Federal Criminal History Record Check – Application Directions

1. Click on site link: https://www.pa.cogentid.com/index_pdeNew.htm

2. Under the Registration Tab - Click on Register Online

3. Check the box for the Dissemination Disclaimer then Click Continue

4. Only complete yellow highlighted areas

5. Payment Type: Select Agency from dropdown

6. ABID: Enter PADW65205

7. ABID Password: Call Human Resources at extension 2070 for ABID Password

8. Reason Fingerprinted: Select College/Universities

9. Fill in remaining personal information down to Address

10. Address: 1 Morrow Way 205 OM

11. City: Slippery Rock

12. State: Select Pennsylvania from the dropdown

13. Zip: 16057 – click next

14. Phone #: enter your phone number

15. Verify Information – click next

16. Print Registration Receipt – you will need to submit your registration receipt when you are fingerprinted. You can get fingerprinted at a location near you or make arrangements in the Human Resources Office at Slippery Rock University.