How to do the Online Child Abuse Clearance
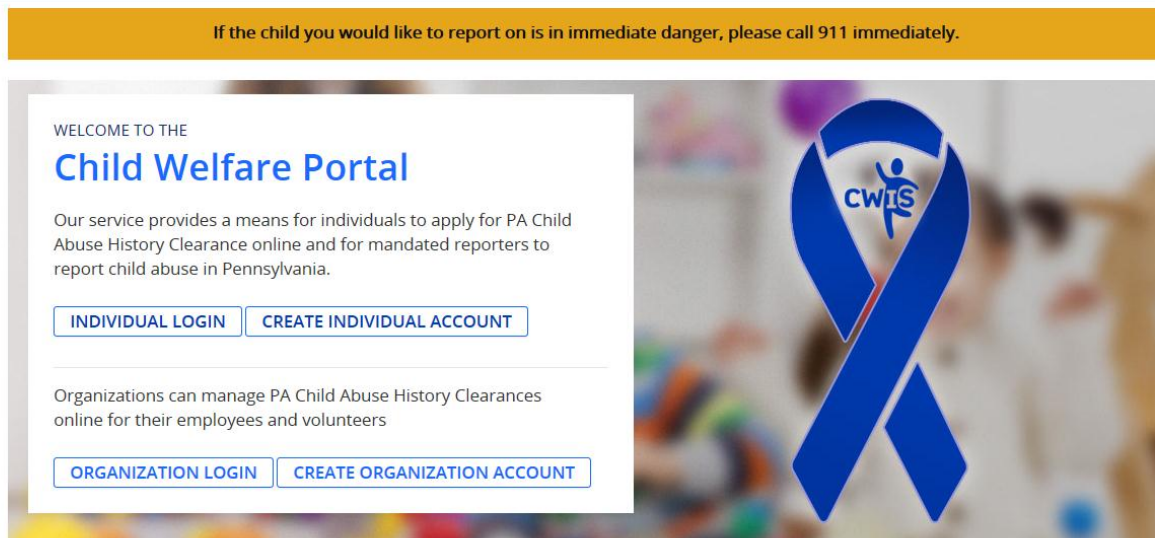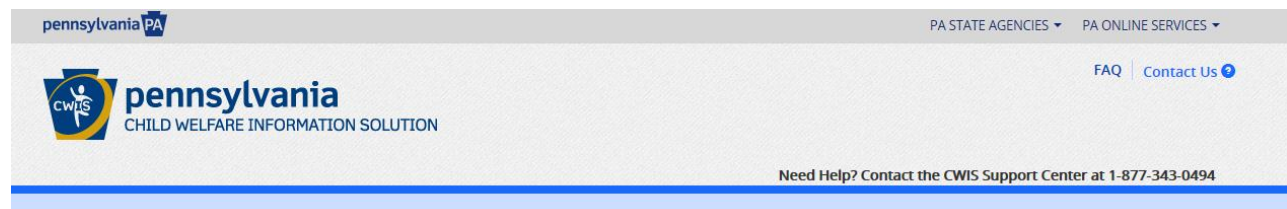
Getting Started:

To start the process of creating a new Child Welfare Portal Account, go to:
https://www.compass.state.pa.us/CWIS/Public/Home.

Once the Pennsylvania Child Welfare Information Solution home page is displayed, click on the **CREATE INDIVIDUAL ACCOUNT** button.

How to do the Online Child Abuse Clearance

Create Keystone ID: General Information

Once the general information is reviewed, click on the **NEXT** button.

To create a new Keystone ID, please provide the following information:

A. Keystone ID (a user name you wish to use for your account – cannot start with a number)
B. First Name
C. Last Name
D. Date of Birth
E. Email
F. Confirm Email
G. Security Question 1
H. Answer
I. Security Question 2
J. Answer
K. Security Question 3
L. Answer
M. Question

How to do the Online Child Abuse Clearance

Create Keystone ID: General Information

To create a new Keystone ID, please provide the following information:

- **Keystone ID**: sfin[____] (must be 6 to 10 characters)
- **First Name**: Sh[____]
- **Last Name**: Fin[____]
- **Date Of Birth**: 01/01/2015 (MM/DD/YYYY)
- **E-mail**: sfin[____]
- **Confirm E-mail**: sfin[____]

To ensure online security, please select and provide answers for security questions. These questions will be used if you forget your password.

Security Question Tips
Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool.
Answers must be typed exactly the same way, every time. So, if you capitalize "Philadelphia" or if you write "Philadelphia PA" here, you must do so every time you use the question.
Avoid using special characters ($#%@) and punctuation (" , - .) in your answers.
You cannot use the same question more than once.
Answer cannot be any phrase directly from the question.

- **Security Question 1**: What city was your spouse born in?
- **Answer**: Harrisburg
- **Security Question 2**: What was the name of the hospital where you were born?
- **Answer**: Hershey
- **Security Question 3**: What was the name of the street you lived on when you grew u
- **Answer**: Charles

For security reasons, please answer the following question.

- **Question**: Christmas Day is what date in December?
- **Answer**: 25

[Back] [Finish] [Cancel]

↑

Once this information is complete, click on the **Finish** button.

A new window will appear stating that a temporary password has been sent to your email.

PA pennsylvania

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 click the Close Window button and login to your application.
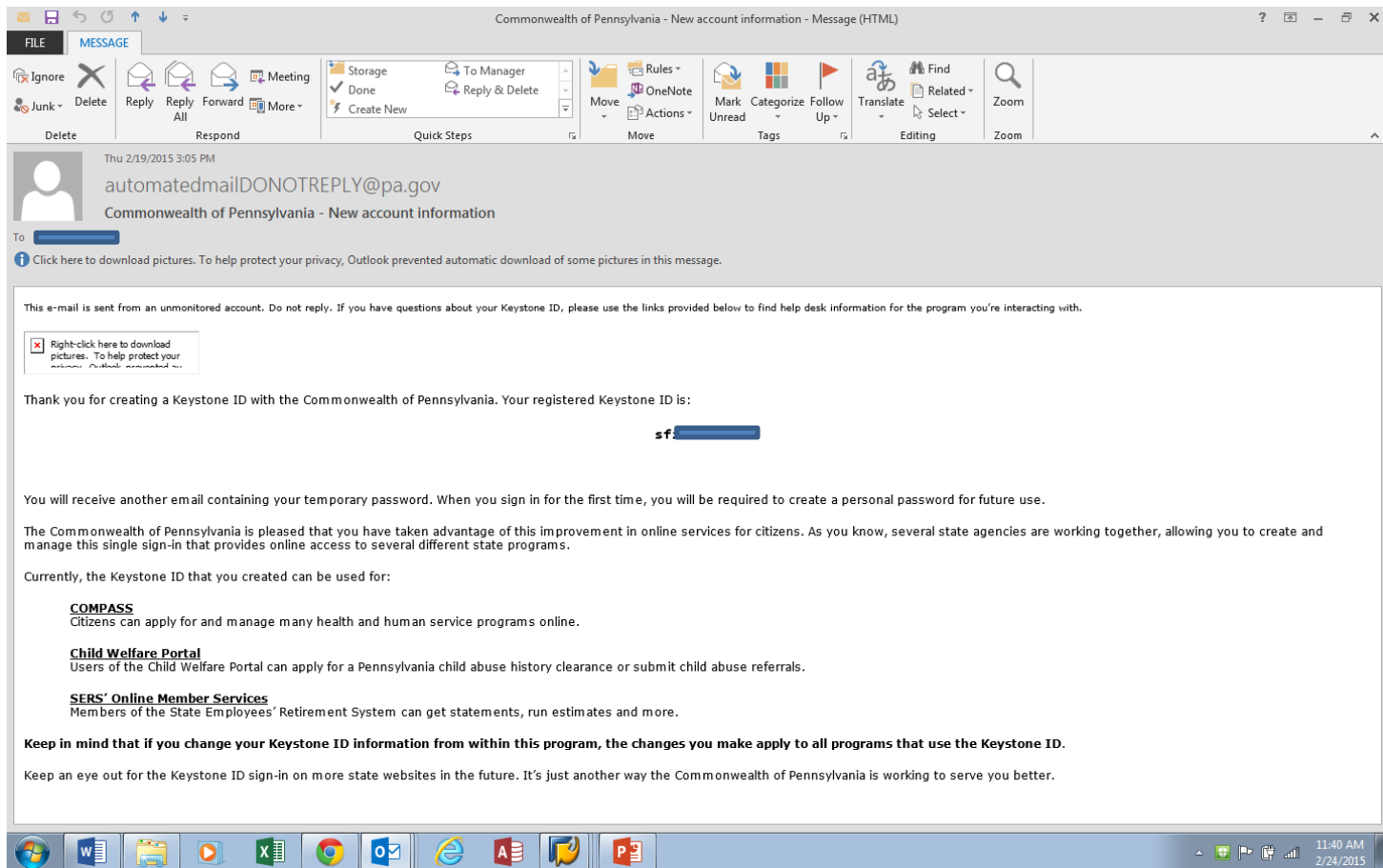
[Close Window]

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New Account Information Email
The first email will be titled "Commonwealth of Pennsylvania - New account information" and will have your new **Keystone ID**.
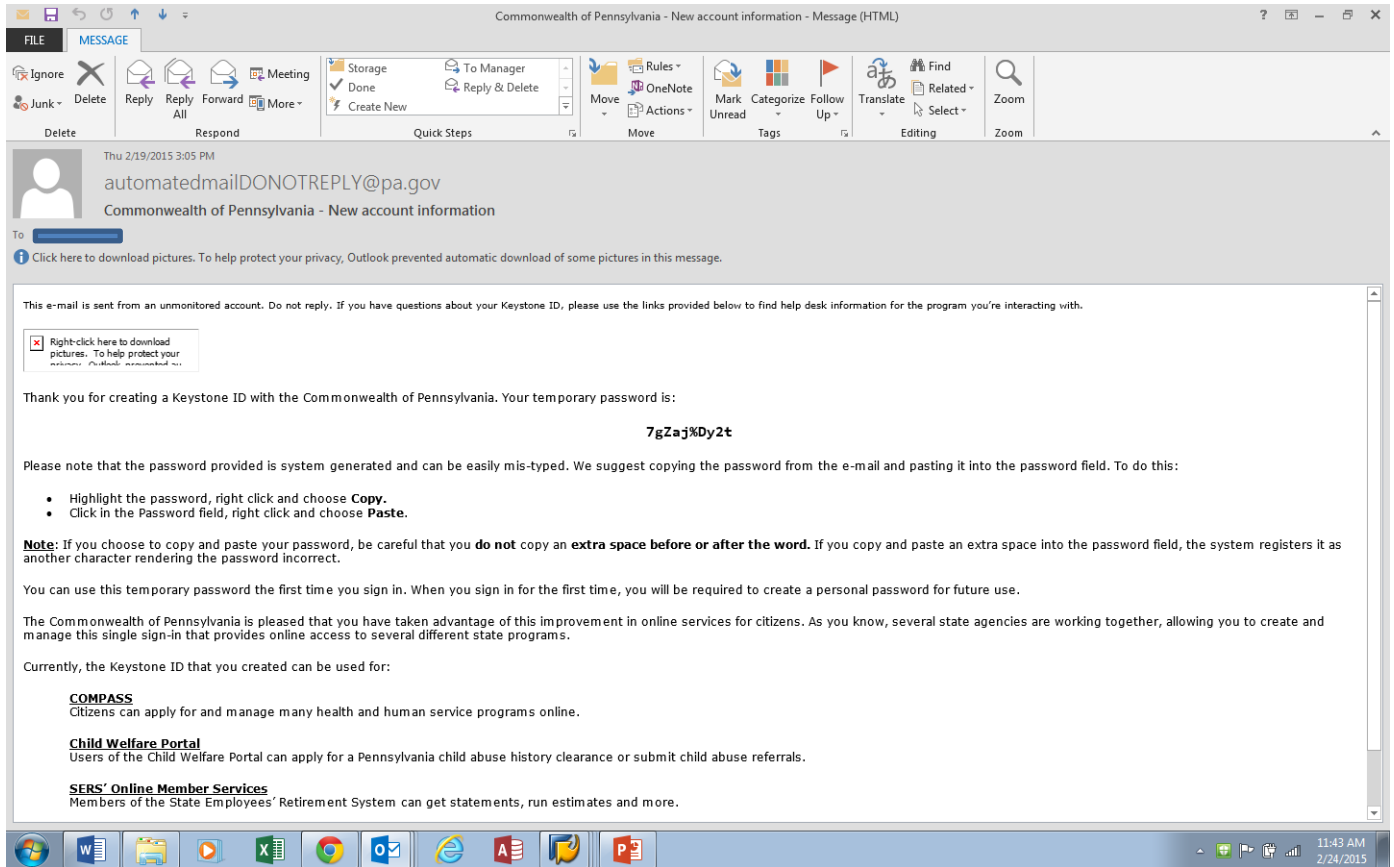
How to do the Online Child Abuse Clearance

Thu 2/19/2015 3:05 PM

automatedmailDONOTREPLY@pa.gov

Commonwealth of Pennsylvania - New account information

To

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This e-mail is sent from an unmonitored account. Do not reply. If you have questions about your Keystone ID, please use the links provided below to find help desk information for the program you're interacting with.

Right-click here to download pictures. To help protect your privacy, Outlook prevented au...

Thank you for creating a Keystone ID with the Commonwealth of Pennsylvania. Your registered Keystone ID is:

sf

You will receive another email containing your temporary password. When you sign in for the first time, you will be required to create a personal password for future use.

The Commonwealth of Pennsylvania is pleased that you have taken advantage of this improvement in online services for citizens. As you know, several state agencies are working together, allowing you to create and manage this single sign-in that provides online access to several different state programs.

Currently, the Keystone ID that you created can be used for:

COMPASS
Citizens can apply for and manage many health and human service programs online.

Child Welfare Portal
Users of the Child Welfare Portal can apply for a Pennsylvania child abuse history clearance or submit child abuse referrals.

SERS' Online Member Services
Members of the State Employees' Retirement System can get statements, run estimates and more.

Keep in mind that if you change your Keystone ID information from within this program, the changes you make apply to all programs that use the Keystone ID.

Keep an eye out for the Keystone ID sign-in on more state websites in the future. It's just another way the Commonwealth of Pennsylvania is working to serve you better.

How to do the Online Child Abuse Clearance
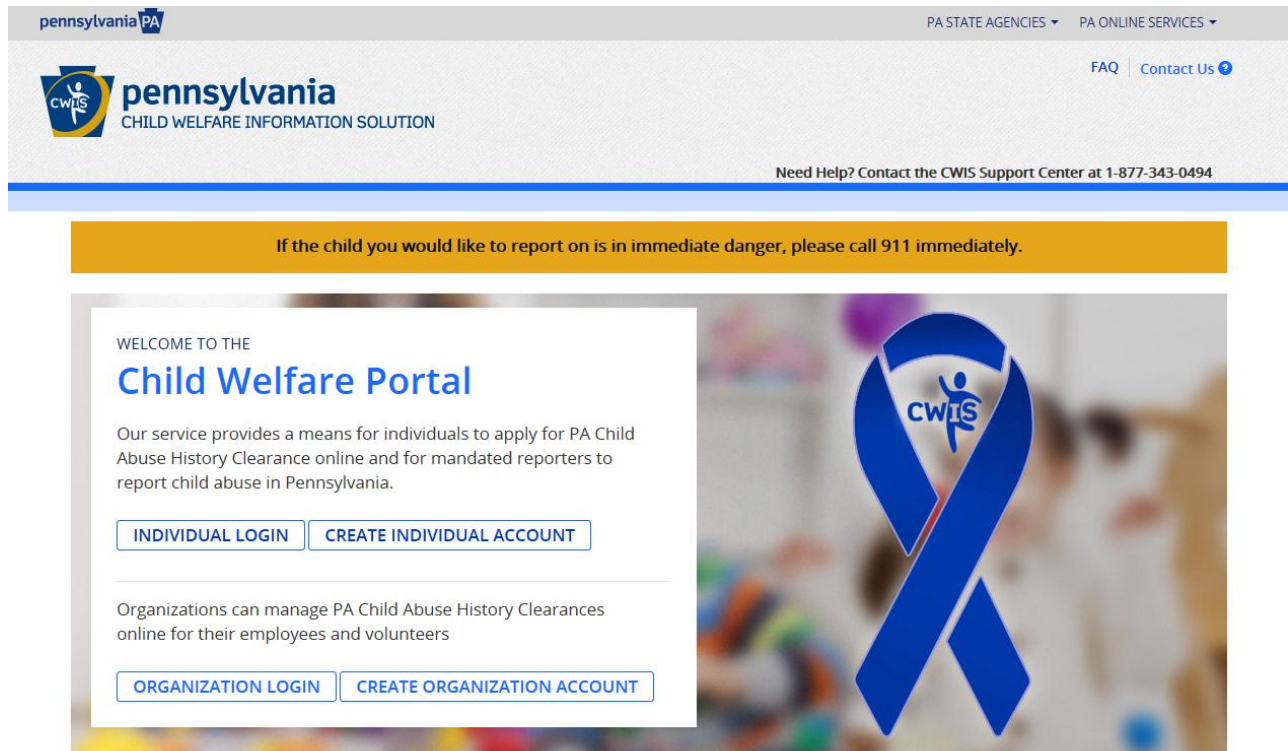
New Account Information Email

The second email will be titled "Commonwealth of Pennsylvania - New account information" and will have your **temporary password**.
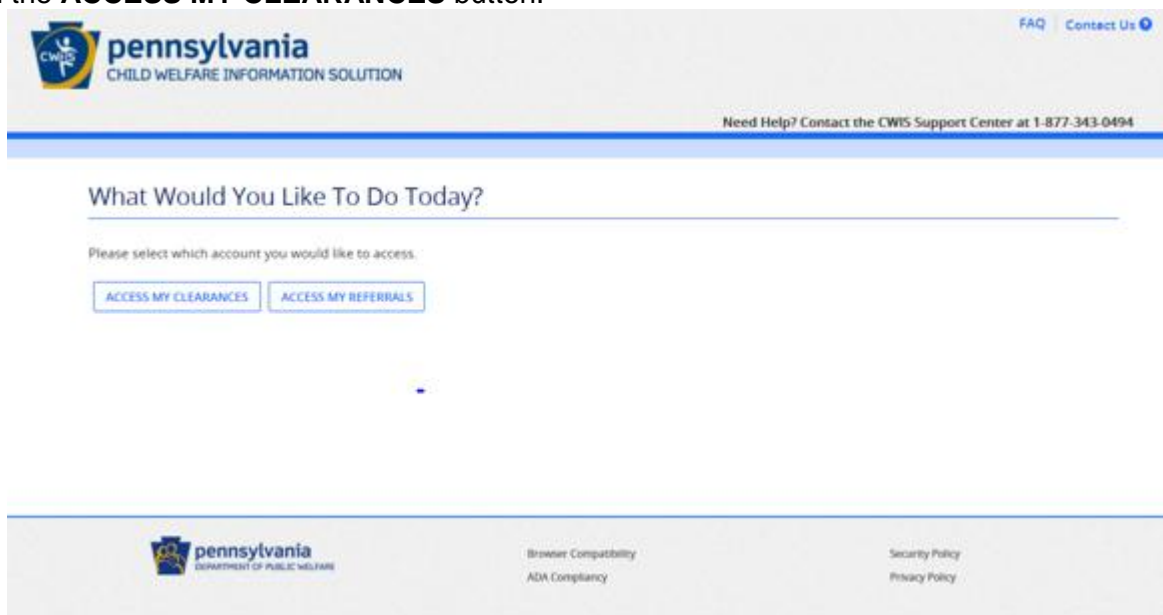
How to do the Online Child Abuse Clearance

Logging into the Child Welfare Portal

Go back to https://www.compass.state.pa.us/CWIS/Public/Home and click the **INDIVIDUAL LOGIN** button.

Click on the **ACCESS MY CLEARANCES** button.

A **Disclosure of Personal Information** notice will be displayed. Please read this notice and click on the **CONTINUE >** button.

You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to Information in statewide central register), 6344 (relating to Information relating to prospective child care personnel), 6344.1 (relating to Information relating to family day-care home residents), and 6344.2 (relating to Information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse. However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

WARNING

You are entering a secure government website for the purpose of requesting a **Pennsylvania Child Abuse History Clearance**. By entering this site, you certify that you have read and understand the above guidelines and legislation.

Note

If your web browser prompts you to accept a security certificate, you must accept it to proceed.

WARNING!

US GOVERNMENT SYSTEM and DEPARTMENT OF PUBLIC WELFARE SYSTEM.
Unauthorized access 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.

CONTINUE ▶

The Keystone Key login screen will be displayed. Please complete the following steps:

1. Key in your Keystone ID.
2. Copy and Paste the temporary password.
3. Click on the **LOGIN** button.
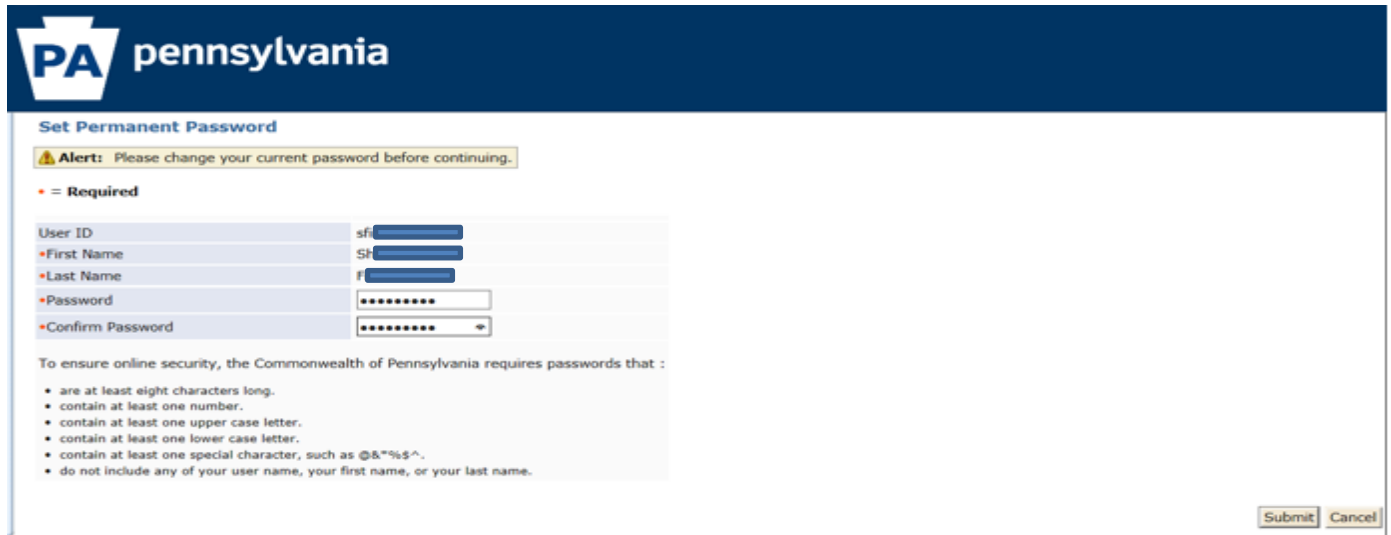
Setting Permanent Password

Your password will be used in combination with your Keystone ID to allow future access to your clearance account. Make sure to remember this information.

To set a permanent password, follow the security requirements. To submit the new password, please complete the following steps:

1. Key in your new password.
2. Key in your new password again.
3. Click on the **Submit** button.

How to do the Online Child Abuse Clearance

A message will appear confirming that a new password has been created.

How to do the Online Child Abuse Clearance

Log in to the Child Welfare Portal.

The Account Terms and Conditions will be displayed. Once you have reviewed the terms and conditions, select **I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions**, and then click on the **NEXT** button.

How to do the Online Child Abuse Clearance

My Child Welfare Account Terms and Conditions

Thank you for visiting My Child Welfare Account. This site is designed to make it easier and more efficient for Pennsylvania citizens to view information about benefits and services they are receiving through the Department of Public Welfare.

Terms and Conditions

This policy addresses the collection, security, access and use of information that may be obtained through "My Child Welfare Account. This policy covers the following topics:

- Information we Collect
- Access and Disclosure
- Security
- Information disclaimer
- Penalty for Misuse

Information Collected:

We collect the following information:
- Demographic, financial and medical information;
- The name of domain; for example, "xcompany.com" if you use a private internet access account, or "yourschool.edu", if you are connecting from a university domain;
- An IP address, a number automatically assigned to your computer when you are using the internet;
- The type of browser and operating system used to access our site;

○ I have read, fully understand and agree to the My Child Welfare Account Terms and Condtions

○ I do not accept the My Child Welfare account Terms and Conditions

RETURN TO CHILD WELFARE PORTAL HOME PAGE   NEXT

How to do the Online Child Abuse Clearance

A Disclosure of Personal Information notice will be displayed. Please read this notice and click on the **CONTINUE >** button.

DISCLOSURE OF PERSONAL INFORMATION

Public Disclosure

As a general rule, the Commonwealth does not disclose any personally identifiable information (PII) collected online except where you have given us permission, or where the information is public information under the Pennsylvania Right to Know Act 65 P.S. 66.1 et seq., or other applicable laws. Visitors should be aware that information collected by the Commonwealth on its websites may be subject to examination and inspection, if such information is a public record and not otherwise protected from disclosure.

Social Security Number Disclosure

You are consenting to a verification of your Social Security number through the Social Security Administration. Your Social Security number is also being sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to Information in statewide central register), 6344 (relating to Information relating to prospective child care personnel), 6344.1 (relating to Information relating to family day-care home residents), and 6344.2 (relating to Information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse. However, please note that disclosure of your Social Security number is voluntary and therefore, if you do not consent to having your Social Security number verified or used for checking your child abuse history, we will still process your request without your Social Security number.

WARNING

You are entering a secure government website for the purpose of requesting a Pennsylvania Child Abuse History Clearance. By entering this site, you certify that you have read and understand the above guidelines and legislation.

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Note

If your web browser prompts you to accept a security certificate, you must accept it to proceed.

CONTINUE >

Click on the **CREATE CLEARANCE APPLICATION** button.

pennsylvania
CHILD WELFARE INFORMATION SOLUTION

SFINK123   Alerts ⓪   Account Profile   FAQ   Contact Us ❓   LOG OUT

Need Help? Contact the CWIS Support Center at 1-877-343-0494

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

How to do the Online Child Abuse Clearance

An overview of the process and the information that is needed will be displayed. After reviewing this information, click on the **BEGIN >** button.

Part 1 of the Application

Part 1 of the application will appear with a series of questions that need to be completed that are specific to your personal information.

- **Application Purpose**: School Employee Not Governed by Public School Code.
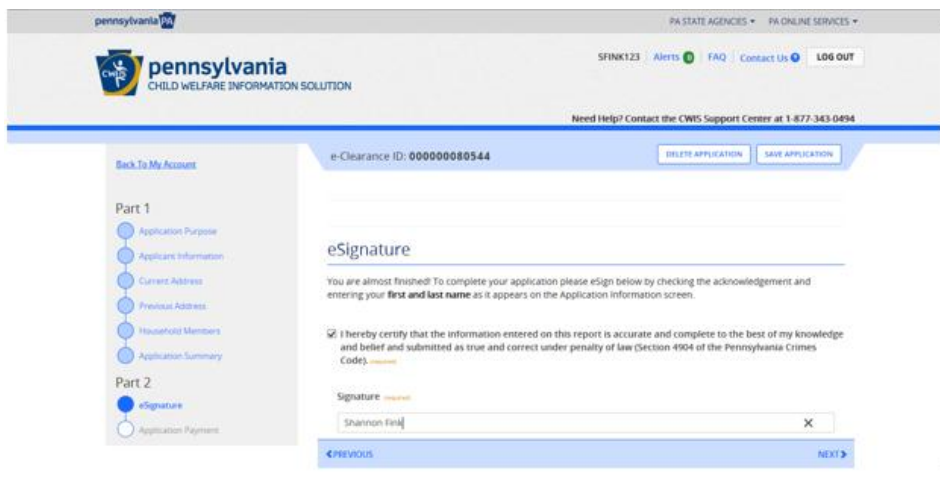
How to do the Online Child Abuse Clearance

Complete the following, clicking Next through all the screens:

- Applicant information
- Current address (mailing address if applicable)
- SSN is not required, however, it will expedite the clearance, and whether you would like a printed copy of the clearance to be mailed to your current address
- Previous addresses since 1975 – click on "ADD" and a box will pop-up for each address. Please enter as much information as you can recall.
- Household Members since 1975 – click on "ADD" and a box will pop-up for each person. Please enter as much information as you can recall, if someone is deceased, do not enter an age.

Part 2: eSignature

To submit the eSignature, please complete the following steps:

1. Click on the check box next to the acknowledgement description.
2. Key in your First and Last Name.
3. Click on the **NEXT >** button.

Part 2: Application Payment

To submit the application payment, please complete the following step:

1. Click on the check box next to **YES** for the question: "Did an organization provide a payment code for your application?"
2. Under the payment code section, key in your specific Payment Code provided by Human Resources.
3. Click on the check box next to the payment code agreement description.
4. Click on the **SUBMIT APPLICATION >** button.

How to do the Online Child Abuse Clearance

Once the application is submitted, a **Submission Confirmation** page will appear with a success notification. For security purposes, please remember to log out when you have completed submission of your application.