Initiating the Child Abuse Certification Process
Step 1. Go to TUportal at https://tuportal.temple.edu under NEXT STEPS to access the employee webpage.

Note: To initiate the Child Abuse Certification process you must complete ALL 7 sections displayed on the webpage. You will see the "X" turn into a "✔" when each step is complete.
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Step 2. Review Employee Data to confirm the information is accurate. Enter your maiden name and any alias if applicable.

Note: All section steps are listed on the left-hand side of the webpage. Once completed each section will change from having an “X” to a “✓”. Contact Data Management if corrections are necessary for your name or gender.

Step 3. Carefully review the “Authorization for Background Check” section. Select the “I Authorized and Acknowledge” button to continue.
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Step 4. Complete Section A of the “State Disclosure Application” by carefully reviewing the acknowledgment and selecting the “I Acknowledge and Understand” button to continue.

Step 5. Complete Section B by carefully reviewing the content and selecting the “I Swear/Affirm” button to continue.
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**Step 6.** Complete the “Fair Credit Reporting Act Disclosure” by carefully reviewing the Fair Credit Act Disclosure [For Employment Purposes], and selecting the “I Authorize and Acknowledge” button to continue.

**Step 7.** If applicable, upload a valid Federal Criminal History Record (Fingerprint-based check) Certification. Select the “Upload” button to complete the section.

**Note:** If you do not have preexisting certifications, you must select the “I do not have a certification” button for each of the certification sections to continue.
Step 8. If applicable, upload a valid Pennsylvania State Police Criminal History Record Certification. Select the “Upload” button to continue.

Step 9. If applicable, upload a valid Pennsylvania Child Abuse History Certification. Select the “Upload” button to continue.

Step 10. After you complete all sections, select the “Submit to Human Resources” button to start the process. Submit to Human Resources button must be selected to finalize the initial step to progress to the next steps.