PA Child Abuse History Clearance Instructions for SRU Student Employees ONLY

1. Log into https://www.compass.state.pa.us/CWIS/Public/Home
2. Click Create a New Account; click NEXT
3. Create a Keystone ID 6 to 10 characters (write it down).
4. Enter personal information (first name, last name, date of birth, email, etc.)
5. Answer four security questions
6. Once complete, click FINISH
7. A new window will appear, your temporary password has been sent to your email
8. Retrieve temporary password from your email, copy the password.
9. Return to https://www.compass.state.pa.us/CWIS/Public/Home and click INDIVIDUAL LOGIN
10. Click ACCESS MY CLEARANCES
11. Read Disclosure of Personal Information notice click CONTINUE
12. Enter your Keystone ID and paste the temporary password, click LOGIN
13. Create a permanent password (write it down). Click SUBMIT
14. A confirmation message displays that a new password has been created.
15. Go to https://www.compass.state.pa.us/CWIS/Public/Home click INDIVIDUAL LOGIN, input your Keystone ID and your new password and click LOGIN.
16. Review: I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions and click NEXT.
17. Read the Disclosure of Personal Information notice, click CONTINUE
18. Click CREATE CLEARANCE APPLICATION

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19. **Read** the overview, click **BEGIN**


21. **COMPLETE ALL PERSONAL INFORMATION**

   A. Addresses lived at since 1975, only permanent addresses (not college).

   B. Enter individuals you have lived with since 1975 (not college roommates). If you have a family member who has passed, enter the age they were at the time of their passing.

   C. **STOP** here, **SAVE APPLICATION** *(upper right corner)*

   D. Close the window and bring your user name and password to the Payroll Office *(203 Old Main)* for a payment code to complete the process.

   **YOU MUST BRING YOUR USER NAME AND PASSWORD.**

THANK YOU!