

## Federal Criminal History Record Check – Application Directions

1. Click on site link: [https://www.pa.cogentid.com/index\\_pdeNew.htm](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.