Go to “Pennsylvania Child Welfare Information Solution” ([https://www.compass.state.pa.us/CWIS](https://www.compass.state.pa.us/CWIS))

You will then “Create a New Account” based on the parameters that the website has set up.

You will receive 2 emails; one will be with your user name that you created and one with your temporary password.

Click on the compass link (above) again to open a new window and “login” with your user name and temporary password.

You will then be prompted to change your password. Do this based on the parameters indicated.

Once you login, you will click on “Access my Clearances”

Read the disclosure of personal information statement and “CONTINUE”

You will again have to login with your username and password that you just created.

Click on “Create Clearance Application” and read the Getting Started page. Click “BEGIN” at the bottom of the page to start your PA Child Abuse Clearance application.

Check the “School Employment” box for reason for request

Complete the basic information page about yourself. You will need to put your Social Security Number on this screen. Verify that the email address is correct that is listed or make the changes needed.

Indicate if you’ve had any previous names or nicknames

Click on the + ADD CONTACT NUMBER and put in your personal mobile phone number to be reached in case there are questions on your submission. Click “Next” at bottom of page.

Complete the next page with your HOME ADDRESS at the top of this page and under mailing address indicate “NO” and put in your campus address as follows:

Address Line 1: 300 N Washington St
Address Line 2: Campus Box .....(enter your campus box number here)
City: Gettysburg     State: PA     Zip Code: 17325     County: Adams
Certificate Delivery Method: Indicate “YES” and you will receive a paper copy but will also be able to print your clearance at the end of the submission.

Click on the checkbox “By selecting this checkbox...”
And then click “NEXT”
Enter any previous addresses since 1975 not including your current home address since you have already entered that. Click “NEXT”

Add all household members since 1975 NOT INCLUDING COLLEGE ROOMATES; enter their full name, relationship, current age and gender.

NOTE 1: You are required to provide one of the following relationships: parent, grandparent, stepparent, legal guardian, foster parent, or ward of state.

NOTE 2: If someone is now deceased, put a zero for age.

Click “NEXT”

On this page, confirm that all of the information is correct and submit your application.

Check the box where it states “I hereby certify...”

ESign in the signature box

Click “No” for question about organization providing you with a payment code.

Select “Make a Payment”

IMPORTANT: Write down the e-Clearance ID number at the top of the next page!!!!

Enter your credit card information and select “Pay Now”

Print or take a picture of the “Payment Completed” screen

On this screen select “Finalize and Submit Application”

You will receive 2 emails; one confirming the application has been submitted and one with a link to click on for the results.

Click on the link in the second email, log in and view the results by clicking the link in the green box.

PRINT out these results. Bring a copy of these results to The Education Department Weidensall 106!!!