



STUDENT EMPLOYMENT OFFICE

Pennsylvania Child Abuse Clearance Instructions

Notes:

- This is the PA Child Abuse check and typically takes 14 days to process.
- A credit card is required for payment.

Instructional Steps:

Go to: <https://www.compass.state.pa.us/CWIS/Public/Home>

- Click on ‘Create Individual Account’ under the Child Welfare Portal.
- Click “Next”
- Create a Keystone ID of your choice (6-64 character login)
- Fill out required fields
- Click ‘Finish’
- Your temporary password will be emailed to you immediately. Go to site below again:
<https://www.compass.state.pa.us/CWIS/Public/Home>
- Click on “Individual Login”
- Click on “Access My Clearances”
- Page down and click “Continue”
- Use your newly created Keystone ID and temporary password that was emailed to you to log in. The first time you log in, you will be asked to change your password. Please follow the criteria for passwords when changing it.
- Now log in with your Keystone ID and permanent password.
- Go through the “Terms and Conditions”, click “Next.”
- Page down and click “Continue.”
- Click “Create Clearance Application”
- Click “Begin”
- Choose “School Employment” as reason for clearance.
- Fill out application as complete as possible.
- Review information on application.
- Process credit card payment.
- You will receive an email within 14 days with a link to your results. This is a pop-up window, so you will need to allow them on your computer. You will be able to access your PA Child Abuse Clearance at any time online. Please show or email an electronic copy (send as a PDF) of the results to the following, based on your employment:
 - i. Athletic Camp Employees: Casey Stone/Athletics Department
 - ii. All other Summer Student Employees: Belinda Conrad, Student Employment Office

In person: Student Employment/Payroll Office, 1st Floor, Old Main

Via mail: Messiah College, One College Ave, Suite 3010, Mechanicsburg, PA 17055

Or upload it as a PDF file via this secure link:

http://www.messiah.edu/upload_stuempl