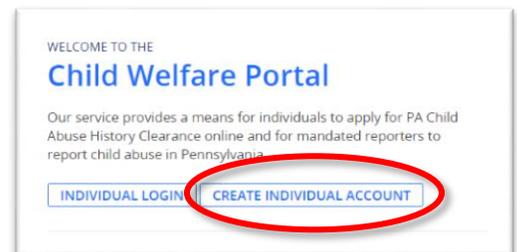


This guide is designed to help aid Temple University employees with the background check process to obtain a Child Abuse History Certification through the Child Welfare Portal. Questions about this process should be directed to the Office of Background Checks & Compliance at 215-204-5512 or [HRBackgroundcheck@temple.edu](mailto:HRBackgroundcheck@temple.edu). The instructions and images included in this guide are subject to change.

### **Child Abuse History Certification Instructions**

1. Go to <https://www.compass.state.pa.us/cwis/public/home> and click “Create Individual Account”
2. Click “Next” after reviewing general information
3. Create a Keystone ID, provide requested information, select answers to security questions and click “Finish”
  - Note: You will need access to the email provided while you complete the registration process. You will receive two emails. One email will contain your new Keystone ID. The other email will contain a temporary password. You will also be prompted to close your browser window and login with your Keystone ID and temporary password.



#### **Check your e-mail for your temporary password!**

You have successfully created a Keystone ID and a temporary password has been e-mailed to you. For the safety of your personal and financial information, you cannot begin working until you retrieve this temporary password and sign back in to the system. You need to use this temporary password the first time you sign in. When you sign in for the first time, you will be required to create a personal password for future use.

Please close this browser window and login to your application.

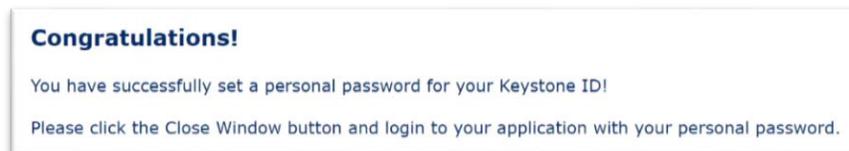
4. Return to the Child Welfare Portal at <https://www.compass.state.pa.us/cwis/public/home>.
5. Click “Individual Login”
6. Click “Access My Clearances”
7. Click “Continue” after reviewing the information about the website and disclosures
8. Login using your Keystone ID and temporary password



9. Click “Start” to initiate the verification process required by the state’s website
  - Note: Verify your account by either answering your security questions that were setup during the registration process or enter a security code sent through email
10. Click “Select” to choose which type of device (private, public) you are using
11. Set your permanent password and click “Submit”



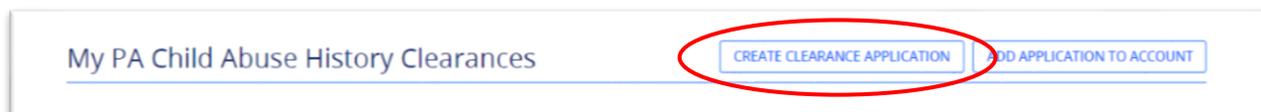
12. Close browser window again and login with your Keystone ID and permanent password



13. Review and click agree to “My Child Welfare Account Terms and Conditions”

14. Click “Continue” after reviewing the information about the website and disclosures

15. Click “Create Clearance Application”



16. Review the “Getting Started” section and click “Begin” to start the application process

17. **IMPORTANT:** Select “Individual 14 years of age or older who is applying for or holding a paid position as an employee with a program, activity or service, as a person responsible for the child's welfare or having direct contact with children...”

18. Fill out the requested information

19. Acknowledge that the information you provided is accurate and complete in the “eSignature” section, type your name to sign and click “Next”

20. Enter the payment code in the “Application Payment” section

- Note: You should have received an email from the Office of Background Checks & Compliance that included a payment code to be used for payment.

21. Click “Submit Application”

- Note: Once your application is submitted, you will receive an e-Clearance ID and an applicant submission confirmation email. See sample of submission confirmation email [here](#). Once the process is complete, you will receive an email that prompts you to login and download the certification. See sample of PA Child Abuse History Certification [here](#).

22. **IMPORTANT:** Email the submission confirmation to [HRBackgroundcheck@temple.edu](mailto:HRBackgroundcheck@temple.edu)

23. **IMPORTANT:** Provide the PA Child Abuse History Certification to the Office of Background Checks & Compliance in one of three ways:

- Email to [HRBackgroundcheck@temple.edu](mailto:HRBackgroundcheck@temple.edu)
- Fax to 215-204-5921
- Walk in to: Office of Background Checks & Compliance, Mitten Hall, 1913 N. Broad Street, Ground Level, Philadelphia PA 19122