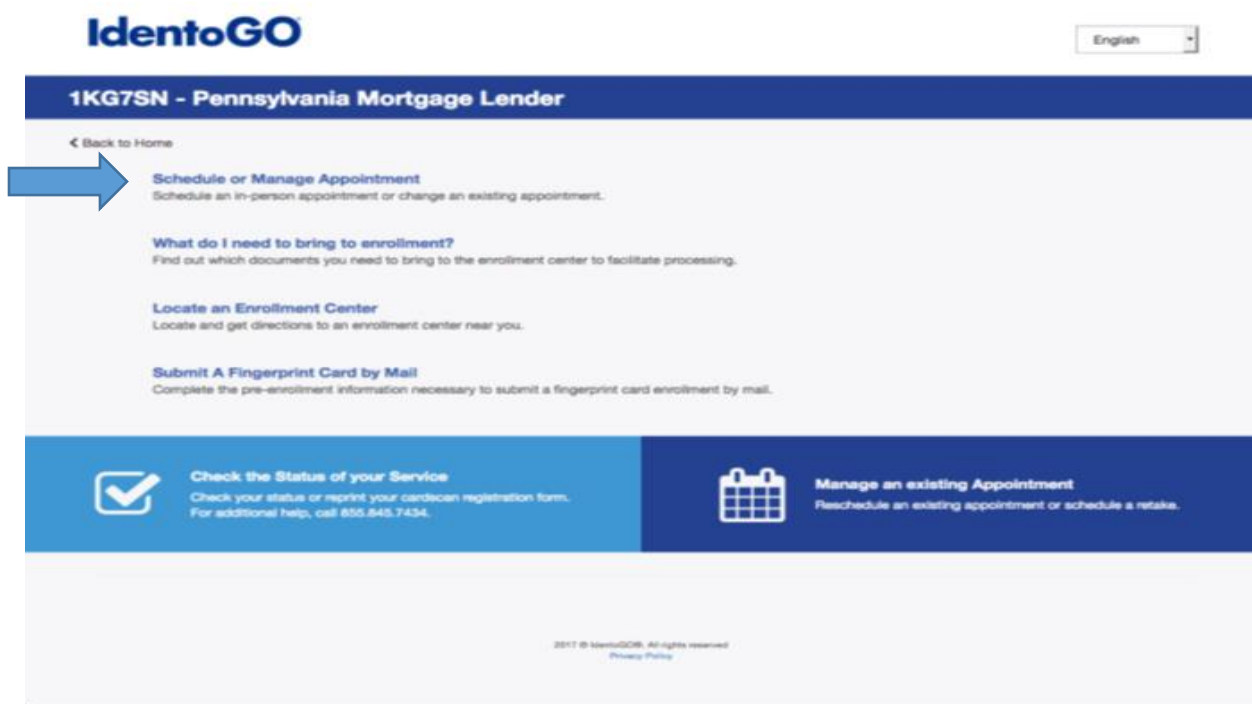


# FBI Fingerprinting Registration Instructions (IdentoGO) for VU Student Volunteers

1. Student volunteers will need to obtain an Authorization (Coupon) Code and Site Code from their Program Director prior to registering.
2. The registration process is completed online at <https://uenroll.identogo.com>.
3. You will be prompted to enter a Service Code to begin enrollment. Student volunteers will register under the Department of Human Services (DHS). **The Service Code for DHS volunteers is 1KG6ZJ.**

The screenshot shows the IdentoGO website interface. At the top left is the IdentoGO logo, and at the top right is a language dropdown menu set to "English". The main content area features a dark background with a fingerprint scanner and the text "Enter your Service Code to get started." Below this is a text input field labeled "Enter Code" with a blue "GO" button. A link below the input field reads "Don't know your Service Code? Contact your agency or click here." A small note at the bottom of the main area states "IdentoGO® has a growing number of convenient locations across the U.S. to meet your identity-related needs." Below the main area is a white banner with a warning icon and the text "Subject is for discerning in a list of subjects" and a link "See All Important Notices". The next section is a blue banner with two options: "Check the Status of your Service" (with a checkmark icon) and "Manage an existing Appointment" (with a calendar icon). Below this is a section titled "We provide the following additional services:" with three columns: "State History Check" (with a document icon), "Fingerprint Cards" (with a grid icon), and "Photo Services" (with a camera icon). At the bottom, there is a copyright notice: "© 2017 IdentoGO®. All rights reserved. Privacy Policy".

4. On the next screen select Schedule or Manage an Appointment.



5. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information. You must indicate you have an Authorization (Coupon) Code. Please note that you are now able to request that your clearance results be mailed to your local address at Villanova University which may expedite your receipt and, in turn, your ability to provide the results to your Program Director or upload them to your Novasis account as explained in the **Uploading Clearance Results** section below. You will be prompted to select a required proof of identification to bring with you when being fingerprinted. Please see below for a list of acceptable documents. Public Safety has requested that applicants bring a driver's license or state ID card, if possible.



6. On the Location selection screen in the ‘Search for an Enrollment Center by Postal Code, City and State, or Airport Code’ field you will enter the Site Code provided to you by your Program Director. Please note that you cannot copy and paste the code into this field. With this code you will be able to walk in to VU Public Safety to have your FBI fingerprints done.

The screenshot shows the 'Location' step of a registration process. At the top, the IdentoGO logo is on the left and a language dropdown set to 'English' is on the right. Below the logo is a blue header bar with the text '1KG7SN - Pennsylvania Mortgage Lender'. A progress bar at the top indicates the current step is 'Location', with previous steps 'Address' and 'Documents' and a future step 'Date and Time'. A note states: 'Note: Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.' Below this is a search section with the text 'Search for an Enrollment Center by Postal Code, City and State, or Airport Code.' and a 'Number of Results: 5' dropdown. There is an input field, a 'Like My Location' button, and a 'Search' button. A green box contains the text: 'Here's a section of public web for special, including emergency, messages'. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. A footer contains '2017 © IdentoGO®. All rights reserved. Privacy Policy'.

7. Select the Garey Hall location and click Next.
8. Enter your Authorization (Coupon) Code and click Next.

The screenshot shows the 'Payment' step of the registration process. The progress bar at the top indicates the current step is 'Payment', with previous steps 'Documents' and 'Location' and a future step 'Date and Time'. The section is titled 'Enter Payment Information' and includes the instruction: 'Please enter your payment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit.' Below this is a section for 'Apply Authorization Code' with an input field and an 'Apply Coupon' button. To the right is a summary table:

1KG6ZJ - Pennsylvania DHS-Volunteer	\$21.35
Total Amount Due	\$21.35 (non-refundable)

At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. A footer contains '2017 © IdentoGO®. All rights reserved. Privacy Policy'.

9. On the Appointment Date and Time screen, check the box for Walk In and then Submit.

Location Payment Date and Time

\* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date Select Time

-- Choose One -- -- Choose One --

Walk In

Note:  
Scheduled Appointments take priority over walk-ins. Appointments are highly recommended due to the possible long wait times associated with walk-in processing.

There are no appointments available for this location.

Location Details:

10. Please print your Service Summary Report or record your Universal Enrollment Identification number (UEID). The UEID will assist VU Public Safety in retrieving your registration.
11. Once the registration is complete you will receive a confirmation email.
12. Take the confirmation email or your UEID along with the preferred method of identification you selected during the registration process and your Authorization Code to VU Department of Public Safety for fingerprinting.
13. The fingerprint scan process takes approximately 10-15 to complete and will require your picture to be taken. Registrants will receive their results in the mail. Please note that you are now able to request that your clearance results be mailed to your local address at Villanova University which may expedite your receipt and, in turn, your ability to provide the results to your Program Director or upload them to your Novasis account as explained in the **Uploading Clearance Results** section below.
14. Once the results are obtained, upload a copy to your Novasis account for further review and keep the original. See section on **Uploading Clearance Results** for additional instructions. Please **do not** upload a copy of your FBI confirmation email.