Request for Child Abuse Certifications

Office of Background Checks & Compliance
TEMPLE UNIVERSITY
The purpose of this guide is to provide Temple University employees, step by step instructions on how to complete successfully submit a request for Child Abuse Certifications application.

1.) To begin, go to https://noncredit.temple.edu/hrcert
2.) Log in using your AccessNet account or by using your DestinyOne account credentials. Then, select “Start Application”.

LOG IN OR CREATE AN ACCOUNT
Please select one of the following options

I already have a Temple University account

AccessNet Account Login
Login with your AccessNet account (same user name as TUPortal).

TU Alumni can use the AccessNet login option, but may need to activate their account here. Having trouble logging in? Click here.

DestinyOne Account Login
Log in using your DestinyOne account. Having trouble logging in? Click here.
User Name (case sensitive): Forgot User Name
TU_
User name must begin with ‘TU_
Password (case sensitive): Forgot Password

Continue with AccessNet
Start Application

3.) Select “Apply Now”.

*Note: The Request for Child Abuse Certifications page lists the purpose and qualifications for obtaining the certifications. Please read completely before clicking to apply.

4.) Select “Start” to begin the application.

*Note: There are three sections/pages that require completion in order complete a Certification Request. You can return to this page at any time to begin a newly added application, to continue an in progress application, or to check the status of or review a submitted application.
5.) Enter all of the **Requester Information**, then select “Next Page”.

*Note: The individual direct supervisor (manager) must complete the request for certifications. The application will be denied if the direct supervisor or authorized agent does not complete the form. The asterisk symbol (*), indicates that the response is required.

6.) Complete the **Activity Interacting with Minors** section by answering each question. Select “Next Page”.

*Note: If for any reason you are unable to complete the Request for Child Abuse Certification in one session, you have the option to “Save and Finish Later”.

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**Pages: To Do**

- 1. Requester Information - Complete
- 2. Activity Interacting with Minors - Complete
- 3. Individual Interacting with Minors - Incomplete

**Individual Interacting with Minors**

**Employment Classification**

Employee Classification:

- **Employee (Paid Temple Employee)** *(selected)*
- Volunteer (Unpaid Temple Volunteer)
- Contractor (Paid Non-Temple Employee)

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7.) To complete the **Individual Interacting with Minors** section, you will need to select one of the three Employee Classification options listed.

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**Activity Interacting with Minors**

**Activity Location**

Is your activity interacting with minors registered through the Office of Risk Management & Treasury?

- **Yes.** My activity interacting with minors is registered.
- **No.** My activity interacting with minors is off campus.
- **No.** My activity interacting with minors is not registered.

**Activity Start Date**

**Activity End Date**

**Describe the Activity Interacting with Minors**

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8.) Complete each of the fields provided for your specific Employee Classification.

*Note: Once you select your Employee Classification, there will be a series of questions applicable to your specific selection. (The employee section is pictured below.)

9.) Then, select Submit Application.

*Note: Additional entries can be submitted via excel.
10.) Once the **Submit Application** button is selected, you will see a list of your completed pages, marked with a check (✓). This indicates that your Certification Request is complete.

*Note: An email confirmation will be sent to the individual that submitted the application.*

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**Application For**

**Program of courses**

**Status:** Submitted  
Started Apr 1, 2020  
Submitted Apr 1, 2020

**Pages: Completed**

- 1. Requester Information - Complete
- 2. Activity Interacting with Minors - Complete
- 3. Individual Interacting with Minors - Complete