

## Child Abuse Clearance Application Directions

### FOR FIRST TIME COMPLETING CHILD ABUSE CLEARANCE

*\*if experiencing issues with Internet Explorer, please try a different web browser*

Please note that your Child Abuse clearance application needs to be completed using your **full legal name** to match our payroll records. For instance, if your first name is Michael, you would create your application under "Michael" instead of "Mike."

- Go to <https://www.compass.state.pa.us/CWIS>
- Click on **Create Individual Account** (you will need an email address)
- Click on **Next**
- Create a **Keystone ID** (this will be a username), then complete all other fields on this screen and click on **Finish**
- You will receive 2 emails:
  - One email will include your Keystone ID
  - The other email will include your temporary password.
- Return to <https://www.compass.state.pa.us/CWIS> and click **Individual Login**
- Click **Access my Clearances** and then **Continue** on the next page
- Enter your Keystone ID and Temporary Password & then click **Login**
- Verify your account by either answering your security questions or having a security code emailed to you.
- Create a Permanent Password, click **Submit**, & then click **Close Window** on the next page
- Sign in in the next page with your **Keystone ID** and your **Permanent Password**
- Accept the sites Terms & Conditions, click **Next**, and then continue through the prompts
- Click on the **Create Clearance Application** icon at the top of the "My Child Abuse History Clearances" page
- On the "Getting Started" page, be sure to read the section on Information You Will Need, and then click **Begin**
- Choose the following option for the Application Purpose and then click **Next**:

**"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: Applying as an employee who is responsible for the child's welfare or having direct contact (providing care, supervision, guidance or control to children or having routine interaction with children) in any of the following in which children participate and which is sponsored by a school or a public or private organization"**
- Complete all required fields on the following application screens
- On the "eSignature" page, enter your **E-Signature** (first and last name) & then click **Next**
- When you get to the Application Payment Screen:
  - Click **Yes** (to indicate that you were provided a payment code)
  - **Enter the Payment Code that was sent to you via email**
  - Check the box below the payment code and then click **Submit Application**

If you have any technical difficulties while completing your clearance application, you can contact the CWIS Support Center at 1-877-343-0494.