

## Pennsylvania Child Abuse Clearance Instructions

You must complete this online

1. Go to [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home)
2. Click on "**Create a new account**".
3. It will send you to a page entitled "**Create a Keystone ID**" with general info on it. Scroll to the bottom and click "**Next**".
4. Follow the instructions on the web page. You will need to create a user ID. Each person does their own and you will need to do 3 security questions and answers. (I would suggest making note of the answers you gave to the security questions.)
5. When you click "**Finished**," you will receive an email from the state to the email address you put in your registration. (This takes approximately 5 minutes.) In the email they will give you a temporary password. You can log back in and change the password to one of your choices. Now you are ready to log on for the child abuse background check.
6. Now you can "**Log In**" (log in again using your ID and password that you created). The page will ask you: what do you want to do today? Click on the box that says, "**Access my Clearances**".
7. This will bring you to a page that says Learn More. Scroll to the bottom of the page and click on "**Continue**".
8. Now you will be able to put your username and password in the boxes.
9. Click on "**Create Clearance Application**".
10. Fill in all the information that they have requested. (Make sure that you highlight "**Volunteer**" as your reason for filling this out. This will allow you to get it for free.)

11. Near the end you will come to a point where you need to pay. Because you are volunteering you will not be required to pay. It will ask if the organization you are volunteering for provided a code for your application. Just click “**No**”.

12. Finish the application following all of their instructions.

13. When you have completed and submitted the form, they will send you an email that it is complete. (This can take anywhere from 5 minutes to days!)

14. Within a few weeks they will send you an email with the results. You can also choose to have them send you a paper copy in the mail.

15. When YOU receive the results via email, **please forward a copy of the results to Shannon Bower**.