PA Child Abuse – Volunteers

To complete your PA Child Abuse Clearance, you will need to access the PA website and complete the required form online.   You will need to know your previous residency addresses since 1975 and household member names and ages.

Please follow the directions below to complete your online PA Child Abuse History Clearance.

1. Log into https://www.compass.state.pa.us/CWIS/Public/Home
2. Click Create an Individual Account; click NEXT
3. Create a Keystone ID for your profile (simply a user name you wish to use for your account). Must be 6 to 10 characters.
4. Enter personal information (first name, last name, date of birth, email)
5. Answer four security questions
6. Once complete, click on the FINISH button
7. A new window will appear that states that a temporary password has been sent to your email
8. Retrieve temporary password from email (we suggest copying the password from the email and pasting it into the password field).
9. Return to https://www.compass.state.pa.us/CWIS/Public/Home and click the LOGIN button
10. Click on the ACCESS MY CLEARANCES button
11. A Disclosure of Personal Information notice will be displayed. Please read this notice and click on the CONTINUE button.
12. The Keystone Key login screen will be displayed. Please enter your Keystone ID and temporary password and click on the LOGIN button.
13. You will then be asked to create a permanent password (save for records).   Then click on SUBMIT.
14. A confirmation message will appear that displays that a new password has been created.
15. Click on CLOSE Window, this will return you to the login in screen, input your Keystone ID (Username) and your newly created password and click LOGIN. If for some reason this will not work return to
    https://www.compass.state.pa.us/CWIS/Public/Home and click the INDVIDUAL LOGIN button then click on the ACCESS MY CLEARANCES button then A Disclosure of Personal Information notice will be displayed. Please read this notice and click on the CONTINUE button. The Keystone Key login screen will be displayed. Please enter your Keystone ID and the new password you created and click on the LOGIN button.
16. The Account Terms and Conditions will be displayed. Once the Account Terms and Conditions are reviewed that **I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions** button and the click the NEXT button.
17. Read the Disclosure of Personal Information notice and click the CONTINUE button.
18. Click CREATE CLEARANCE APPLICATION button.
19. Read the overview of the process and click the BEGIN button
20. Part 1 – Application Purpose: Choose: <u>**Volunteer - then from the drop down menu choose Other - then type SRU Board of Trustees.**</u>
21. When completing the personal information, Enter your addresses since 1975. You will also need to enter individuals you have lived with since 1975. You will only need to enter permanent addresses into the system. If you have a family member who has passed, you will need to enter the age that they were at the time of their passing.
22. Part 2 – eSignature – this is certifying that information entered on the report is accurate and complete to the best of your knowledge. Click NEXT
23. Once the application is complete, you will receive a confirmation page.
24. Print the confirmation page for your records.

Should you have any questions, please contact Human Resources at 724-738-2070.