Child Clearance Instructions

1. Go to the following Website: <u>https://www.compass.state.pa.us/cwis/public/home</u>



- 2. Click on "Create Individual Account"
- 3. Click on "**Next**" at the bottom of the page.
- Create a Keystone ID. Your Keystone ID can be anything you want as long as it is 6 to 10 characters. Must have a lower case, upper case letter, numeric sign, and a number. It should be an ID that you can remember.

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	Create Keystone	ID: Profile Information		
	1	General Information	2 🕎 Profile Information	
	• = Required			
	To create a new K	eystone ID, please provide the	following information:	
	Keystone ID		(must be 6 to 10 characters)	
	First Name			
	Last Name			
	Date Of Birth		(MM/DD/YYYY)	
	• E-mail			
	Confirm E-mail	ty place colors and provide approvers	for accurity quantians. These quantians will be used if you forget your pressure	rd
	Security Question Tips Choose questions for which you v Answers must be typed exactly th Avoid using special characters (\$4	vill easily recall the answers; do not write down the quest e same way, every time. So, If you capitalize "Philadelphi M&®) and punctuation (",) in your answers.	of security questions. These questions will be used if you notiget your passwo tions and answers, as this undermines their usefulness as a security tool. a" or if you write "Philadelphia PA" here, you must do so every time you use the question.	
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- 5. Enter in an email address that you have access to check by knowing you email password. You will need to go in and check the "temporary password" that Cogent emails to you.
- 6. Make sure you scroll down to enter in your security questions
- 7. After you are done click "Finish"
- 8. You should see the following screen:

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	Check your e-mail for your temporary password!	
	You have successfully created a Keystone ID and a temporary password has been e-mailed to you. For the safety of your personal and financial information, you cannot begin working until you retrieve this temporary password and sign back in to the system.You need to use this temporary password the first time you sign in. When you sign in for the first time, you will be required to create a personal password for future use.	
	Please close this browser window and login to your application.	
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9. Check the email that you entered to receive your temporary password. You should receive two (2) emails. One will have your temporary password, while the other will have your Keystone ID

that you used. They will come from the following email address: <u>automatedmailDONOTREPLY@pa.gov</u>

• If you do not see your emails in your inbox, please check your junk/spam emails Close the browser window and go to the website at:

https://www.compass.state.pa.us/cwis/public/home

- 11. Click on "Individual Login"
- 12. Click on "Access My Clearances"

🗢 🧐 https://www.compass.state.pa.us/CWIS/Public/Aci 🔎 🗾 🏪 🦘 🚯 UDSF Intranet - Home	Confirmation	😂 What Would You Like To Do 🗙	{
: View Favorites Tools Help			
pennsylvania PA		PA STATE AGENCIES - PA ONLINE SERVICES	•
compennsylvania child welfare information solution		FAQ Contact Us	0
		Need Help? Contact the CWIS Support Center at 1-877-343-0494	
What Would You Like To Do Today?			
Please select which account you would like to access.			
ACCESS MY CLEARANCES ACCESS MY REFERRALS			
ennsylvania	Browser Compatibility	Security Policy	
DEPARTMENT OF HUMAN SERVICES	ADA Compliancy	Privacy Policy	
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- 13. Scroll to the bottom of the page and click "Continue"
- 14. Put in your "Keystone ID" that you created and the temporary password that you received via email.

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WAR Public TiMes penal Copyr	Image: Contract of the contract	Self-service for Citizens Porgot Password Image: Comparison of the service of the servi	
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15. Change your temporary password to a new password. You need to have one upper case, one lower case letter, a number, and a symbol in your new permanent password. Your password should be something that you can remember.

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Set Permanent Password Image: Plase change your current password before continuing. Image: Plase change your current password passwords that : Image: Plase your current password continuing. Image: Plase your current password continuing. Image: Plase your current password passwords that : Image: Plase your current password case letter. Image: Plase your current password case letter. Image: Plase your pass password your last name.	Euli, Mew Pavi	pennsylvania		
Alert: Please change your current password before continuing. • Required User ID philly97 First Name Jennifer Last Name Smith • Password		Set Permanent Password		
		Alert: Please change your current password bef	fore continuing.	
User ID philly97 First Name Jennifer Last Name Smith • Password Image: Confirm Password • Confirm Password Image: Confirm Password To ensure online security, the Commonwealth of Pennsylvania requires passwords that : are at least eight characters long, contain at least one puber case letter; contain at least one upwer case letter; contain at least one upwer case letter; contain at least one special character, such as @&*#\$^. do not indude any of your user name, your first name, or your last name.		• = Required		
First Name Jennifer Last Name Smith • Password Image: Confirm Password • Confirm Password Image: Confirm Password To ensure online security, the Commonwealth of Pennsylvaniar equires passwords that : are at least eight characters long, contain at least one number; contain at least one number; contain at least one of were case letter; contain at least one special character, such as @&*#5^. od not indue any of your user name, your first name, or your last name.		User ID	philly97	
Last Name Smith • Password		First Name	Jennifer	
Password Confirm Password To ensure online security, the Commonwealth of Pennsylvania requires passwords that : are at least eight characters long. contain at least one number. contain at least one lower case letter. contain at least one special character, such as @&*#\$^. do not include any of your user name, our your last name.		Last Name	Smith	
Confirm Password To ensure online security, the Commonwealth of Pennsylvania requires passwords that : are at least eight characters long. contain at least one number. contain at least one upper case letter. contain at least one lower case letter. contain at least one special character, such as @&*#\$^^. contain at least one special character, such as @&*#\$^^. contain at least one user name, our your last name.		Password		
To ensure online security, the Commonwealth of Pennsylvania requires passwords that : are at least eight characters long, contain at least one number. contain at least one lower case letter. contain at least one lower case letter. contain at least one special character, such as @&*#\$^. do not include any of your user name, your first name, or your last name.		Confirm Password		
		To ensure online security, the Commonwealth of Pennsylv are at least eight characters long, contain at least one number. contain at least one upper case letter. contain at least one lower case letter. contain at least one special character, such as @&*%\$^^. do not include any of your user name, your first name, or your last na	vania requires passwords that :	

16. Once you change your email to your permanent password you should receive a message on your computer screen indicating this change has taken place.

- 17. Close the window and log in. This time use your Keystone ID and the password that <u>you</u> created.
- 18. You will need to "check" that you read and understand the terms and conditions

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	My Child Welfare Account Terms and Conditions	^ ^
	Thank you for visiting My Child Welfare Account. This site is designed to make it easier and more efficient for Pennsylvania citizens to view information about benefits and services they are receiving through the Department of Human Services.	Γ
	Terms and Conditions	
	This policy addresses the collection, security, access and use of information that may be obtained through "My Child Welfare Account. This policy covers the following topics:	
	Information we Collect Access and Disclosure Security Information disclaimer Penalty for Misuse	
	We collect the following information: • Demographic, financial and medical information; • The name of domain; for example, "xcompany.com" if you use a private Internet access account, or "yourschool.edu", if you are connecting from a university domain; • An IP address, a number automatically assigned to your computer when you are using the Internet; • The type of browser and operating system used to access our site; • The Internet address of the website from which you linked directly to our site:	
	I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions I do not accept the My Child Welfare account Terms and Conditions	
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- 19. Click on "Next"
- 20. Scroll down and click on "Continue"
- 21. For your "My PA Child Abuse History Clearances", you will need to click on "Create Your

Clearance Application."

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pennsylvania PA		PA STATE AGENCIES PA ONLINE SERVICES
pennsylvania child welfare information solution	РН	ILLY97 Alerts 💿 Account Profile FAQ Contact Us 🛛 LOG OUT
		Need Help? Contact the CWIS Support Center at 1-877-343-0494
My PA Child Abuse History Clearanc	es	CREATE CLEARANCE APPLICATION ADD APPLICATION TO ACCOUNT
	Browser Compatibility	Security Policy
DEPARTMENT OF TRAINING OCTIVICED	ADA Compliancy	Privacy Policy
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- 22. Scroll down and click on "Begin"
- 23. Check "Individual of 14 years of age or older who is applying for or holding a paid position as an employee with a program...."

2 - Remote Desktop Connection		
CHILD WELFARE INFORMA	ITION SOLUTION	
		load Halp3 Contact the CMIE Support Contact at 1 977-242-0404
	N	reed Help? Contact the CWIS Support Center at 1-877-343-0494
Back To My Account	e-Clearance ID: 000002241773	DELETE APPLICATION SAVE APPLICATION
D		
Part 1	Application Durpose	
Application Purpose	Application Fulpose	
Applicant Information	Please select the reason you are submitting this Pennsylva	nia Child Abuse History Clearance application. You can select
Ă .	only one reason per application. If you require additional c	hild abuse history clearances for any other reason, you will
Current Address	need to submit another application. You can submit anothe	er application at any time from your PA Child Abuse History
Previous Address	cicularice Account.	
Household Members	For more detailed definitions and exceptions to clearance r	requirements please see the Who Needs Child Abuse
	Clearances at http://keepkidssafe.pa.gov/clearances/index.	htm
Application Summary		
Part 2	O Volunteer Having Contact with Children: Applying for a contact with a shill account of the second seco	the purpose of volunteering as an adult for an unpaid
	for the child's welfare or having direct volunteer conta	act with children.
Application Payment	 Foster Parent: Applying for purposes of providing fost 	ter care.
	\bigcirc Prospective Adoptive Parent: Applying for the purpose	e of adoption.
	$^{\bigcirc}$ Employee of Child Care Services: Applying for the purp	poses of child-care services in the following: Child day-care
	centers; group day-care homes; family child-care hom	nes; boarding homes for children; juvenile detention center
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24. Complete application Information Tutorial. Scroll through the screens and hit "**Next**" when completed. *Entering your SS# is optional, but the results usually come back faster*. It is up to you if you would also like to receive a copy of the clearance when you get to that screen.

			Need Help? Contact the CWIS	Support Center at 1-877-343-0494
Back To My Account	e-Clearance ID: 0000	02241773	DELETE AP	PLICATION SAVE APPLICATION
Part 1				
Application Purpose	Applicant Info	rmation		
Applicant Information	Please provide some basi address where you wish t	c information about yourself to receive all emails regarding	and confirm that the email addre g this application.	ss listed below is the email
Previous Address	First Name (required)	Middle Name	Last Name (required)	Suffix
Household Members	Jennifer	Eg., Scott	Smith	Select
Application Summary Part 2	Date of Birth (required)	Gender (required)		
eSignature	02/01/1978	Select	~	

- 25. When it comes to payment, hit "**Yes**" for payment code. Enter the provided code that you have been given as UDSF will be paying for your Child Clearance.
- 26. Click on the check mark by entering the code...
- 27. Click on "**Submit**" when you are done
- 28. You should receive a confirmation screen at the end confirming your submission.
- 29. Results are sent to UDSF electronically.

Thank You!