



## The Faith-Justice Institute Service-Learning Program

### Screenshot Instructions: Applying for PA Criminal Background Check and PA Child Abuse Reports

- Please note there are four (4) potential distinct clearance requirements (PA Criminal Record Check, PA Child Abuse Check, FBI Fingerprinting Check and Minors on Campus Video Training). *Some Community Partners require additional reporting training, a record of a recent physical, flu show, or TB screening.*
- **Your required clearances are according to your community partner organization placement (CPO).** These can be found on your CPO placement description found at [www.sju.edu/ServiceLearningStudents](http://www.sju.edu/ServiceLearningStudents).
- If any of your background checks are returned with a reported record, please contact Jill Welsh, Director of the Faith-Justice Institute, at [jamitran@sju.edu](mailto:jamitran@sju.edu) or 610-660-1765 to schedule an appointment to discuss this as soon as possible.
- The only clearance with a financial cost is the FBI Fingerprint clearance. You will be required to pay at the time of fingerprints. You will need to have a credit/debit card or money order to complete the FBI Fingerprint check.
  - Please note, if paying the cost of the clearance upfront presents a hardship, please contact Danielle Critelli at [dcritell@sju.edu](mailto:dcritell@sju.edu) or 610-660-1334 to make alternate arrangements.
  - You will be reimbursed for this charge if you submit the receipt for reimbursement and have uploaded all clearances to the Nest.
- Apply for your clearances with the specific directions on the next pages. Links for websites and instructions are available on the Faith-Justice Service-Learning website. Use a computer where you can save and upload confidential documents, as well as have access to a printer.
  - **Clearances are turned into the Nest by the due date in order to begin service on time. For each clearance, upload to the appropriate option in the dropdown, and you will be able to upload the file from your computer.**
- Copy the clearance report/certificate document to your computer/flash drive. SJU Nest/Banner does not work with all file formats. **All files must be saved as PDF or screenshot as an image. Banner can only receive those formats.** ([How do I convert a file to PDF?](#))
  - **Copies of CPO required clearances must be handed into your CPO supervisor your first week of service. Please print off copies of each clearance to turn into your supervisor.**

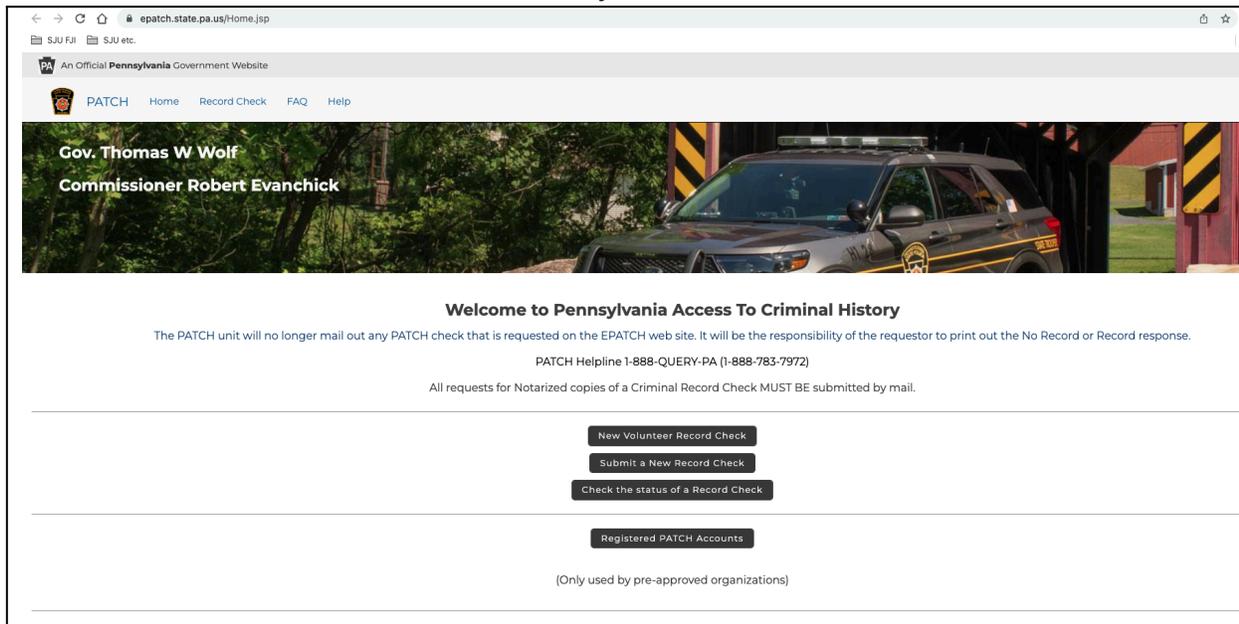
**Reminders:** **Clearances Due Date:** Upload all correct clearance certificates to the SJU Nest “student clearances” link by **January 31 by 11:59pm**

**\*All clearances are required to be uploaded to the Nest before you begin service.**

**\*If you do not complete and upload your clearance requirements, you are not allowed to begin service and will be asked to sit out until all clearances are completed.**

## Screen Shot Instructions: PA Criminal Background Check

1. Begin on the homepage: <https://epatch.pa.gov/home>
2. Click on “New Record Check- Volunteers Only”



3. Read the “Terms and Conditions for the use of PATCH” and if you comply, click the checkbox to proceed.
4. Enter in your personal information. For Volunteer Organization Name, list “Saint Joseph’s University”

Home Terms And Services **PERSONAL INFORMATION**

### Personal Information

Please fill in the following form prior to making your record check request. Fields marked with an \* are required.

When an email address is entered an email confirming that the request was received by the Pennsylvania State Police will be sent. Another email will be sent when the request is completed.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost \$ 0.00 dollars.

Reason For Request:

\* Volunteer Organization Name:

Volunteer Organization Telephone Number:

\* First Name:

Middle Name:

\* Last Name:

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip:

Country:

\* Email Addr:

Confirm Email Addr:

\* Phone Number:

5. After clicking Next, confirm your personal information and click proceed.
6. On the next page, it will ask you to enter more personal information to run the background check. Fill out as much information as possible before clicking submit.
7. After clicking submit, the form gives you a chance to review your information before requesting the background check. After reviewing all of your inputted information, click submit.
8. The website will process the information, and it is possible the site produces the report immediately.
9. To access your result, click on the control number, which is in blue and begins with "R"

The screenshot shows the 'Record Check Request Results' page. At the top, there are navigation tabs: Home, Terms And Services, Personal Information, Personal Information Review, Record Check Request Form, and Record Check Review. Below the tabs is the title 'Record Check Request Results' and a paragraph of instructions: 'The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. Please wait until processing has finished before reviewing any background checks. Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check.'

Below the instructions is a section titled 'Record Check Requests'. It includes a 'Show' dropdown set to '10' entries and a search box. A table displays the results:

Control #	Subject Name	Date of Request	Status
R [REDACTED]	[REDACTED]	[REDACTED]	No Record

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous', '1', and 'Next' buttons.

- a. You can also return to the homepage and click on "Check the status of a record check" and enter in your control number (emailed to you after submitting application) full name, date of request (from email).

### Record Check Status

To perform a search on a record check request you must enter in all the data exactly as it was entered for the original record check request. If a middle name was entered on the original request the you must enter the name exactly.

\* Control Number:

\* Request Date:

\* First Name:

Middle Name:

\* Last Name:

Search

10. By clicking on the control number, a new site will load and produce your results.
11. In order to complete this process, click on "Certificate Form"

The screenshot shows the 'Record Check Details' page. At the top, there are navigation tabs: Home, Terms And Services, Personal Information, Personal Information Review, Record Check Request Form, and Record Check Review. Below the tabs is the title 'Record Check Details' and a paragraph of instructions: 'This screen displays the details of a particular record check request. The request process has been completed. You may now print the certification form for your records. Nothing will be mailed to you. To view/print the invoice associated with this record check request just click on the invoice number hyperlink. To view/print the certification form for this request click on the Certification Form hyperlink.'

Below the instructions, there are several fields:

- Control #R [REDACTED] (circled in red)
- Requested by [REDACTED]
- Reason for Request: Volunteer
- Subject Name: [REDACTED]
- Race: [REDACTED]
- Sex: [REDACTED]
- Date of Birth: [REDACTED]
- Social Security #: [REDACTED]
- Status: [REDACTED]
- Request Date: 06/06/2022 01:20 PM

At the bottom right, there is a blue arrow pointing to the 'Certification Form' link.

12. The next page produces your certificate, which you can save and print. This certificate is what you should upload to the Nest and turn into your CPO/placement supervisor on your first day of service. Instructions to Upload to the Nest are the last page of this document.

## Screen Shot Instructions: PA Child Abuse Clearance

1. Begin on the homepage <https://www.compass.state.pa.us/cwis/public/home>
2. Select "Create a Individual Account" if first time doing clearances online or "Login"

PA STATE AGENCIES PA ONLINE SERVICES

FAQ | Contact Us

Need Help? Contact the CWIS Support Center at 1-877-343-0494

If the child you would like to report on is in immediate danger, please call 911 immediately.

WELCOME TO THE  
**Child Welfare Portal**

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

INDIVIDUAL LOGIN CREATE INDIVIDUAL ACCOUNT

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

ORGANIZATION LOGIN CREATE ORGANIZATION ACCOUNT

**Clearance Applications**

- Learn About Clearances  
Use this link to obtain more information about the PA Child Abuse History Clearance Application Website
- Verify a Certificate  
Verify an existing certificate.

**Child Abuse Referrals**

- Learn About Child Abuse Referrals  
Use this link to obtain more information about the Child Abuse Referral Website
- Office of Children, Youth and Families (OCYF) Regional Offices

**Services and Information**

- Child Protective Services Law
- Regional Map
- County Children and Youth Directory
- Child Abuse Annual Report

3. Read the general instructions and click next.

PA pennsylvania

Create Keystone ID: General Information

1 General Information 2 Profile Information

**Welcome!**

The Commonwealth of Pennsylvania is improving how it provides online services to citizens! Several state agencies are working together to allow you to establish a Keystone ID which creates a single way to access several different state programs. Currently, the Keystone ID that you create and manage here can be used for:

**Child Welfare Portal**  
Users of the Child Welfare Portal can apply for a Pennsylvania child abuse history clearance or submit child abuse referrals.

**SERS' Online Member Services**  
Members of the State Employees' Retirement System can get statements, run estimates, and more.

**Disaster Training Registration**  
The Disaster Training Registration allows Individuals to search for and attend courses related to disaster situations.

**COMPASS**  
COMPASS is an online application for Pennsylvanians to apply for many health and human service programs.

If you already have signed into any of these programs, you do not need to create another one now. Simply use the user name and password you've already established to access all of these services. Keep in mind that if you change your password or any other profile information in any one of these programs, the changes you make will apply to all programs that use the Keystone ID.  
Keep an eye out for the Keystone ID sign-in on more state websites in the future. It's just another way the Commonwealth of Pennsylvania is working to serve you better.

NEXT CANCEL

4. You will create your own personal Keystone ID. Once you submit your information, you'll receive a temporary password via email



### Create Keystone ID: Profile Information

1   
General Information

2   
Profile Information

• = Required

To create a new Keystone ID, please provide the following information:

- Keystone ID  (must be 6 to 64 characters)
- First Name
- Last Name
- Date Of Birth  (MM/DD/YYYY)
- E-mail
- Confirm E-mail

To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password. [Security Question Tips](#)  
Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool.  
Avoid using special characters (\$#%&) and punctuation (" , - .) in your answers.  
You cannot use the same question more than once.  
Answer cannot be any phrase directly from the question.

- Security Question 1
- Answer
- Security Question 2
- Answer
- Security Question 3
- Answer

For security reasons, please answer the following question.

Question

- Answer

BACK

FINISH

CANCEL

5. "Log-in" and use your Keystone ID and temporary password
6. Create your permanent password
  - a. **We strongly suggest that you record your ID and password**
7. Once you are logged in with your permanent password, review the disclosures (follow prompts) and select "Create Clearance Application"
8. Follow the prompts to complete the application. You might need to enter personal information, all previous housing locations and names of those you lived with.
9. Your reason for the clearance is "volunteer"
  - a. Please note when prompted for Certificate Delivery Method, in order for your clearance to be

processed electronically **check NO**

10. Click on “Finalize and Submit Application” **You should not be charged for this clearance.**

11. You will receive an email notice when the background check is finished processing; it can take up to ~14 business days

12. Download the clearance certificate. Save your results on your computer/flash drive.

### **Submitting Your Background Check Reports: must be completed before the start of service**

This is a *two* part process.

1. You need to upload your required background reports and certificates to the Nest by the due date
2. **and** bring copies of your reports to the community partner placement your first week of service

### **Instructions for Uploading to the Nest**

1. Double-check that you have all the necessary clearance reports and certificates saved to your computer or flash drive. You want to upload your **completed** background check reports and Minors on Campus Certificate.
2. Login to SJU Nest using your SJU student login.
3. On the home screen,
  - find “Student” under “Administrative services” and click on “Student clearances”
  - That brings you to an “Upload Documents” page.
  - Click the dropdown for “document type” and select “Faith-Justice Institute, Service-Learning” as your department.
  - Upload the correct document for each requirement. Please make sure you are uploading the certificates of each clearance check, not a screenshot of your account page. For proper images, please see this [folder](#).

**ADMINISTRATIVE SERVICES**

- + Advancement / Alumni Relations
- Employee Information
- + Faculty & Advisors
- + Personal Information
- + Student
  - Student Services
  - Student Profile
  - Registration
  - Financial Aid
  - Missing Person Contact Information
  - Student Clearances**
  - Parent/Guardian Controls
- Financial Aid

**Upload Documents**

I give permission for my documents to be reviewed by select University personnel.  
Please select the document type and the department that will review your clearances.

Document Type:  Department:

Document:  No file chosen

- ✓ FBI Clearance
- PA Child Abuse Clearance
- PA Criminal Background Check
- Online Mandatory Reporter Training Certificate
- Arrest and conviction report
- Employees of schools waiver
- Statement regarding background clearances
- Tuberculosis screening

- ✓ Campus Ministry Weekly Service Education
- Faith-Justice Institute, Service-Learning**

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