



Act 114 Tutorial Guide

Building the Federal Criminal
History Background Check
Clearance Item

Please refer to the notes below for detailed instructions of each step.



Down here! This is where detailed instructions of the steps will appear for each slide. If you would like to make this section larger, click and drag the three grey dots above this text box upwards.

Step 1 - Creating the Act 114 Clearance Item

The screenshot displays the 'COMPLY BY EDULINK' interface. The main content area is titled 'My Supervision Items' and contains a table with the following data:

Status	Complete	Pending	Compliance Item Name	Act 48	Start Date	End Date	Actions
!	0/48	48 Pending	Published 2019-2-15 School Safety Training	0	02/15/2019	02/22/2019	View
!	0/56	0 Pending	Published Wilson SD Emergency Contact Info	0	08/19/2019	09/05/2019	View

The left-hand navigation menu includes the following items:

- Supervision Management
 - All Items
 - My Supervision Items
 - 1 Pending Verification
 - 0 Expires Soon
 - 0 Expired
 - All Users' Progress
 - Templates** (highlighted with a red box and the number 1)
 - Add Item
- My Compliance Items
- User Management
- Group Management
- Questionnaire Management
- Reporting
- Portal Management

From the My Supervision Items page...

1. Select Templates from the navigational menu

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Central Admin
Example School Portal
[Support](#) | [Messages](#) | [Logout](#)

Menu **Compliance Items** [Add Item](#) [Select Tag](#) [Template](#)

	Status	Complete	Pending	Compliance Item Name	Act 48	Start Date	End Date	Actions
<input type="radio"/> All Items	<input type="radio"/>	0/0	Template	Acceptable Use Policy Template		08/01/2017	08/31/2017	View
<input type="radio"/> Pending Verification	<input type="radio"/>	0/0	Template	Acknowledgment and/or Sign-Off Item Template		08/15/2018	08/31/2018	View
<input type="radio"/> Expires Soon	<input type="radio"/>	0/0	Template	Act 114 Federal Criminal History Background Check Clearance		—	—	View 1
<input type="radio"/> Expired	<input type="radio"/>	0/0	Template	Act 151 PA Child Abuse Background Check Clearance		—	—	View
<input type="radio"/> My Supervision Items	<input type="radio"/>	0/0	Template	Act 34 PA Criminal History Background Check Clearance		—	—	View
<input type="radio"/> All Users' Progress	<input type="radio"/>	0/0	Template	Act 44 - Emergency Drills Template		12/01/2018	12/30/2018	View
<input type="radio"/> Templates	<input type="radio"/>	0/0	Template	Act 48 Item (Physical Sign-In and PD Feedback Form) Template	<input type="radio"/>	08/20/2018	08/20/2018	View
<input type="radio"/> Add Item	<input type="radio"/>	0/0	Template	Act 48 Item (Submission of Previously Earned Hours) Template	<input type="radio"/>	09/01/2018	09/01/2018	View
<input type="radio"/> My Compliance Items	<input type="radio"/>	0/0	Template	Antihazing Law (PDE Required) Template		07/01/2018	06/30/2019	View
<input type="radio"/> User Management	<input type="radio"/>	0/0	Template	Board Policy Review Template		08/01/2017	08/31/2017	View
<input type="radio"/> Group Management	<input type="radio"/>	0/0	Template	Bullying Prevention (Practice Item) Template		12/01/2018	12/01/2018	View
<input type="radio"/> Questionnaire Management	<input type="radio"/>	0/0	Template					
<input type="radio"/> Reporting	<input type="radio"/>	0/0	Template					
<input type="radio"/> Portal Management	<input type="radio"/>	0/0	Template					

From the Item Templates page...

1. Select View next to the item labeled "Act 114 Federal Criminal History Background Check Clearance"

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Example School Portal
Support | Messages | Logs

Act 114 Federal Criminal History Background Check Clearance

Template Actions

Duplicate

Supervision Management

- All Items
 - Pending Verification
 - Expires Soon
 - Expired
- My Supervision Items
- All Users' Progress
- Templates
- Add Item

My Compliance Items

- User Management
- Group Management
- Questionnaire Management
- Reporting
- Portal Management

Cycle Progress:

Description:
Federal Criminal History Clearance (fingerprint-based background check)

Instructions:
Duplicate this template to use on your portal. Once duplicated, edit as needed and assign users via the bulk upload (including individual due dates). Then publish.

Purpose - This compliance item is designed to track the completion of your Act 114 Federal Criminal History Background Check Clearance. According to state mandates, employees are required to complete/renew this clearance every five years. Please see your individual due date as to when this clearance must be completed/renewed.

Step 1 - Visit PDEs Federal Criminal History Background Check website (see resource link). Carefully follow the directions under the **Applicant Procedures** section. The process includes registering for a fingerprinting session (use Service Code 1KG6XN), submitting payment, and sharing your UEID number with Central Office.

Step 2 - Once you receive your UEID number (as shown on the receipt provided after fingerprint capture), click the blue **Complete Questionnaire** button to share it with Central Office. With your UEID number, Central Office will be able to view your official report.

Step 3 - Click the green **Submit for Approval** button. Once your results are reviewed, this item will be approved and you will receive an email.

Important Notes:

- Once your submission is reviewed and approved, you will receive an email that the current five year cycle is completed. The next day, the system will automatically generate a new five year cycle and send you an email with the new due date, indicating when this item will need to be completed again in the future.
- The district makes best effort to track clearance due dates for employees. Ultimately

Compliance Cycle Type: User Timeline

Recurrence: Recur every 5 year(s).
Recurrence does not end.

Person of Contact: Central Office

Approval Stages: Questionnaire Required

User Requirements: Questionnaire Required

Reminders:

- 6 Months prior to the End Date
- 3 Months prior to the End Date
- 1 Month prior to the End Date
- 1 Day after the End Date
- 2 Weeks prior to the End Date

From the Item Details page...

1. Select Actions
2. Select Duplicate (from the Actions button drop down menu)

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Example School Portal
Support | Messages | Logout

Menu

Edit Compliance Item Draft Close Publish Save

Title: * Act 114 Federal Criminal History Background Check Clearance **1**

Description: * Federal Criminal History Clearance (fingerprint-based background check)

Compliance Cycle Type: * User Timeline

Start Date: **End Date:**

Instructions: *

Duplicate this template to use on your portal. Once duplicated, edit as needed and assign users via the bulk upload (including individual due dates). Then publish. **2**

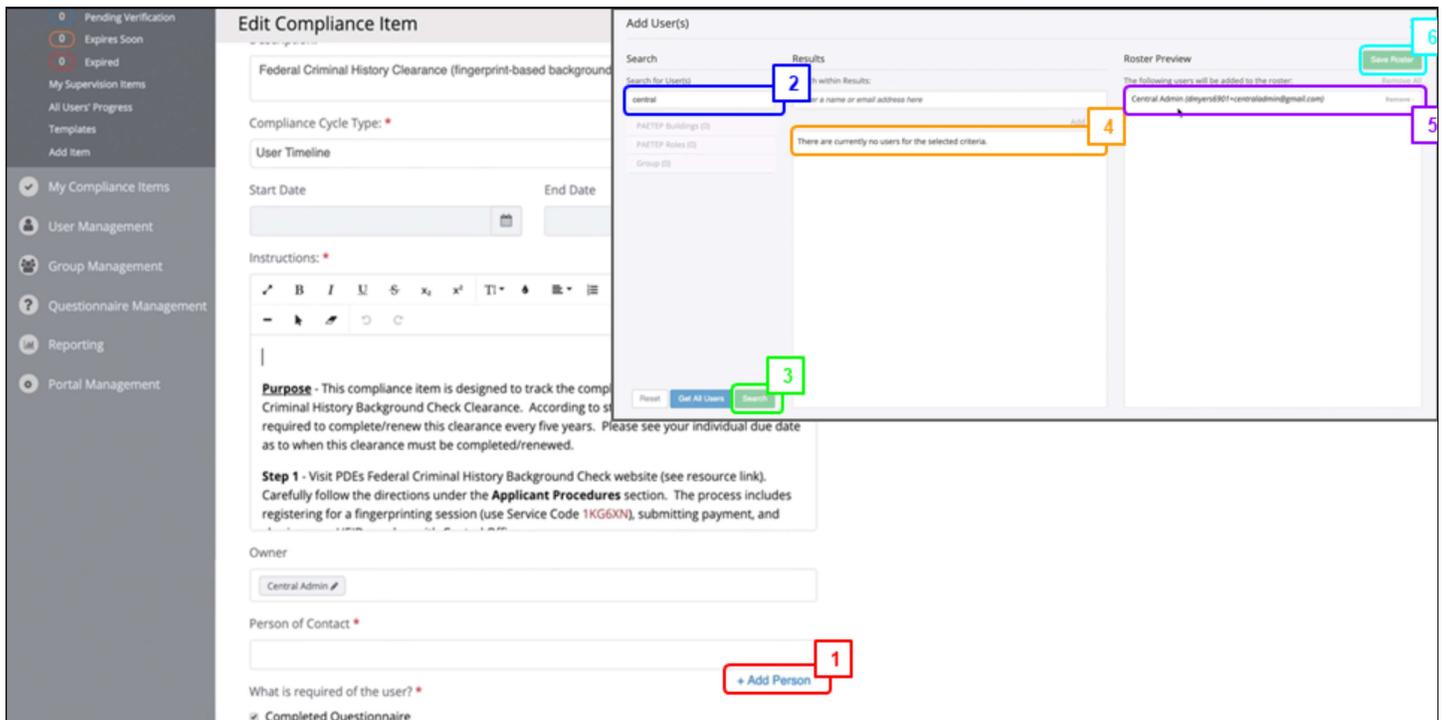
Purpose: - This compliance item is designed to track the completion of your Act 114 Federal Criminal History Background Check Clearance. According to state mandates, employees are required to complete/renew this clearance every five years. Please see your individual due date as to when this clearance must be completed/renewed.

Step 1 - Visit PDEs Federal Criminal History Background Check website (see resource link). Carefully follow the directions under the **Applicant Procedures** section. The process includes

Reminders: (5) reminders
Questionnaire: Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy Template Copy
Resources: (2) resources
Recurrence: Recurs every 5 year(s)
Approval Stages: No approval stages currently exist.
Tags: Act 48

From the Edit Compliance Item page...

1. Edit the title as needed (remove Template Copy)
2. Within the Instructions section
 - Remove the red text
 - Edit the rest of instructions as needed to meet the specific needs of your district



Scroll down and for Person of Contact

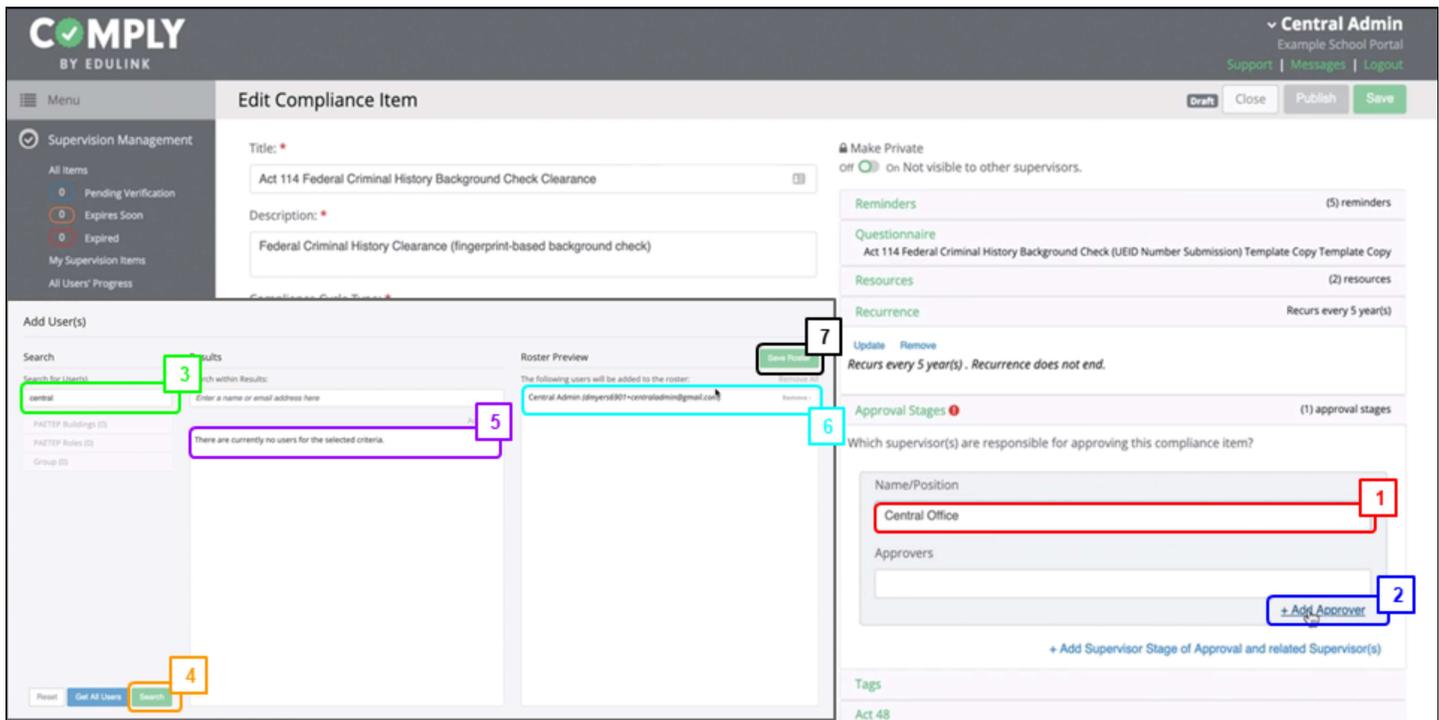
1. Select +Add Person

From the Add Users pop up tool...

1. Search for the name of the person you would like to add as the Person of Contact
2. Select the green Search button or hit the Return key on your keyboard
3. Select the appropriate name from the Results column
4. Check that the name appears in the Roster Preview column
5. Select Save Roster

Scroll up on the Edit Compliance Item page...

1. Select Approval Stages
2. Select +Add Supervisor Stage of Approval and Related Supervisor(s)



Within the Approval Stages section...

1. Type Central Office for Name/Position
2. Select +Add Approver

From the Add User Pop Up menu...

1. Search for the name of the person you would like to add as the Approver
2. Select the green Search button or hit the Return key on your keyboard
3. Select the appropriate name from the Results column
4. Check that the name appears in the Roster Preview column
5. Select Save Roster

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Central Admin
Example School Portal

Support Message

Draft Close Publish Save

Edit Compliance Item

Title: *
Act 114 Federal Criminal History Background Check Clearance

Description: *
Federal Criminal History Clearance (fingerprint-based background check)

Compliance Cycle Type: *
User Timeline

Start Date End Date

Instructions: *

Important Notes:

- Once your submission is reviewed and approved, you will receive an email that the current five year cycle is completed. The next day, the system will automatically generate a new five year cycle and send you an email with the new due date, indicating when this item will need to be completed again in the future.
- The district makes best effort to track clearance due dates for employees. Ultimately, the responsibility of completing/renewing clearances rests solely on each individual employee for all required clearances.

Make Private
or Not visible to other supervisors.

Reminders (5) reminders

Questionnaire
Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy Template Copy

Resources (2) resources

Recurrence Recurs every 5 year(s)
Update Remove
Recurs every 5 year(s) . Recurrence does not end.

Approval Stages (1) approval stages

Which supervisor(s) are responsible for approving this compliance item?

Name/Position
Central Office

Approvers
Central Admin X
+ Add Approver

+ Add Supervisor Stage of Approval and related Supervisor(s)

Tags (1) tags

From the Edit Compliance Item page...

1. Select the green Save button
2. Select the blue Publish button
3. Select the white Close button

This will publish the item and take you to the item's detail page where you can view what it will look like for your end users.

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Central Admin
Example School Portal
Support | Messages | Logout

Act 114 Federal Criminal History Background Check Clearance

Published Actions

Supervision Management

- All Items
- 0 Pending Verification
- 0 Expires Soon
- 0 Expired
- My Supervision Items
- All Users' Progress
- Templates
- Add Item

My Compliance Items

User Management

Group Management

1 Questionnaire Management

Reporting

Portal Management

Cycle Progress:

Description:
Federal Criminal History Clearance (fingerprint-based background check)

Instructions:

Purpose - This compliance item is designed to track the completion of your Act 114 Federal Criminal History Background Check Clearance. According to state mandates, employees are required to complete/renew this clearance every five years. Please see your individual due date as to when this clearance must be completed/renewed.

Step 1 - Visit PDEs Federal Criminal History Background Check website (see resource link). Carefully follow the directions under the **Applicant Procedures** section. The process includes registering for a fingerprinting session (use Service Code 1KG6XN), submitting payment, and sharing your UEID number with Central Office.

Step 2 - Once you receive your UEID number (as shown on the receipt provided after fingerprint capture), click the **blue Complete Questionnaire** button to share it with Central Office. With your UEID number, Central Office will be able to view your official report.

Step 3 - Click the **green Submit for Approval** button. Once your results are reviewed, this item will be approved and you will receive an email.

Important Notes:

- Once your submission is reviewed and approved, you will receive an email that the current five year cycle is completed. The next day, the system will automatically generate a new five year cycle and send you an email with the new due date, indicating when this item will need to be completed again in the future.
- The district makes best effort to track clearance due dates for employees. Ultimately, the responsibility of completing/renewing clearances rests solely on each individual employee for all required clearances.

Compliance Cycle Type: User Timeline

Recurrence: Recur every 5 year(s) .
Recurrence does not end.

Person of Contact: Central Admin

Approval Stages: Central Office

User Requirements: Questionnaire Required

Reminders:

- 6 Months prior to the End Date
- 3 Months prior to the End Date
- 1 Month prior to the End Date
- 1 Day after the End Date
- 2 Weeks prior to the End Date

Before adding users to the roster, access the questionnaire and make any changes.

1. Select Questionnaire Management

	Status	Title	Created By	Last Modified	Actions
	Published	Acceptable Use Policy Signature	EduLink Admin	04/09/2018	Actions
	Published	Acknowledgment and Electronic Signature	EduLink Admin	07/02/2018	Actions
	Published	Act 114 Federal Criminal History Background Check (UEID Number Submission)	EduLink Admin	12/14/2017	Actions
	Published	Act 114 Federal Criminal History Background Check (UEID Number Submission)	Admin User	05/16/2018	Actions
	Published	Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy Template Copy	Brad Ryba	12/04/2018	Actions
	Published	Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy Template Copy	Central Admin	02/18/2019	Actions
	Published	Act 151 PA Child Abuse Background Check Clearance	EduLink Admin	02/22/2018	Delete
	Published	Act 34 PA Criminal History Background Check Clearance	EduLink Admin	03/13/2018	Edit
	Published	Act 44 - Emergency Drills	EduLink Admin	11/21/2018	Duplicate
	Published	Act 44 - Emergency Plan Review Acknowledgment and Electronic Signature	EduLink Admin	11/21/2018	Archive
	Published	Act 44 - Emergency Plan Review Acknowledgment and Electronic Signature	EduLink Admin	11/21/2018	Preview
	Published	Alcohol, Chemical and Tobacco Abuse Program Training Acknowledgement	EduLink Admin	01/29/2018	Actions
	Published	Antihazing Law - Policy Acknowledgement	EduLink Admin	01/22/2018	Actions
	Published	Board Policy Review Acknowledgement and Electronic Signature	Admin User	10/29/2017	Actions
	Published	Board Policy Review Acknowledgement and Electronic Signature	EduLink Admin	01/22/2018	Actions

From the Questionnaire Management page...

1. Select Actions next to the questionnaire labeled “Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy”
2. Select Edit from the dropdown menu

Note: Make sure that the questionnaire you select is the one that was duplicated/created by you (see Created by column)

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Example School Portal | Messages | Logout

Close Save Preview Un-publish

Edit Questionnaire

Form Title*
Act 114 Federal Criminal History Background Check

Description*
Federal background check clearance

To begin:

1. Add (grab and drop) the Section item from the panel on the right to the gray panel below. Name the section as appropriate.
2. If you want directions included on your questionnaire, add a Label/Instruction item. Rename the label and enter directions as appropriate.
3. Add questions as needed (Singleline Text, Multiline Text, Multiple Choice, Drop Down, and/or Check-Box.) You can add as many questions as you want or duplicate questions as you go. You can even add additional sections.
4. Save your work frequently. Click Preview to view your progress, and Publish (make the form active) when ready.

Signature Display Title X

Acknowledgement X

To allow your employer to access your official Federal Criminal History Background Check report via the electronic system, enter your UEID number (as shown on the receipt provided after fingerprint capture) below.

H Federal Background Check UEID X

Enter you UEID here

Required

Add

- Section
- Label/Instructions
- A Singleline Text
- Multiline Text
- Multiple Choice
- Checkboxes
- Dropdown
- Signature

From the Edit Questionnaire page...

1. Edit the title as needed (remove template copy)
2. Review the information in the questionnaire and edit as needed
3. Select Save and Preview (if desired)
4. Select Close to exit the edit screen

Example School Portal
Support | Messages | Logout

BY EDULINK

Menu

Supervision Management

My Supervision Items

View All Questionnaires

Add Questionnaire Active

Status	Title	Created By	Last Modified	Actions
Published	Acceptable Use Policy Signature	EduLink Admin	04/09/2018	Actions
Published	Acknowledgment and Electronic Signature	EduLink Admin	07/02/2018	Actions
Published	Act 114 Federal Criminal History Background Check	Central Admin	02/18/2019	Actions
Published	Act 114 Federal Criminal History Background Check (UEID Number Submission)	EduLink Admin	12/14/2017	Actions
Published	Act 114 Federal Criminal History Background Check (UEID Number Submission)	Admin User	05/16/2018	Actions
Published	Act 114 Federal Criminal History Background Check (UEID Number Submission) Template Copy Template Copy	Brad Ryba	12/04/2018	Actions
Published	Act 151 PA Child Abuse Background Check Clearance	EduLink Admin	02/22/2018	Actions
Published	Act 34 PA Criminal History Background Check Clearance	EduLink Admin	03/13/2018	Actions
Published	Act 44 - Emergency Drills	EduLink Admin	11/21/2018	Actions
Published	Act 44 - Emergency Plan Review Acknowledgment and Electronic Signature	EduLink Admin	11/21/2018	Actions
Published	Alcohol, Chemical and Tobacco Abuse Program Training Acknowledgement	EduLink Admin	01/29/2018	Actions
Published	Antihazing Law - Policy Acknowledgement	EduLink Admin	01/22/2018	Actions

Now the the questionnaire has been edited, navigate your way back to the Act 114 compliance item. From the View All Questionnaires page...

1. Select Supervision Management from the navigational menu
2. Select My Supervision Items

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Central Admin
Example School Portal
Support | Messages | Logout

Menu

My Supervision Items

Add Item Select Tag Active Search

Status	Complete	Pending	Compliance Item Name	Act 48	Start Date	End Date	Actions
!	0/48	48 Pending	Published 2019-2-15 School Safety Training	0	02/15/2019	02/22/2019	View
!	0/0	0 Pending	Published Act 114 Federal Criminal History Background Check Clearance	—	—	—	View
!	0/56	0 Pending	Published Wilson SD Emergency Contact Info	—	08/19/2019	09/05/2019	View

Supervision Management

All Items

My Supervision Items

- 1 Pending Verification
- 0 Expires Soon
- 0 Expired

All Users' Progress

Templates

Add Item

My Compliance Items

User Management

Group Management

Questionnaire Management

Reporting

Portal Management

From My Supervision Items page...

1. Select View next to the item labeled "Act 114 Federal Criminal History Background Check Clearance"

Step 2 - Adding Users

Step 2 - Adding Users to a compliance item once it has been published.

User Management
Group Management
Questionnaire Management
Reporting
Portal Management

Act 114 Federal Criminal History Background Check Clearance

Step 2 - Once you receive your UEID number (as shown on the receipt provided after fingerprint capture), click the **blue Complete Questionnaire** button to share it with Central Office. With your UEID number, Central Office will be able to view your official report.

Step 3 - Click the **green Submit for Approval** button. Once your results are reviewed, this item will be approved and you will receive an email.

Important Notes:

- Once your submission is reviewed and approved, you will receive an email that the current five year cycle is completed. The next day, the system will automatically generate a new five year cycle and send you an email with the new due date, indicating when this item will need to be completed again in the future.
- The district makes best effort to track clearance due dates for employees. Ultimately, tracking clearances rests solely on each individual

Bulk Add Users

Directions: To bulk add users and dates to this compliance item, upload a CSV file.

Example User Upload File - Use this example CSV file to bulk upload users to this item. The example file has three columns (email address, start date, and due date). Email address of user is required and either the start date or due date is required. The CSV file should not include any headers.

Important Note Regarding Clearances - For clearance items with five year recurrence, it is recommended that your CSV file have only two columns of data. The first column should be the email address of the user. The second column should be the start date (i.e., the date the individual last completed their clearance). Leave the third column blank. When uploaded, the system will count out five years and set a new due date. Note - Start dates for individual users that are older than five years will not be accepted. For these types of users (where the start date you have on record is older than five years), it is recommend that you identify a more current date.

Select document

Choose File: No file chosen **2**

No file chosen

Upload File / Add Users Close

Upload Users **1**

Message Remove

25

From the Roster section of the Item's Details page...

1. Select the blue Upload Users button

Carefully read the directions and create the necessary CSV file. Once the CSV file is created...

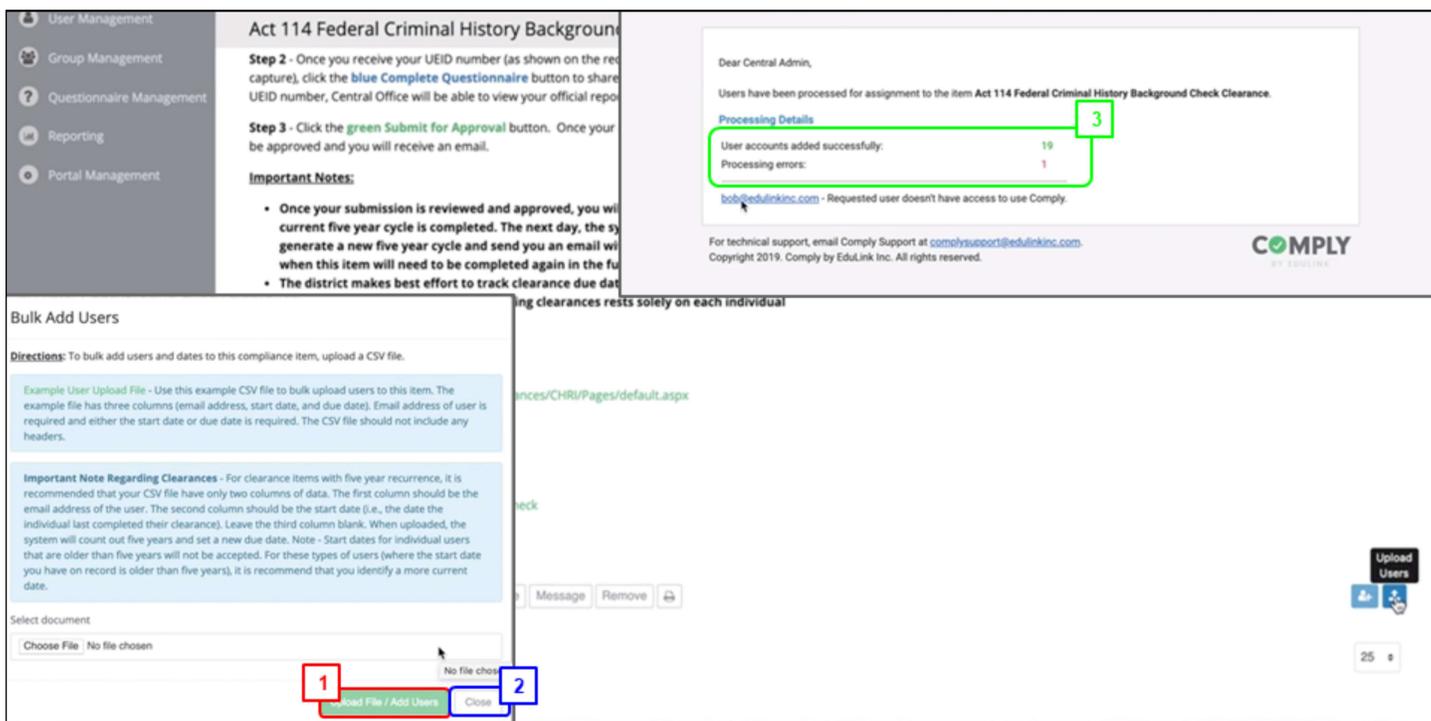
1. Select Choose File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	tony@edulinkinc.com	7/10/14												
2	kristi@edulinkinc.com	3/4/14												
3	jada@edulinkinc.com	3/12/14												
4	joel@edulinkinc.com	4/2/14												
5	rob@edulinkinc.com	5/1/14												
6	judy@edulinkinc.com	8/18/14												
7	john@edulinkinc.com	10/10/14												
8	robert@edulinkinc.com	2/21/15												
9	tina@edulinkinc.com	3/30/15												
10	bob@edulinkinc.com	4/24/15												
11	chris@edulinkinc.com	7/5/15												
12	jodi@edulinkinc.com	8/9/15												
13	marty@edulinkinc.com	12/9/15												
14	ryan@edulinkinc.com	3/15/16												
15	jay@edulinkinc.com	5/20/16												
16	alice@edulinkinc.com	7/30/16												
17	amya@edulinkinc.com	2/7/17												
18	ed@edulinkinc.com	3/27/17												
19	abby@edulinkinc.com	11/5/18												
20	mary@edulinkinc.com	8/2/18												
21														
22														
23														
24														
25														
26														
27														
28														

The CSV file you upload should look similar to this...

1. Ensure that you have 2 columns with no headers
 - First column - email address of user
 - Second column - the date the individual last completed the clearance

Note: You must save this as a CSV file in order for COMPLY to accept it.



Once you have selected the CSV file...

1. Select the green Upload File/ Add Users button
2. Select the white Close button to exit

When you complete this step, all the users you have added will receive an email notifying them that they are responsible for completing this item. You will also receive an email with a summary of your upload.

From the email you receive...

1. Check the Admin processing details to ensure that all users were added successfully

Step 3 - Approving Users

Step 3 - Approving Users once they have completed the compliance item and submitted it for approval

Act 114 Federal Criminal History Background Check Clearance

generate a new five year cycle and send you an email with the new due date, indicating when this item will need to be completed again in the future.

- The district makes best effort to track clearance due dates for employees. Ultimately, the responsibility of completing/renewing clearances rests solely on each individual employee for all required clearances.

Resource Links

<https://uenroll.identogo.com/>

<https://www.education.pa.gov/Educators/Clearances/CHRU/Pages/default.aspx>

Documents

Act 114 Federal Criminal History Background Check

Completed on 02/18/2019 at 2:43 PM

Acknowledgement

To allow your employer to access your official Federal Criminal History Background Check report via the electronic system, enter your UEID number (as shown on the receipt provided after fingerprint capture) below.

Federal Background Check UEID

123487612398476123v

Type Name

Kristi Butler

Sign Here

Kristi Butler

Due Date	Completed	History	Evidence	Notes
03/03/2019			View Evidence	Actions Approve
02/06/2022			View Evidence	Actions
05/19/2021			View Evidence	Actions
08/08/2020			View Evidence	Actions
10/09/2019			View Evidence	Actions
07/14/2023			View Evidence	Actions

From the Roster section of the Item Details page...

1. Select the bold View Evidence button

From the view evidence pop-up screen...

1. Review the information and use the UEID number to check the person's official record

Act 114 Federal Criminal History Background Check Clearance Published Actions

generate a new five year cycle and send you an email with the new due date, indicating when this item will need to be completed again in the future.

- The district makes best effort to track clearance due dates for employees. Ultimately, the responsibility of completing/renewing clearances rests solely on each individual employee for all required clearances.

Resource Links
<https://uenroll.identogo.com/>
<https://www.education.pa.gov/Educators/Clearances/CHRU/Pages/default.aspx>

Documents
-

Action *

Approved

Completed Date: *

February 7, 2019

Start Date: *

Use the above completed date as the start date for the next cycle.

Use the original due date 03/03/2019 as the start date for the next cycle.

Important Note Regarding Clearances - When approving clearance items with five year cycles (e.g. Act 114, Act 151, and Act 34), enter the date the individual completed the clearance as shown on their official results in the Completed Date field and check the box next to "Use the above completed date as the start date for the next cycle". Once approved, the user will receive an email that the current five year cycle is completed. The next day, the system will automatically generate a new five year cycle and email the individual with the new due date when the item will need to be completed again.

Ok Cancel

Due Date	Completed	History	Evidence	Notes
03/03/2019				Actions Approve
02/06/2022				Actions
05/19/2021				Actions
08/08/2020				Actions
10/09/2019				Actions
07/14/2023				Actions

Assuming there are no issues with the background check, it is now time to Approve the user and establish the next five year cycle...

1. From the Roster section of the item, select Approve

From the Approval pop-up screen...

1. Select the calendar icon to edit the Completed Date. Note - This date should be the date that the user officially completed their clearance (as indicated on their official Act 114 clearance record).
2. Select the check box next to "Use the above completed date as the start date for the next cycle."
3. Select Ok

Tips for Troubleshooting Clearance Items

Please review the Act 114 video tutorial for tips on troubleshooting this clearance item.

Troubleshooting tips include what to do if...

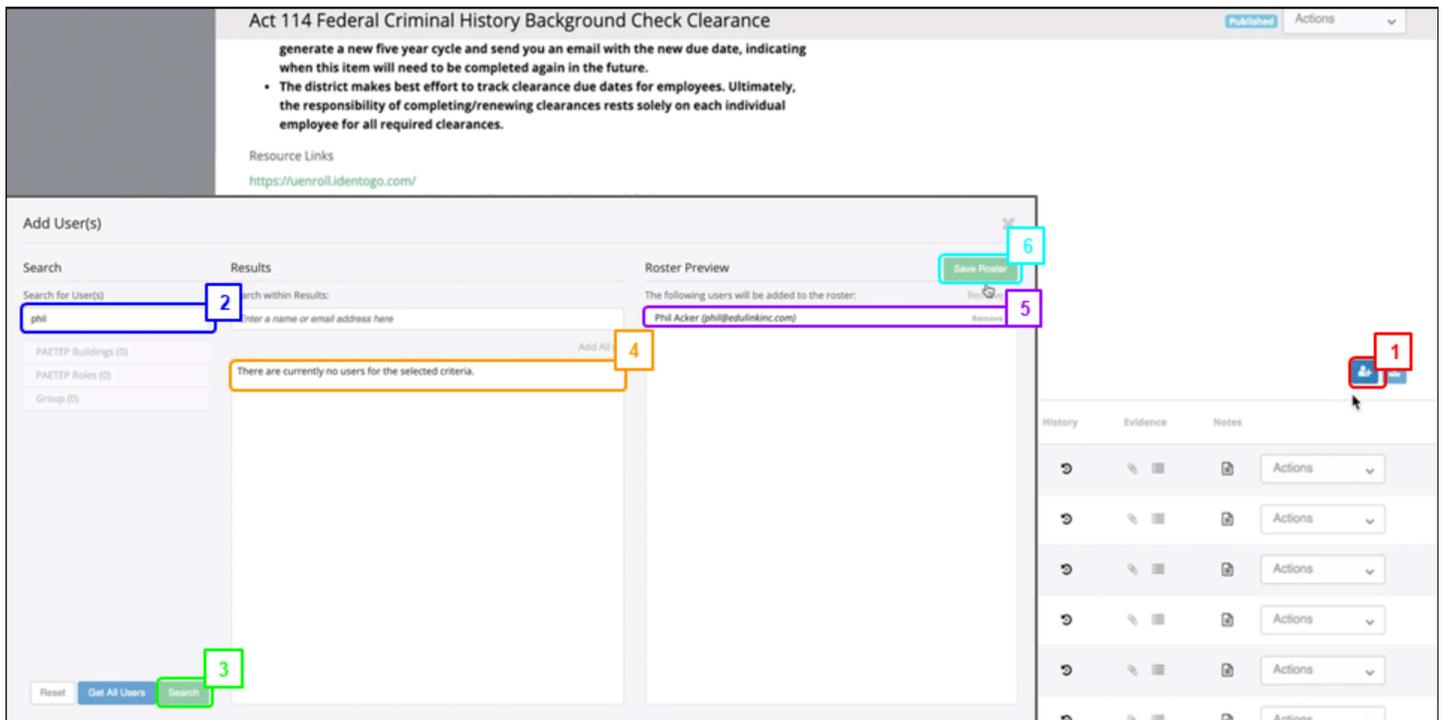
- 1) User submits something incorrectly or to early (well before their due date)
- 2) User should not be on the roster and they need to be removed
- 3) User has incorrect due date

Adding Users in the Future (new hires)

Once the initial upload of users has been completed, you will need to add new users (new hires) to this item in the future. There are two options for adding new users.

1. Add new users via a new CSV file
2. Add users manually

Note - The following slides show you how to add new users manually.



From the Roster section of the Item Details page...

1. Select the Add Users button
2. Type the name of the user in the search bar
3. Select Search
4. Select the user in the results column
5. Check that the user has been moved to the roster preview
6. Select Save Roster

Act 114 Federal Criminal History Background Check Clearance

<https://uenroll.identogo.com/>
<https://www.education.pa.gov/Educators/Clearances/CHRU/Pages/default.aspx>

Documents
-

Questionnaire Preview
Act 114 Federal Criminal History Background Check

Roster

Approve Reopen **Modify Due Date** Message Remove

Priority	Name	Due Date	Completed	History	Evidence	Notes
	Adams, Jay	05/21/2019				Actions
<input checked="" type="checkbox"/>	Acker, Phil	[Need Due Date]				Actions
	Adams, Amy	02/06/2022				Actions
	Adams, Jodi	08/08/2020				Actions
	Adams, John	10/09/2019				Actions
	Arnold, Abby	11/04/2023				Actions
	Baker, Robert	02/20/2020				Actions
	Baker, Ryan	03/14/2021				Actions

Modify Due Date

February 21, 2022

Save & Close Cancel

To enter a Due Date...

1. Select the checkbox next to the user you just added
2. Select Modify Due Date
3. Select the Calendar Icon to change the due date. Note - the due date should be five years in the future from the date the individual last completed the clearance (as indicated on their official Act 114 clearance record).
4. Select Save & Close