Instructions & Codes for Enrolling Online for Fingerprinting

• They will need to pre-enroll online at [https://uenroll.identogo.com/](https://uenroll.identogo.com/)

• They will need to enter a Service Code:
  - 1KG6ZJ – PA DHS Volunteer
  - 1KG756 – PA DHS Employee

• Click on “Schedule or Manage Appointment”.

• Enter appropriate information. Click “Next”.

• Enter VU information as your employer (employees AND volunteers). Click “Next”.

• Enter Citizenship information. Click “Next”.

• Enter appropriate information. Click “Next”.

• Enter appropriate Personal Information. Click “Next”.

• Enter appropriate Mailing Address information. Click “Next”.

• Enter appropriate Documents information. Click “Next”.

• Enter “Site Code”: SP-VILLAU – it must be typed in, it cannot be cut & pasted. Click “Search”.
  - Then click on the “Next” button to the right of “IndetoGO Garey Hall Villanova…”

• Then enter the individual **Authorization Code/Coupon Code** that HR or your Program Director gave you. Click Next
  - The Program Director (or their delegate) can request the codes at: [https://www1.villanova.edu/villanova/publicsafety/forms/Fingerprinting_Codes_Request.html](https://www1.villanova.edu/villanova/publicsafety/forms/Fingerprinting_Codes_Request.html)

• **Check the Walk In** box. Then click the “Submit” button.