Instructions for how to obtain a Child Abuse History Clearance

*The Child Welfare Portal supports the following <u>desktop</u> browsers: Internet Explorer, Safari, Chrome and Firefox. For more information see https://www.compass.state.pa.us/CWIS/Public/FAQ under "What are my computer requirements to use this website."

1. Got to The Library's website under volunteers.
   https://www.dcls.org/becomingavolunteer

2. This directs you to the state website
   http://www.keepkidssafe.pa.gov/resources/clearances/index.htm

3. This will guide to the start of the process
   http://www.keepkidssafe.pa.gov/resources/clearances/index.htm

4. Create Individual Account
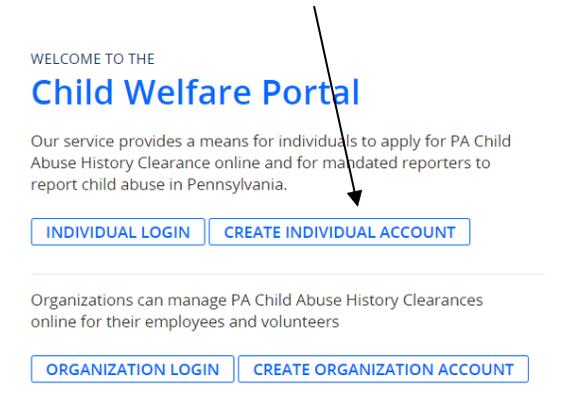
5. Read General Information and click <u>NEXT</u>

6. Create Keystone ID, fill in information (must have an email) click <u>FINISH</u>

7. Go to your email. There should be an email with Keystone ID and another email with temporary password.

8. Go back to http://www.keepkidssafe.pa.gov/resources/clearances/index.htm and now click Individual login
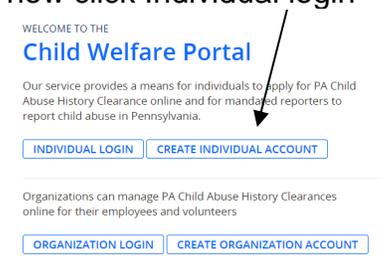
9. Click ACCESS MY CLEARANCES

What Would You Like To Do Today?

Please select which account you would like to access.

[ACCESS MY CLEARANCES] [ACCESS MY REFERRALS]

10. Read and click CONTINUE

11. Type in Keystone ID and temporary password given from email sent then click LOGIN

PA pennsylvania

Keystone Key

Username

Password

[LOGIN]

Self-service for Citizens
🔒 Forgot Password
👤 Edit Profile

Self-service for Commonwealth Employees
❓ Change CWOPA Password or Hint Questions

WARNING! US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES SYSTEM. Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy. Unauthorized use of or access to this system may subject you to civil or criminal penalties under state or federal law. This statement is being posted by the Department of Public Welfare Security and Audits Unit.

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12. Choose method of verification
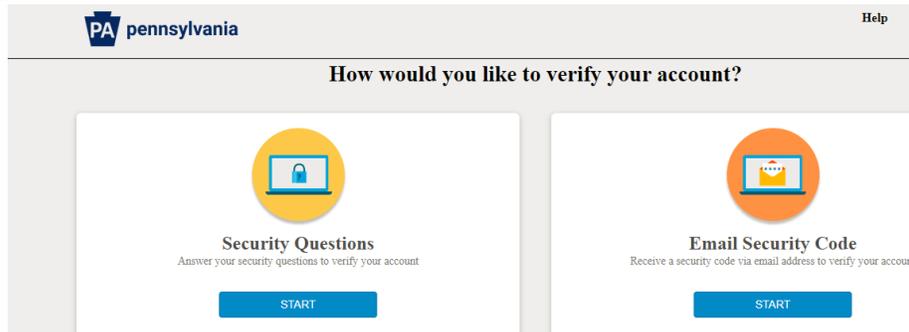
PA pennsylvania   Help   d

How would you like to verify your account?

🔒 **Security Questions**
Answer your security questions to verify your account
[START]

✉️ **Email Security Code**
Receive a security code via email address to verify your account
[START]
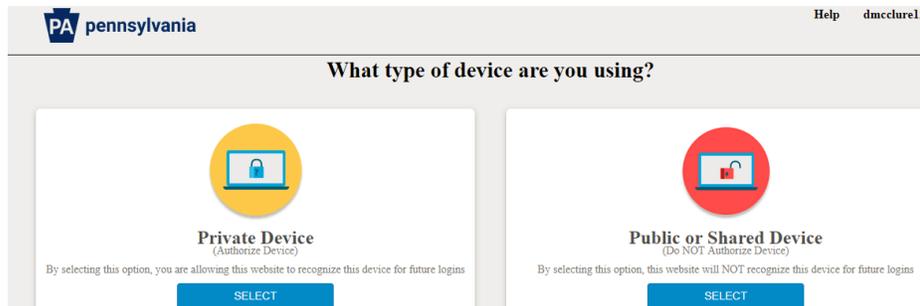
13. Choose device

PA pennsylvania   Help   dmcclure12

What type of device are you using?

🔒 **Private Device**
(Authorize Device)
By selecting this option, you are allowing this website to recognize this device for future logins
[SELECT]

🔓 **Public or Shared Device**
(Do NOT Authorize Device)
By selecting this option, this website will NOT recognize this device for future logins
[SELECT]

14. Create password then click SUBMIT

Set Permanent Password

Alert:	Please change your current password before continuing.

• = Required

User ID	dmcclure12
First Name	Darren
Last Name	McClure
• Password	
• Confirm Password	

To ensure online security, the Commonwealth of Pennsylvania requires passwords that :
are at least eight characters long.
contain at least one number.
contain at least one upper case letter.
contain at least one lower case letter.
contain at least one special character, such as @&*%$^.
do not include any of your user name, your first name, or your last name.

15. Click Close Window

Congratulations!

You have successfully set a personal password for your Keystone ID!

Please click the Close Window button and login to your application with your personal password.

Close Window

16. Enter Keystone ID and your newly created password then click LOGIN

PA pennsylvania

Keystone Key

Username

Password

LOGIN

Self-service for Citizens
🔒 Forgot Password
👤 Edit Profile

Self-service for Commonwealth Employees
💬 Change CWOPA Password or Hint Questions

17. Choose your Verification Process, again. Choose Device, again. Read Terms and Conditions. Click <u>box</u> and the <u>NEXT</u>.

○ I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions
○ I do not accept the My Child Welfare account Terms and Conditions

RETURN TO CHILD WELFARE PORTAL HOME PAGE	NEXT

18. Read Learn More then click <u>CONTINUE.</u>

19. Click <u>Create Clearance Application</u>

My PA Child Abuse History Clearances | CREATE CLEARANCE APPLICATION | ADD APPLICATION TO ACCOUNT |

20. Read Information and click <u>BEGIN</u>

21. For The Library Click first category. Once that is clicked then complete Volunteer Category as **Other** and agency Name **Dauphin County Library System**. Then click <u>NEXT</u>.

Application Purpose

Please select the reason you are submitting this Pennsylvania Child Abuse History Clearance application. You can select only one reason per application. If you require additional child abuse history clearances for any other reason, you will need to submit another application. You can submit another application at any time from your PA Child Abuse History Clearance Account.

For more detailed definitions and exceptions to clearance requirements please see the Who Needs Child Abuse Clearances at http://keepkidssafe.pa.gov/clearances/index.htm

○ Volunteer Having Contact with Children: Applying for the purpose of volunteering as an adult for an unpaid position as a volunteer with a child-care service, a school or a program, activity or service, as a person responsible for the child's welfare or having direct volunteer contact with children.

22. Complete name and other information. Click <u>NEXT.</u>
23. Complete address and then indicate if you want a paper clearance sent to your home. Click <u>NEXT</u>.
24. Complete Previous Addresses (do not need complete address for all. Towns accepted). Click <u>NEXT</u>.
25. Complete household members. Then click <u>NEXT</u>.
26. View Summary and make corrections. Then click <u>NEXT</u>.
27. eSignature respond if you have received a free clearance.
28. You can view the status of your clearance by checking periodically. If you chose to receive the clearance in the mail, then watch for it. Once the clearance arrives, then a copy is to be submitted to Human Resources Department.