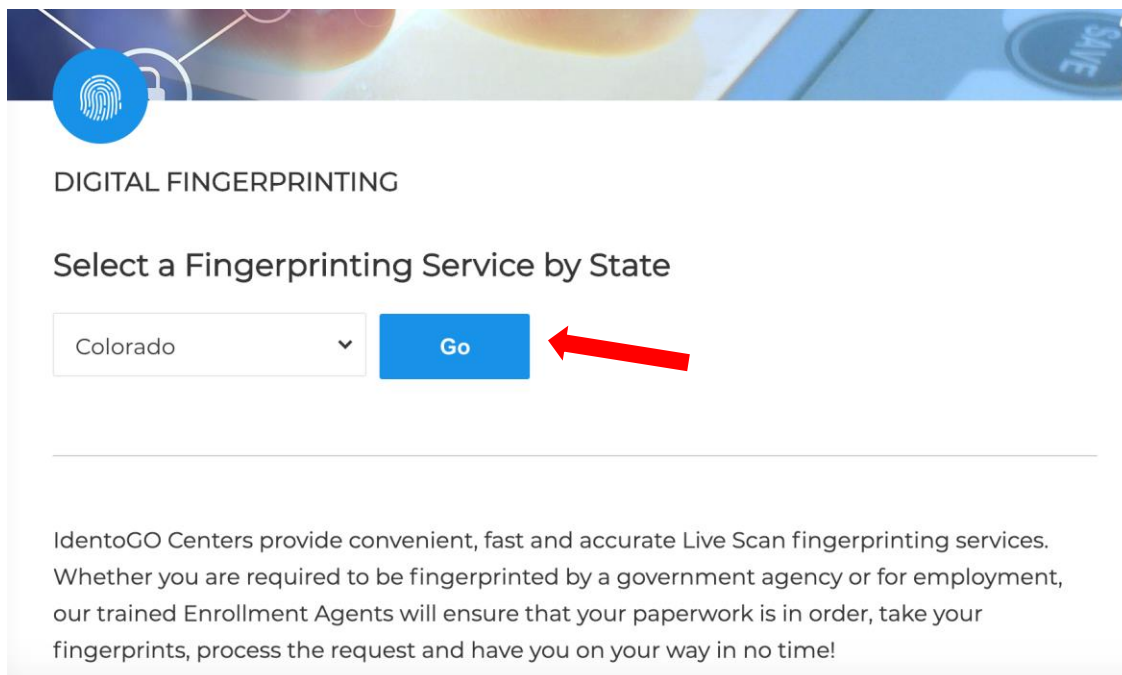
Step 3: REGISTER ONLINE FOR FINGERPRINTING

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"

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

Fingerprinting Instructions for All <u>School-Based</u> 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.

25YQZV   GO

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 719-255-4996

Fingerprinting Instructions for All <u>School-Based</u> Field Experiences with Colorado Department of Education

Click on Schedule or Manage Appointment.

Complete information to register.

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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.**

Select "Next"

Use the Authorization Code* the SRO issued and select "Next"

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

Fingerprinting Instructions for All <u>School-Based</u> 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.

Step 4: 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 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 719-255-4996

Fingerprinting Instructions for All <u>School-Based</u> Field Experiences with Colorado Department of Education

1) Scroll down and select "Upload Receipts Here"
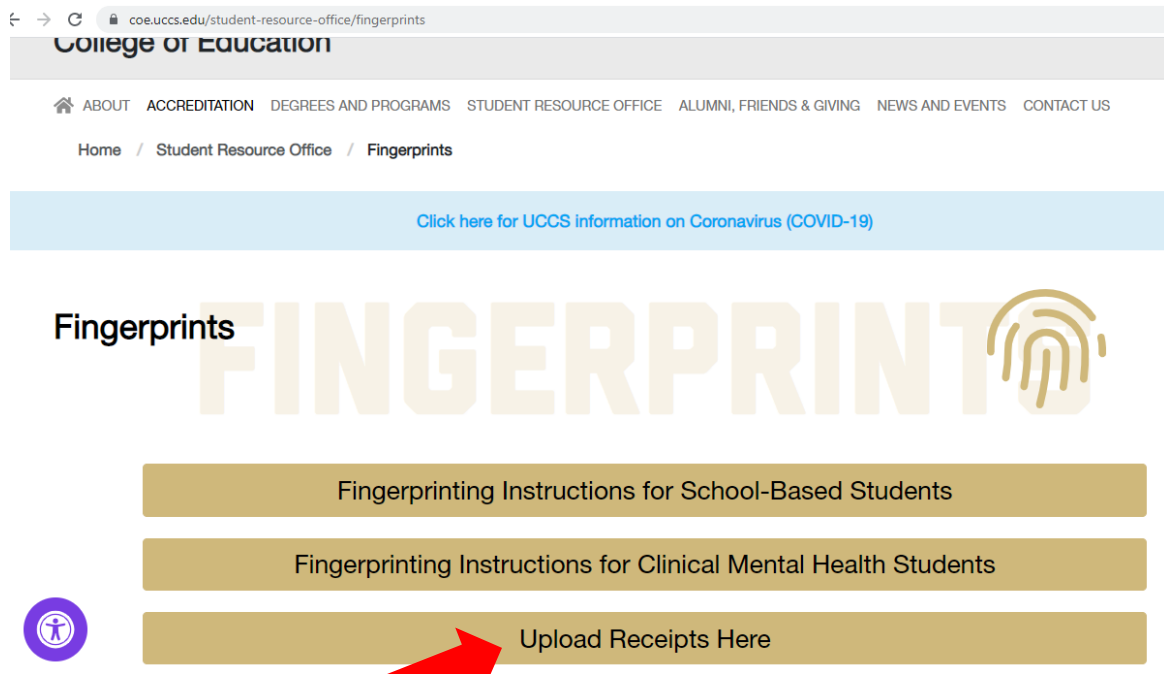
- Please fill out the following form
- **<mark>Upload a copy of your receipt from the email you received from Identogo.</mark>**
- Alternatively, you may scan (or take a picture) and upload a copy of the paper receipt given to you during your fingerprinting appointment.

Fingerprinting Instructions for All <u>School-Based</u> 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

- **<mark>Upload a copy of your receipt from the email you received from Identogo.</mark>**

Submit

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