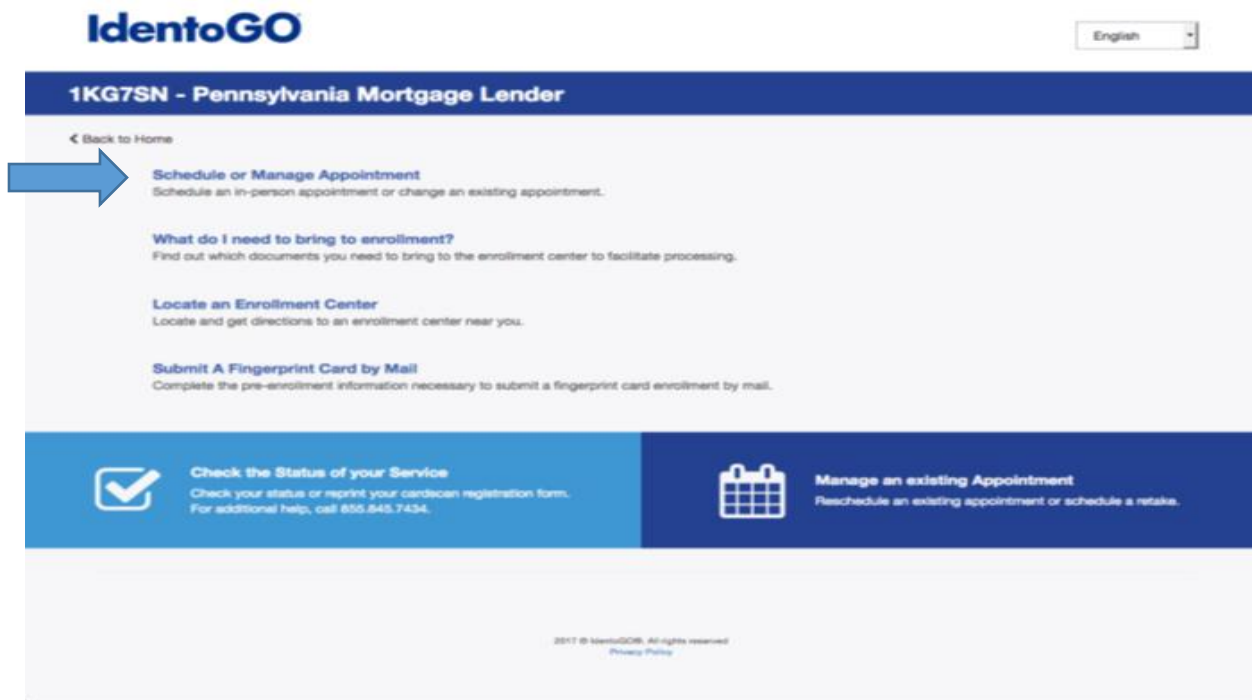


FBI Fingerprinting Registration Instructions (IdentoGO) for VU Student Volunteers

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.**



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 four-step process (Address, Documents, Location, Date and Time). The page title is '1KG7SN - Pennsylvania Mortgage Lender'. A search bar is present with the text 'Search for an Enrollment Center by Postal Code, City and State, or Airport Code.' and a 'Number of Results: 5' indicator. 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.' There are 'Cancel', 'Back', and 'Next' buttons. The footer includes '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 process. The page title is '1KG6ZJ - Pennsylvania DHS-Volunteer'. It features an 'Apply Authorization Code' section with an input field and an 'Apply Coupon' button. A payment summary table is displayed on the right:

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

Buttons for 'Cancel', 'Back', and 'Next' are visible. The footer includes '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.