Child Clearance Instructions

1. Go to the following Website: **https://www.compass.state.pa.us/cwis/public/home**
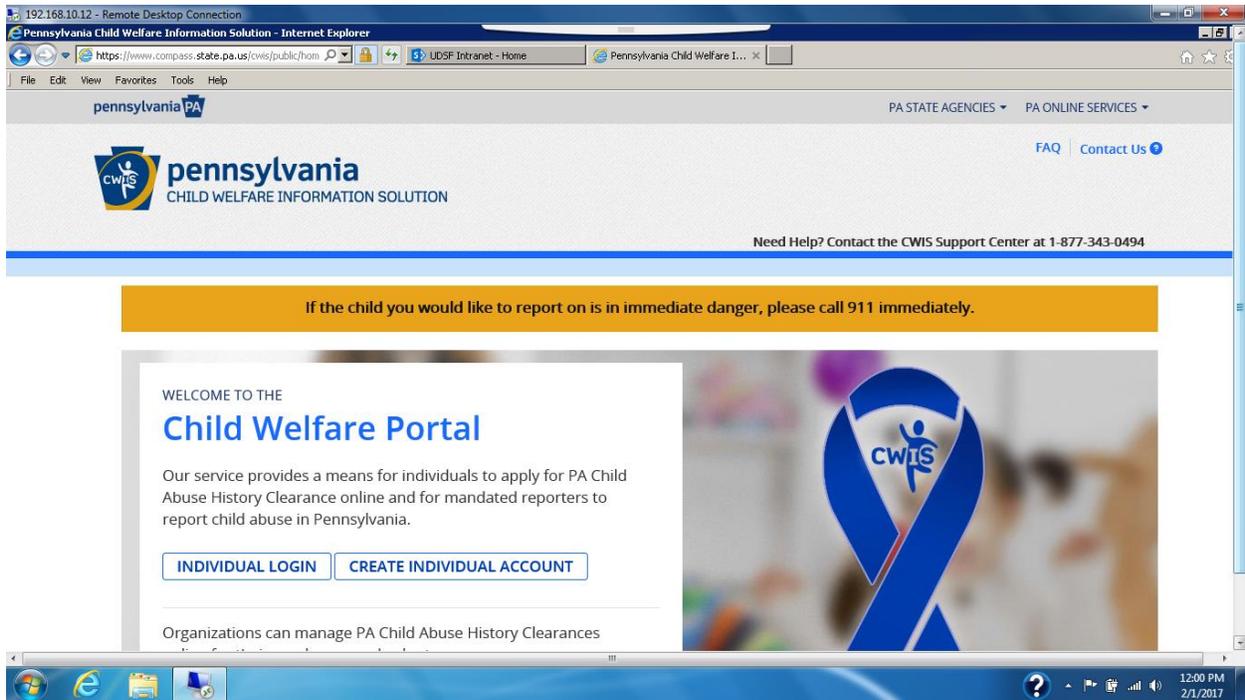
2. Click on "**Create Individual Account**"
3. Click on "**Next**" at the bottom of the page.
4. Create a Keystone ID. Your Keystone ID can be anything you want as long as it is 6 to 10 characters. Must have a lower case, upper case letter, numeric sign, and a number. It should be an ID that you can remember.
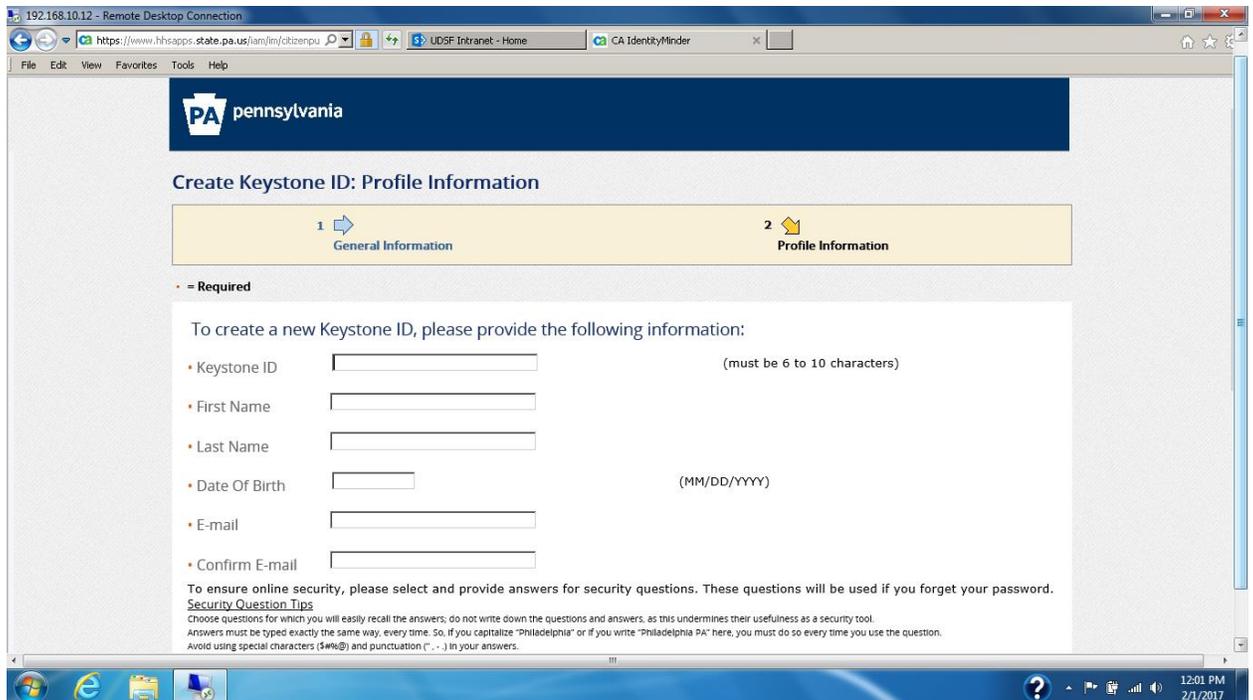
5. Enter in an email address that you have access to check by knowing you email password. You will need to go in and check the "temporary password" that Cogent emails to you.
6. Make sure you scroll down to enter in your security questions
7. After you are done click "**Finish**"
8. You should see the following screen:
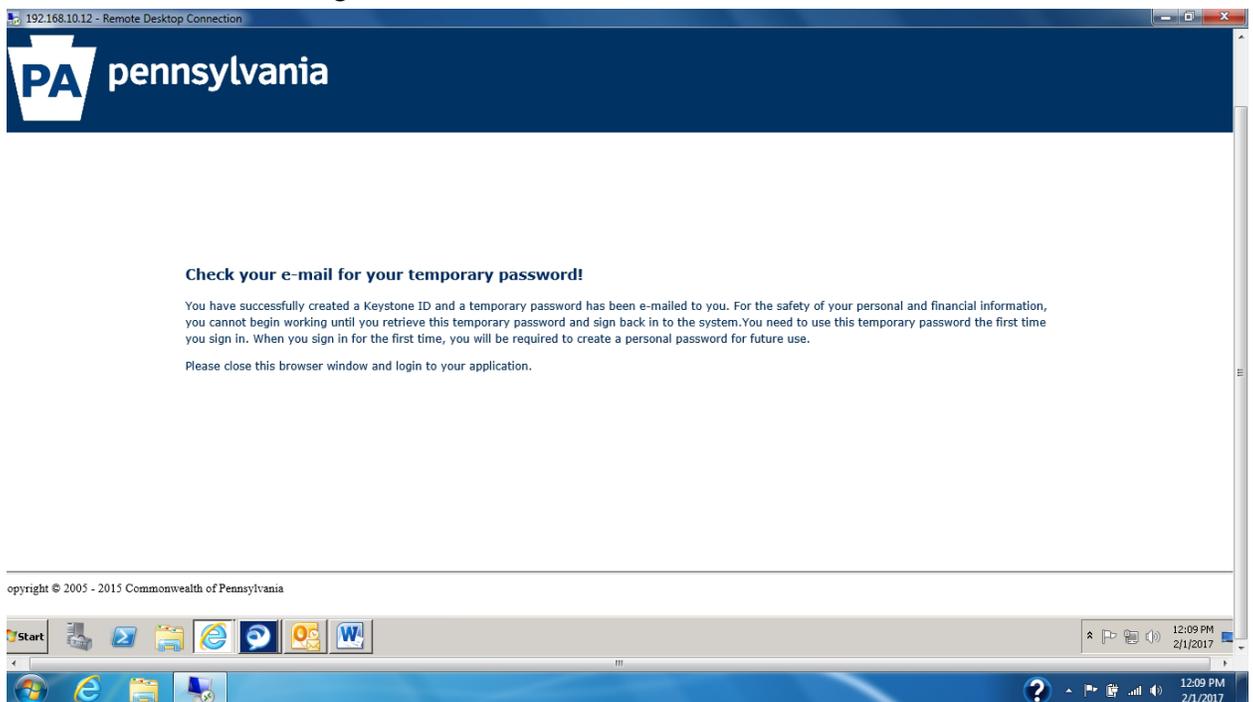
9. Check the email that you entered to receive your temporary password. You should receive two (2) emails. One will have your temporary password, while the other will have your Keystone ID

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

- **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**"
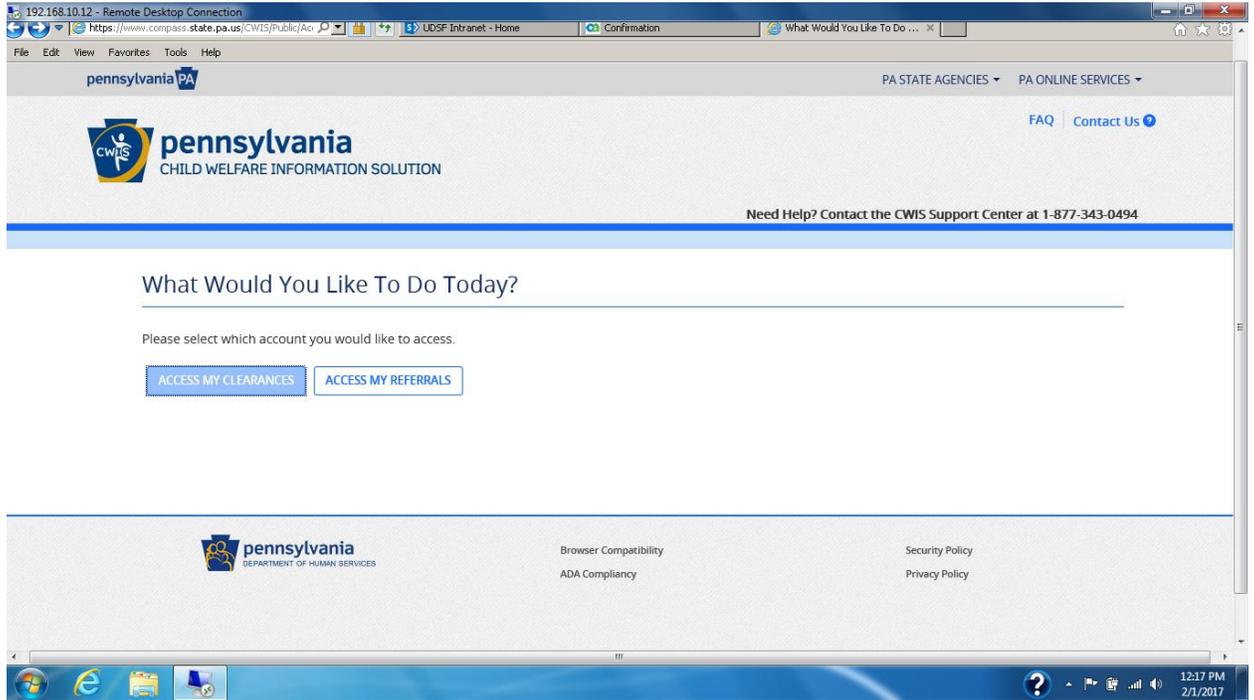
13. Scroll to the bottom of the page and click "**Continue**"
14. Put in your "Keystone ID" that you created and the temporary password that you received via email.

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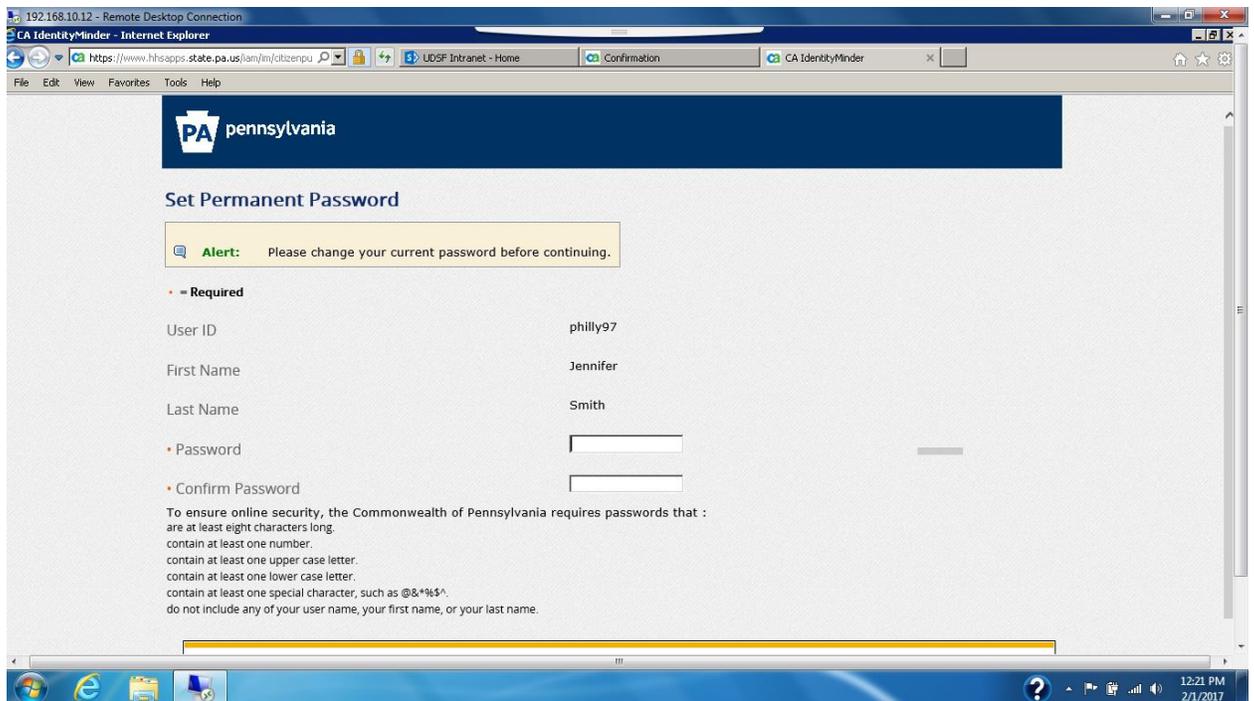
16. Once you change your email to your permanent password you should receive a message on your computer screen indicating this change has taken place.

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
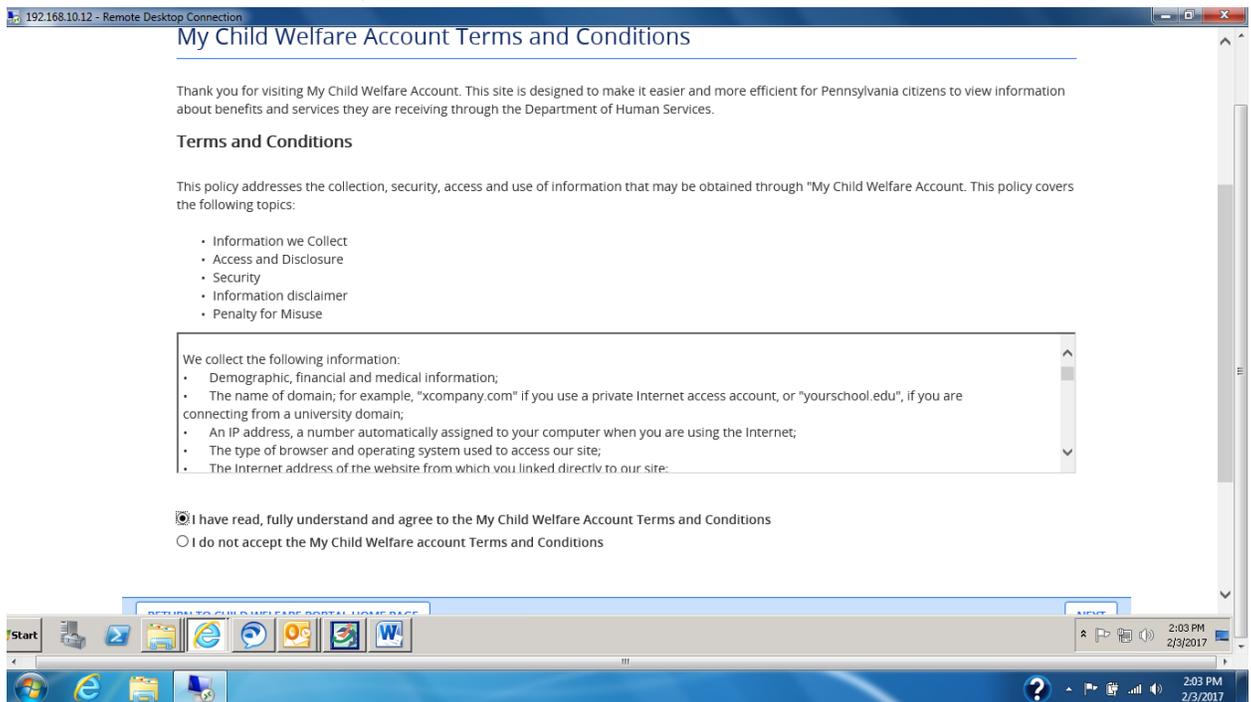
19. Click on "**Next**"

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**."
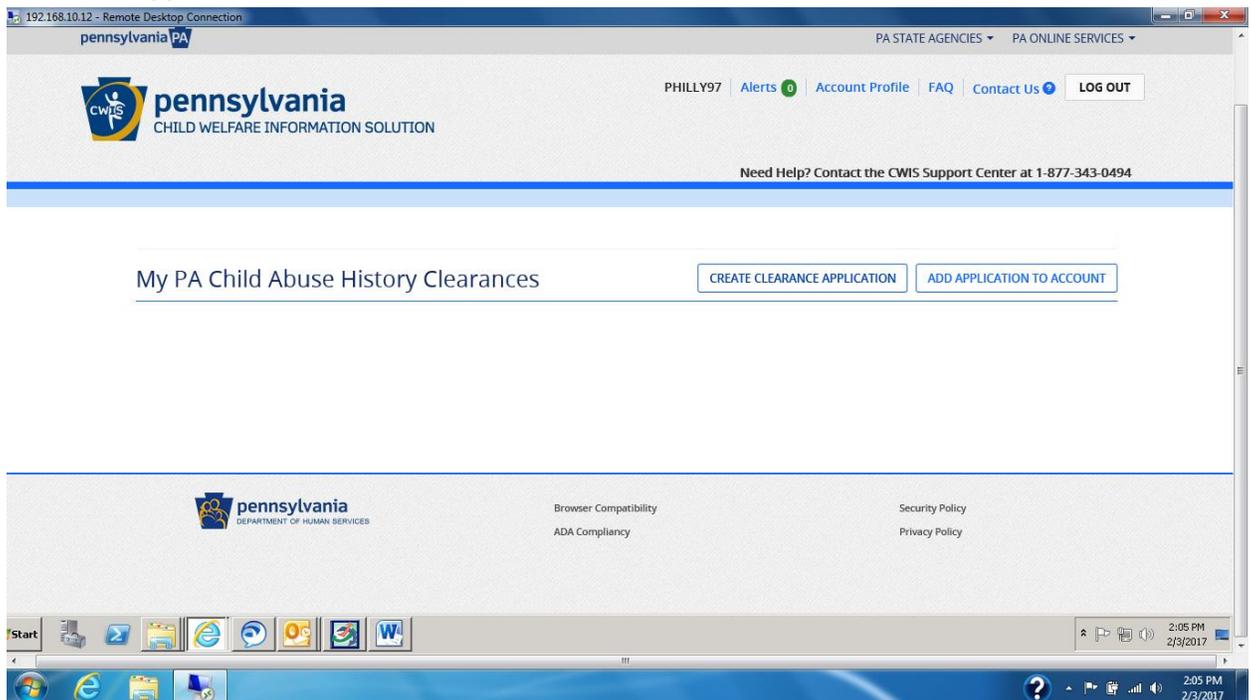
22. Scroll down and click on "**Begin**"
23. Check "**Individual of 14 years of age or older who is applying for or holding a paid position as an employee with a program…**"

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.

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!