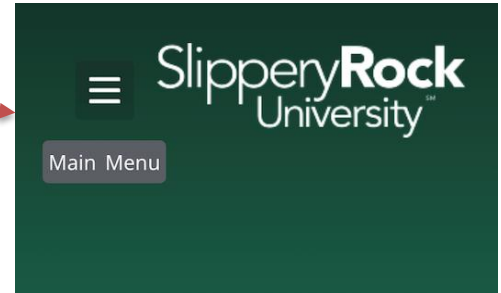
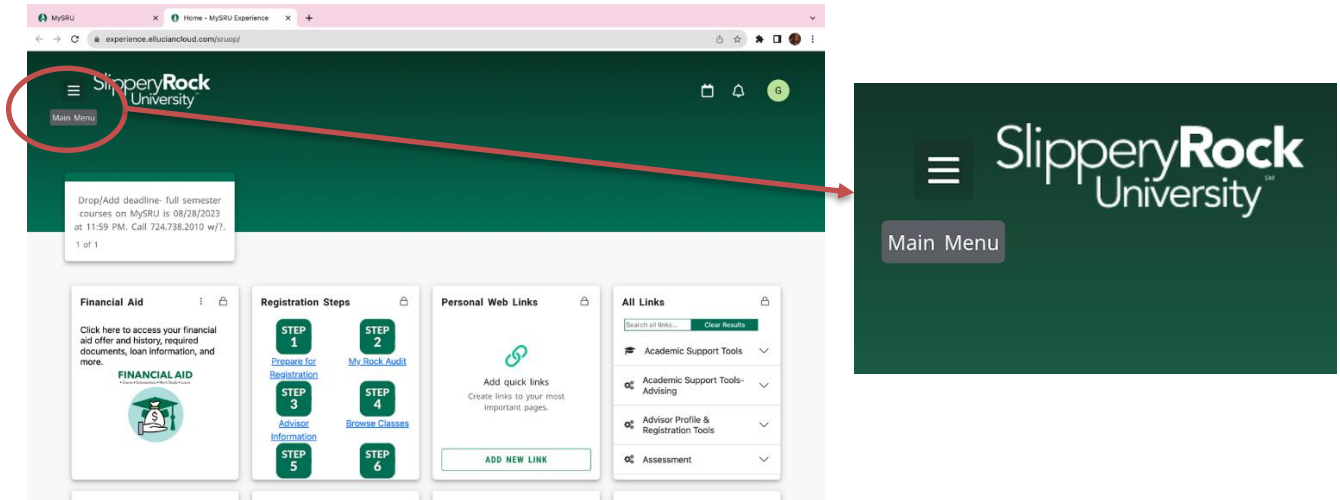
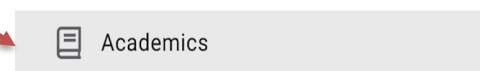
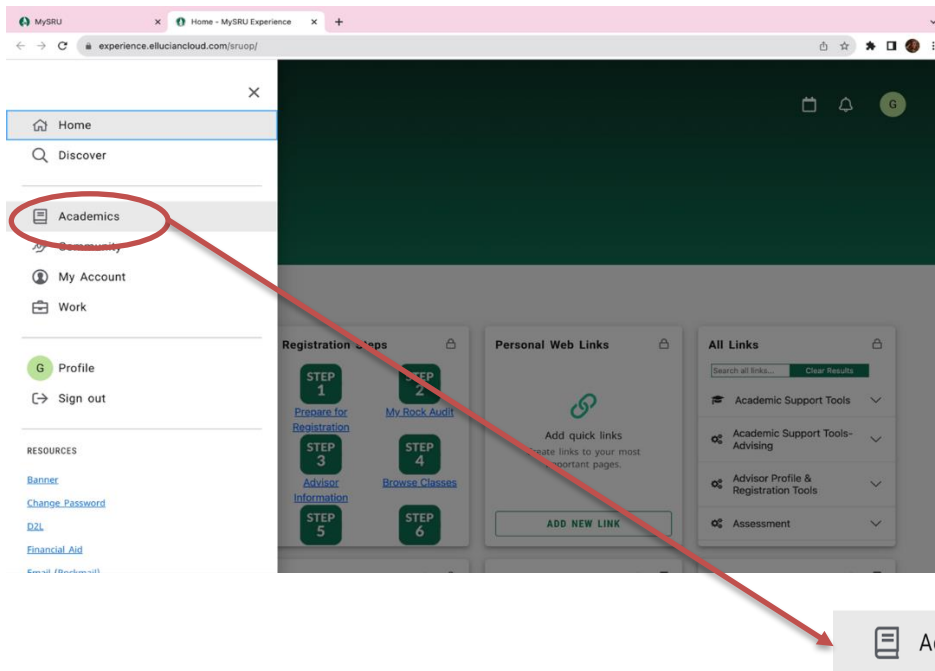


## Clearance Portal Information and Procedures

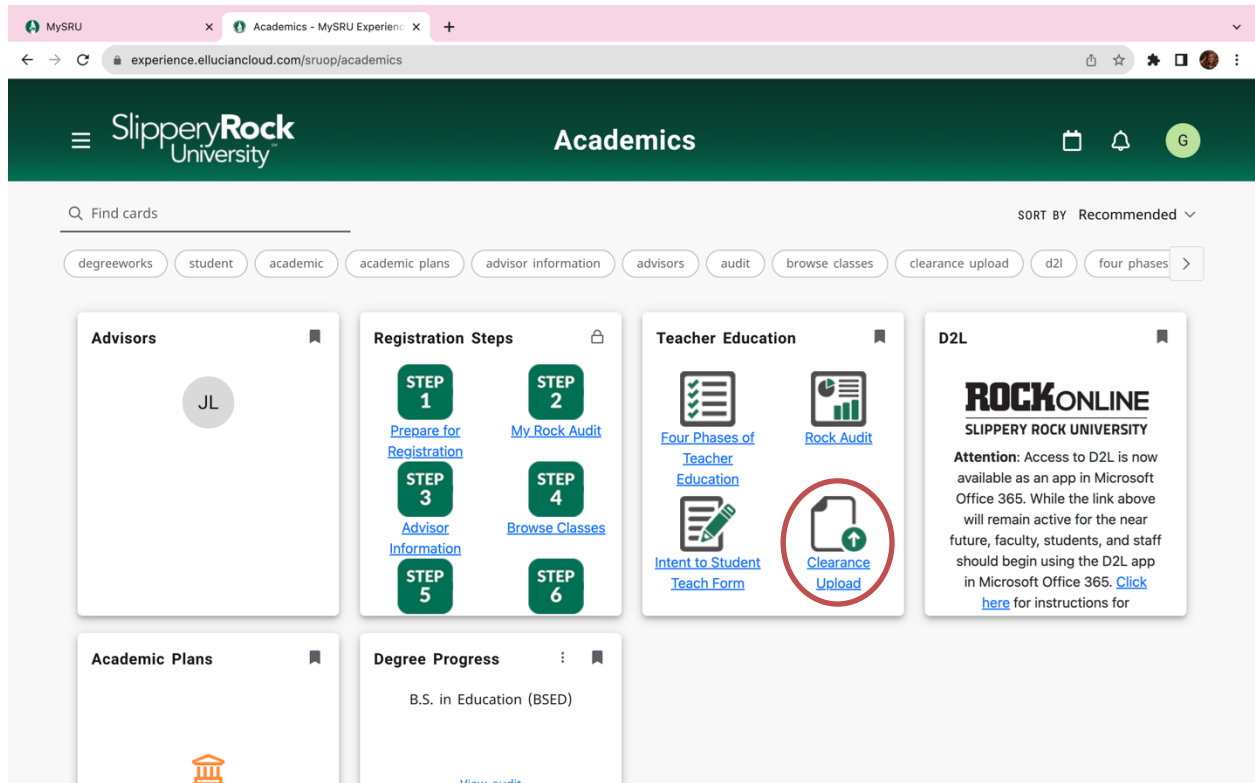
1. Students with a major that ends in teacher certification should refer to the following instructions and corresponding photos:
  - a. Log into mysru.edu
  - b. If the “Teacher Education” card is not already appearing on your “MySRU” home screen, do the following.
  - c. Click on the main menu (the three lines in the upper left corner)



2. Select the option “Academics” on the left sidebar.



- Clearance upload will be an option in the “Teacher Education” box



- Upon accessing the Clearance Portal, students should see the following set of instructions.

*“Background Information: Slippery Rock University is committed to ensuring the safe interaction between SRU students and minors (individuals below the age of 18). As such, SRU students who interact with minors are often responsible for obtaining the following clearances prior to the start of their Enhanced Learning Activity (field experience, internship, practicum, student teaching, etc.). Most programs require that clearances be updated on a yearly basis but students should contact the coordinator of their program or examine the program’s policy manual for detailed requirements. Failure to maintain and upload current and clear clearances may hinder the timely completion of the student’s coursework. Standard clearances typically required are:*

1. Act 34 – PA State Police Criminal Record Check
2. Act 151 – PA Child Abuse History Certification
3. Act 114 – Federal Criminal History Background Check (FBI Fingerprinting)

*Once the above listed clearances are obtained, it is the student’s responsibility to digitize each clearance and upload a copy here.*

1. The original copy of each clearance should be kept by the student in a secure location.
2. The student should scan each clearance to create a separate digital file (PDF is preferred). Other formats accepted but avoid uploading a MS Word Document that is easily edited.
  - a. Each clearance should be a separate file.
  - b. Volunteer clearances will not be accepted. Choose "school employment" or something similar if given an option.
  - c. Each clearance should be rotated so that the image is in the appropriate direction.
  - d. Students should ensure that the scanned image is easily read.
  - e. No file should exceed 100mb in size.
3. The file name should identify the student's name, the name of the clearance and the date the clearance was obtained. (ex. Act 34\_John Doe\_07.15.2017)

4. *If a student cannot submit a clearance that displays "No Record", a meeting with a representative from the Dean's office should be arranged immediately, unless this has already occurred. Please stop by the Dean's office in 105 McKay and request a meeting with the Assistant to the Dean regarding a "clearance issue".*
  5. *Students who have trouble with the upload process should contact the SRU HELP desk at x4357."*
5. After submitting a clearance, the following confirmation should appear.

**Confirmation**

*Thank you for submitting your updated clearances. Please remember that it is highly suggested that clearances should be renewed on a yearly basis and failure to do so may delay the timely completion of a student's program. Students should always maintain the original clearances in a safe but accessible location in the event they must provide originals. Students may logout at this point but can return to upload additional files.*

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## FAQs from students:

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**Q. What happens if I upload the wrong document?**

A. There is no way to "pull back" a submitted document. Simply upload the correct document. Documents appear in Kiteworks in chronological order with the most recent upload at the top of the student's folder.

**Q. Can I remove a submission once submitted?**

A. No, see previous Q & A.

**Q: Can I access my clearances once uploaded?**

A. No, you cannot access your clearances in Kiteworks. Please keep your original clearances in a secure location and copies of your clearances available to share with school districts if requested.

**Q. How will I know if my clearances have been uploaded successfully?**

A. A confirmation statement should appear when clearances are submitted successfully. See step 6 above.

**Q. Will someone contact me if there is a problem with my clearance?**

A. Yes, the field coordinator or course instructor will contact you. Incorrect submissions are likely to delay the completion of the field experience.

**Q. Will I be reminded that my clearances have expired?**

A. No. You will be told by a field coordinator or course instructor that clear up-to-date clearances are due for a particular course or experience but it is your responsibility to have clearances renewed every year or at the very least, renewed prior to any course that has field experience. If clearances are renewed every summer and uploaded to Kiteworks, they will be good for the academic year (fall and spring semesters).

**Q. How soon after I upload a clearance will it be viewed?**

A. It depends but you should adhere to the deadlines that your instructor provides. This deadline is put in place to allow for a timely review of your clearance and enable you to enter a field experience.

**Q: I am getting an error message when trying to upload my clearances. What should I do?**

A. Error messages typically occur when students are using Safari on a newer Mac computer or are try to utilize weak or non-secure Wi-Fi. The student should attempt to upload clearances using another computer, preferably a PC that is using a strong secure Internet connection.