



Fayette County Public Schools

Office of Human Resources

Instructions for the Kentucky Online Gateway (KOG) Central Registry Child Abuse and Neglect (CAN) Check

1. Create a Kentucky Online Gateway (KOG) account.

1. Go to the [Kentucky Online Gateway](#) website.
2. Select **"Create Account."**
3. Enter your personal information, including a valid email address.
4. Check your email for an Account Verification email from KOG.
5. Click the link in the email to verify your account.
6. Log in using the email and password you created.

2. Begin the CAN Check process.

1. Click the letter **"C"** on the homepage.
2. Select the **"CAN and Adam Walsh Verification"**.
3. Select the **"Child Abuse/Neglect (CAN) Check (Doc-374 or DPP-156) For Employment"**
4. Open the **"Form"** dropdown at the top of the page.
5. Select **"Central Registry Check (DPP 156)"** from the dropdown menu.

3. Select the type of request.

- Check the third box labeled: **"Public School Employee, Student Teacher, Contractor, or School-Based Decision Making Council Member (Required by KRS 160.380)."**

4. Enter your information.

1. Fill in your personal details.
 - Type "N/A" for any fields like *Middle name* or *Maiden/Nickname* if they do not apply.
 - Use your start date (if known) or today's date for **"Date of Hire,"**.
 - Include your current address and any previous addresses from the past five years.

2. Enter the employer information:
 - Name: Fayette County Public Schools
 - Address: 450 Park Place Lexington KY, 40511
3. Check the Box that says: **“In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency. Results will not be mailed”**
 - Email Address: fcpsappcenter@fayette.kyschools.us.
 - Confirm that you see a green message: “Employer email address exists in the system.” (See picture below for guidance)

Employer/Agency Requesting Information

Please enter the information of your employer, agency, school, church, organization, etc. that requires this check to be completed as a condition of your employment or volunteerism.

*** Name**

Fayette County Public Schools

*** Address Line 1** **Address Line 2**

450 Park place

Ex. Apt 10 Or Suite 200

*** City** *** State** *** Zip Code**

Lexington

Kentucky

40511

☒ In addition to receiving the results myself, I authorize the Cabinet for Health and Family Services to share the results with the following employer or agency. Results will not be mailed

*** Email Address**

fcpsappcenter@fayette.kyschools.us

Employer email address exists in the system

5. Upload identification documents.

1. Scan your valid driver's license or signed Social Security card.
2. Type the name of the document you are uploading (e.g., "Driver's License" or "Social Security Card").
3. Click **“Choose File”** to select your document.
4. Click **“Upload.”**
5. Click **“Submit.”**

6. Sign and pay Electronically.

1. Select **“Pay by credit/debit card.”**
2. Click **“Proceed to E-Sign.”**
3. Click **“Sign & Pay.”**

4. Enter your credit card information and click **"Next."**
5. Click **"Pay now."**

7. Save confirmation.

- Download or Screenshot the confirmation page as proof of completion for your records. Do not send screenshots to FCPS.

8. Submit results when available.

1. Download your report once available.
2. To download the PDF report, [log in](#) to your account and go to "My Dashboard." Click on the option to print, when the new page opens, click the save icon and you should see an option to download the PDF.
3. Email the PDF to fcpsappcenter@fayette.kyschools.us.

For Assistance:

- For questions about the Child Abuse and Neglect Registry Payment and Verification process, contact Records Management at (502) 564-3834.
- If you experience access issues or error messages, contact the Help Desk at (877) 545-6175.

Please note: If you have completed a CAN check within the last 6 months, you may submit that report to fcpsappcenter@fayette.kyschools.us.