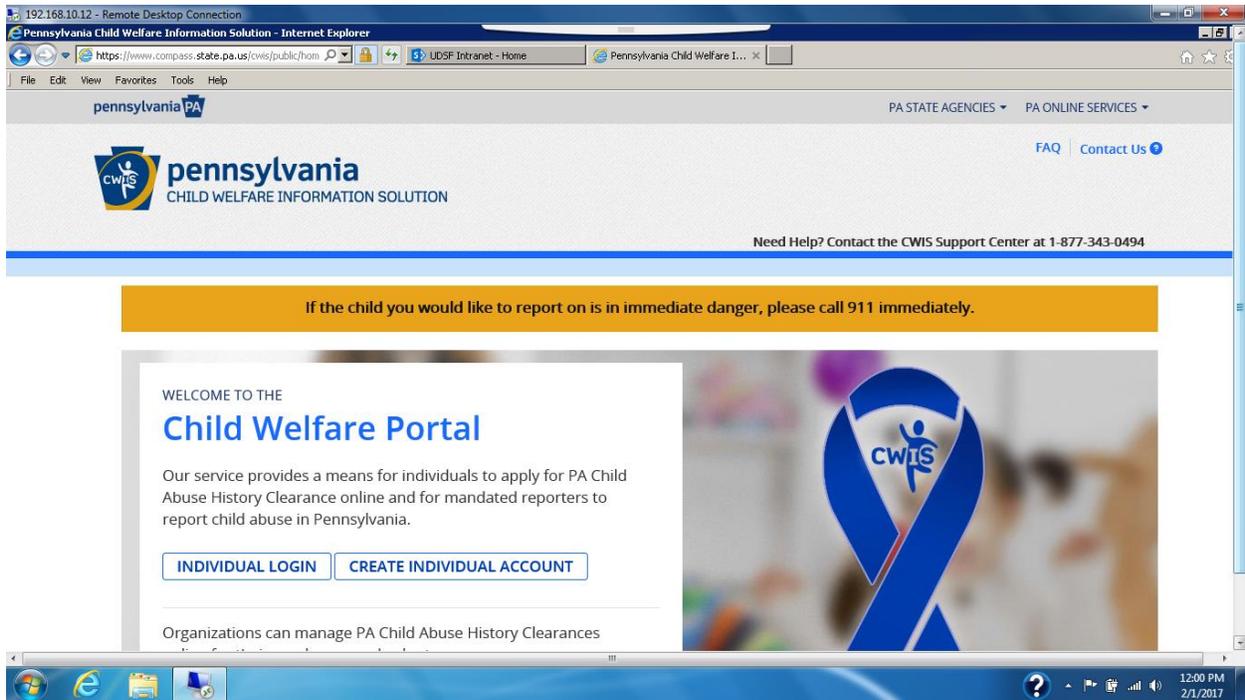
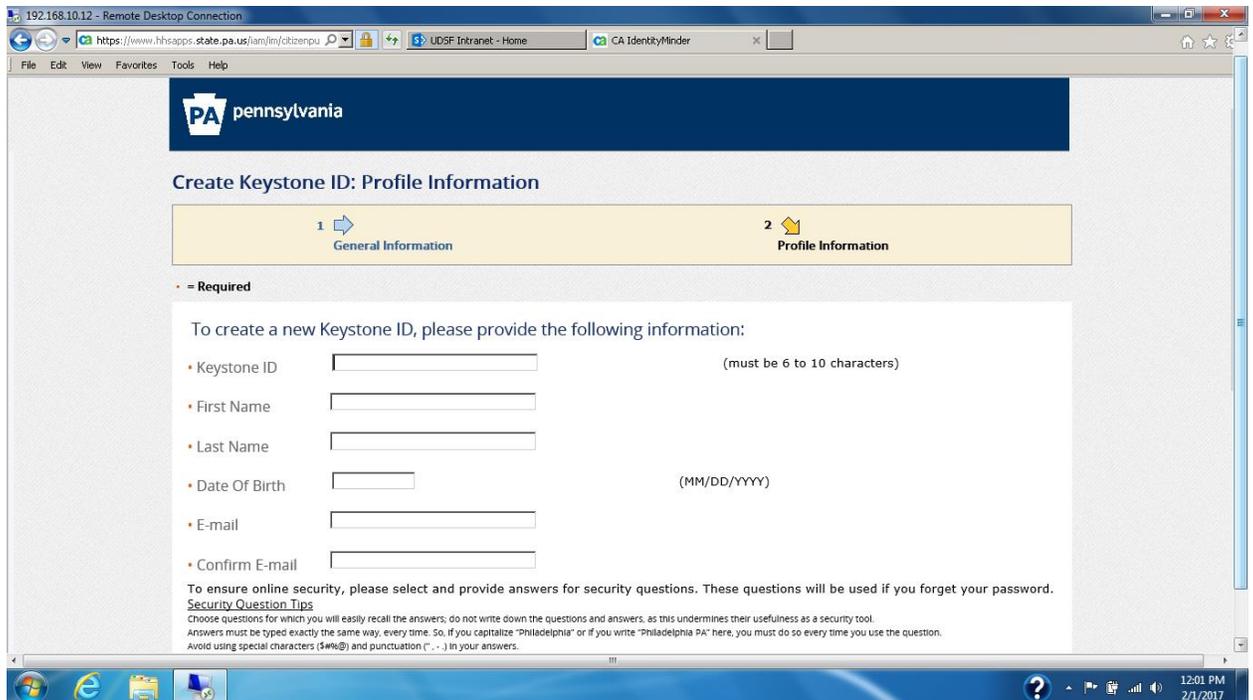


# Child Clearance Instructions

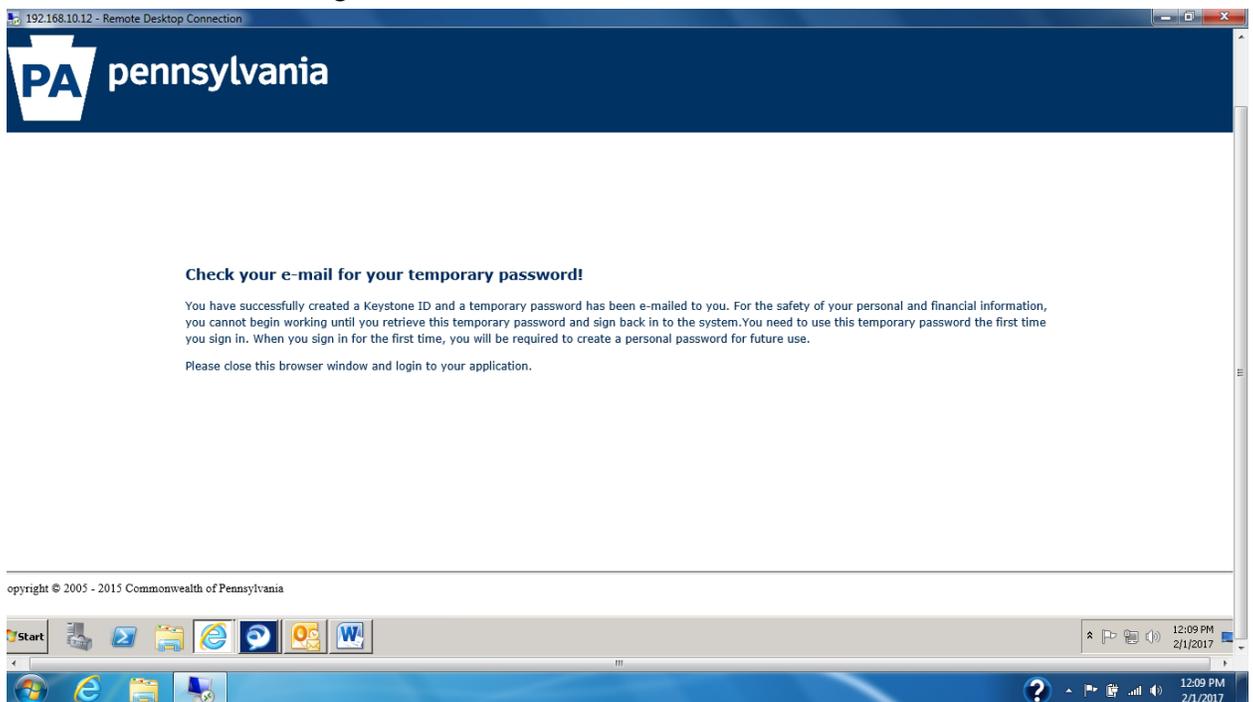
1. Go to the following Website: <https://www.compass.state.pa.us/cwis/public/home>



2. Click on **“Create Individual Account”**
3. Click on **“Next”** at the bottom of the page.
4. 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.



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:



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:

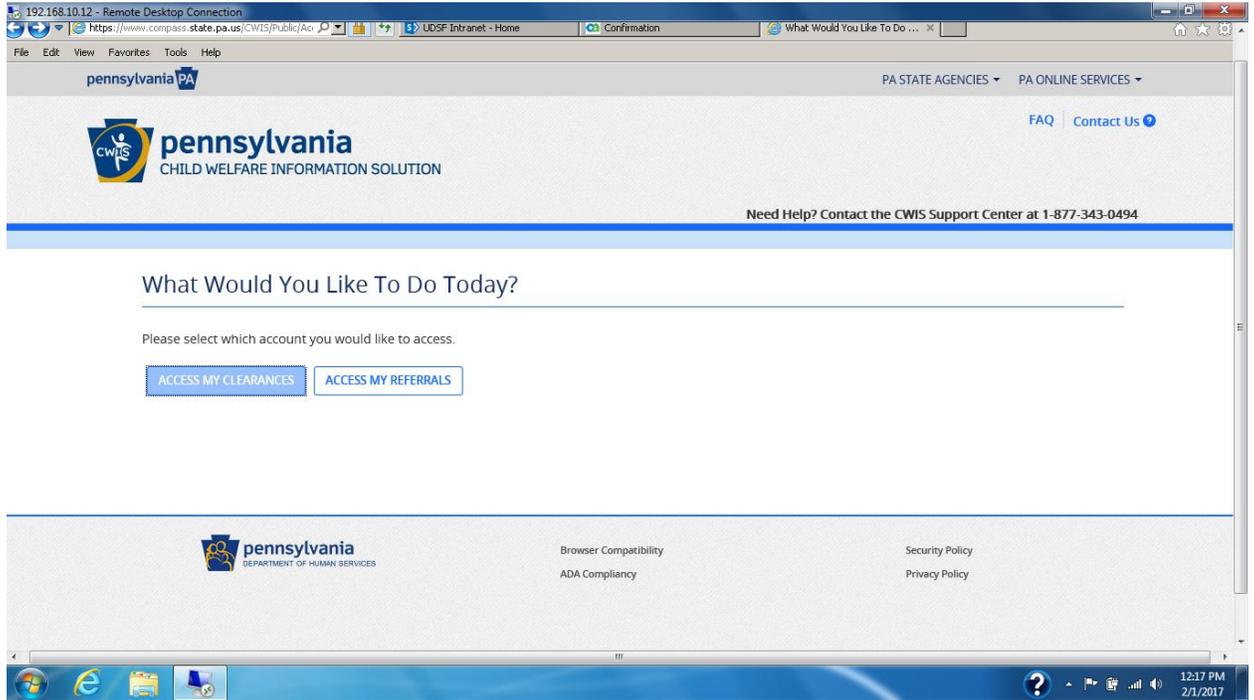
[automatedmailDONOTREPLY@pa.gov](mailto:automatedmailDONOTREPLY@pa.gov)

- **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>

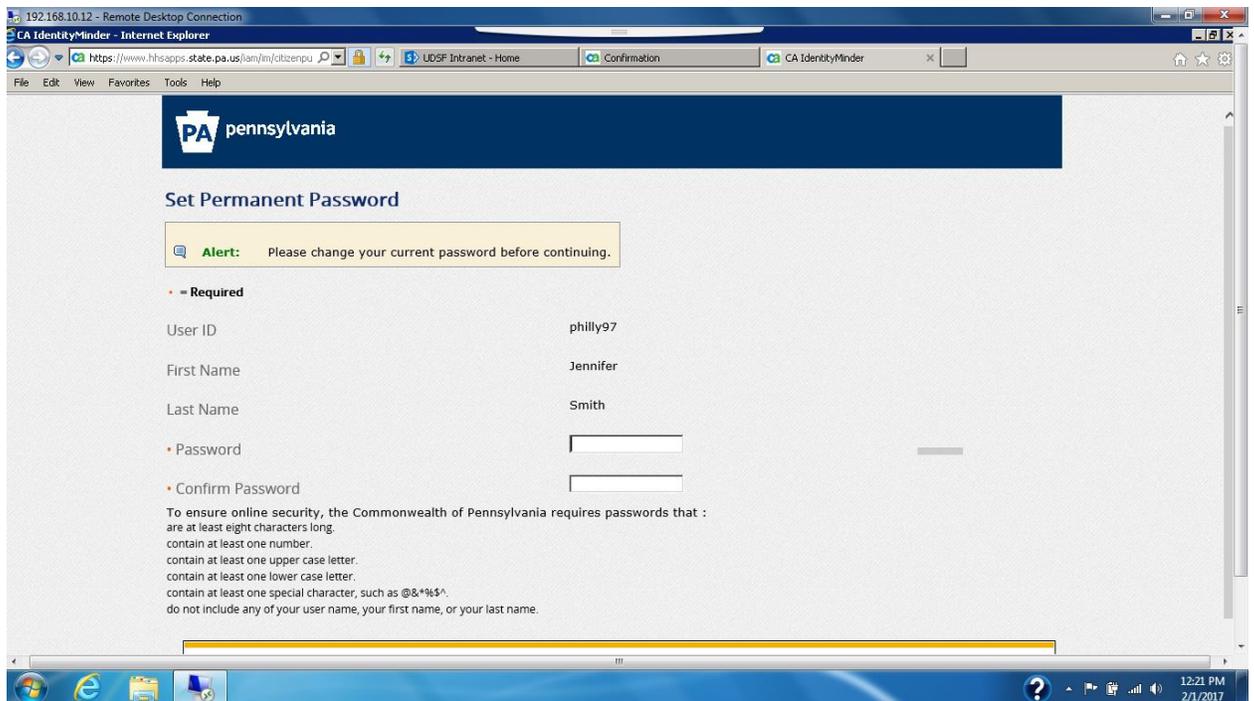
11. Click on **“Individual Login”**
12. Click on **“Access My Clearances”**



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.

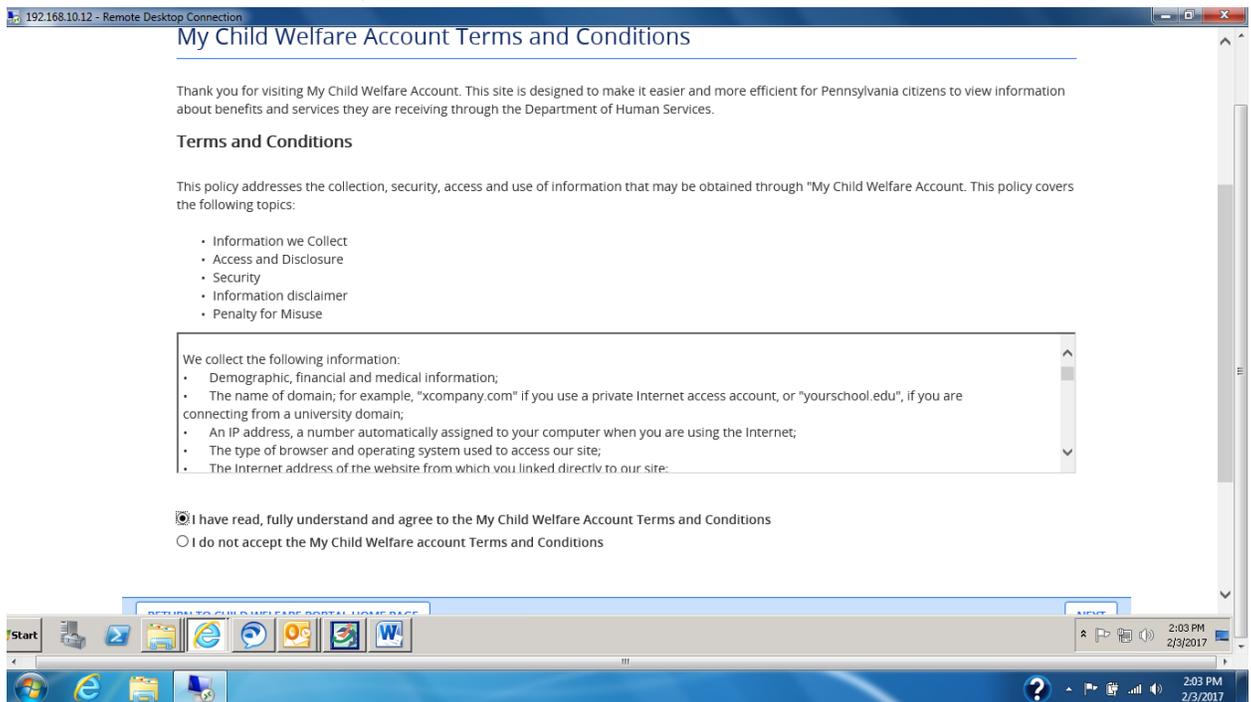


15. Change your temporary password to a new password. You need to have one upper case, one lower case letter, a number, and a symbol in your new permanent password. Your password should be something that you can remember.

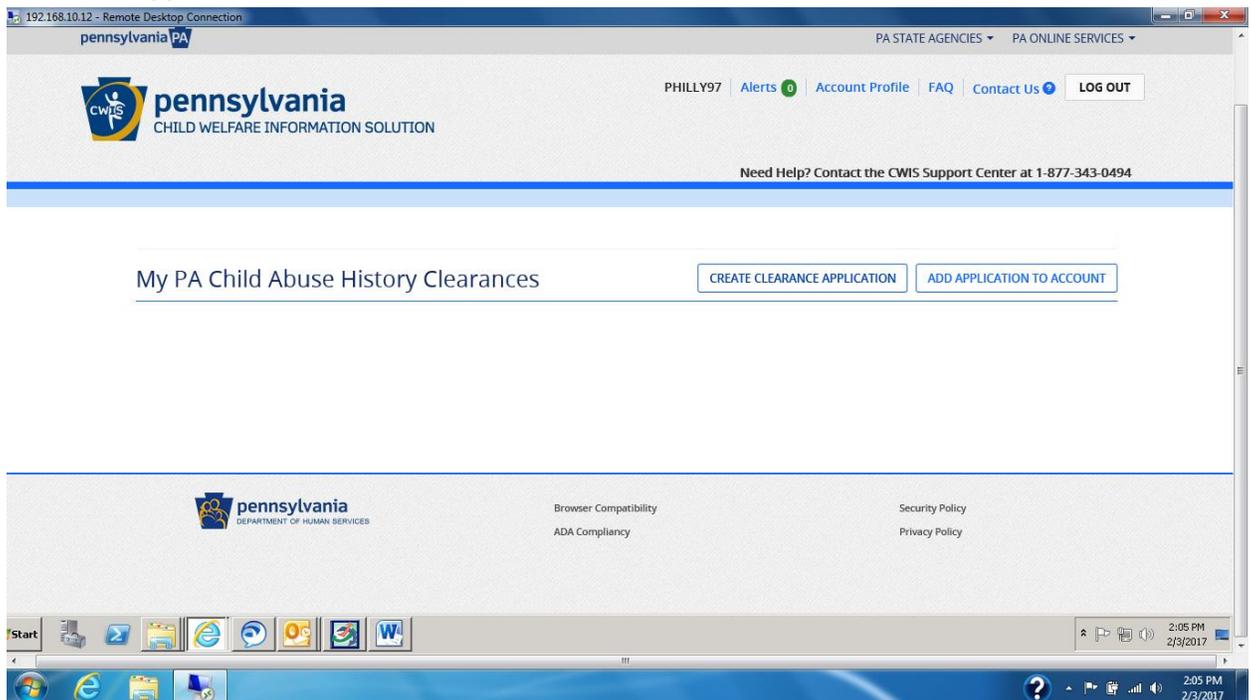


16. Once you change your email to your permanent password you should receive a message on your computer screen indicating this change has taken place.

17. Close the window and log in. This time use your Keystone ID and the password that you created.
18. You will need to “check” that you read and understand the terms and conditions



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.”



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....”

The screenshot shows a remote desktop connection to the Pennsylvania CWIS application. The browser window title is "192.168.10.12 - Remote Desktop Connection". The page header includes the CWIS logo, the text "CHILD WELFARE INFORMATION SOLUTION", and a support center contact number: "Need Help? Contact the CWIS Support Center at 1-877-343-0494". The user's e-Clearance ID is "00002241773". On the left, a navigation menu shows "Part 1" with "Application Purpose" selected, and "Part 2" with "eSignature" and "Application Payment". The main content area is titled "Application Purpose" and contains the following text: "Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account." Below this, there is a link: "For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at <http://keepkidssafe.pa.gov/clearances/index.htm>". Three radio button options are listed: "Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.", "Foster Parent: Applying for purposes of providing foster care.", and "Prospective Adoptive Parent: Applying for the purpose of adoption." A fourth option is partially visible: "Employee of Child Care Services: Applying for the purposes of child-care services in the following: Child day-care centers; group day-care homes; family child-care homes; boarding homes for children; juvenile detention center". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time "2:07 PM 2/3/2017".

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.

The screenshot shows the same remote desktop connection to the Pennsylvania CWIS application. The browser window title is "192.168.10.12 - Remote Desktop Connection". The page header includes the CWIS logo, the text "pennsylvania CHILD WELFARE INFORMATION SOLUTION", and a support center contact number: "Need Help? Contact the CWIS Support Center at 1-877-343-0494". The user's e-Clearance ID is "00002241773". On the left, the navigation menu shows "Part 1" with "Applicant Information" selected. The main content area is titled "Applicant Information" and contains the following text: "Please provide some basic information about yourself and confirm that the email address listed below is the email address where you wish to receive all emails regarding this application." Below this, there are form fields for "First Name (required)", "Middle Name", "Last Name (required)", and "Suffix". The "First Name" field contains "Jennifer", "Middle Name" contains "Eg., Scott", "Last Name" contains "Smith", and "Suffix" is a dropdown menu with "--Select--". Below these are fields for "Date of Birth (required)" containing "02/01/1978" and "Gender (required)" which is a dropdown menu with "--Select--". At the bottom, there is a consent statement: "You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa.C.S. §5 6336(a)(1) (relating to Information in statewide central register), 6344 (relating to Information relating to prospective child care personnel), 6344.1 (relating to Information...". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time "2:13 PM 2/3/2017".

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!**