Fingerprinting Scheduling Process

General Information
- The Enroll Your Own fingerprinting services with IU5 will begin the week of October 12, 2020. Appointments can now be made immediately for October 12 and onward. Current hours are Monday through Thursday, 9-noon and 1-4:00 p.m.
- IU5 will not be accepting walk ins – all customers needing to be fingerprinted must first schedule an appointment.
- Appointments can only be made up to 60 calendar days in advance.
- In addition to scheduling an appointment with IU5, customers must also register with IdentoGO in order to have fingerprints completed and receive the UE ID number.
- All customers making appointments must provide a valid email address (where additional instructions will be provided in a confirmation email) and a phone number to contact if there are scheduling issues.
- ONLY those customers associated with education in Erie, Crawford and Warren counties are permitted to be printed at IU5. This would include organizations such as education transportation companies, higher education organizations, public schools, non-public schools, etc. Anyone who is not from an education-related organization must contact IdentoGO to find another facility where they can be printed.

Step 1: Schedule an Appointment with IU5
- Customers must visit our scheduling site to select a day and time he/she is able to be printed.
- Go to the following link to schedule an appointment: https://calendly.com/iu5fingerprinting/
- From this link, select a date, then a time for the appointment. Please note that if there are not times available for a day, that means that the appointments are fully booked for the day and another day will need to be selected.
- Enter the customer's information and answer the questions on the page.
  - For the email address, be sure that this email address is for the person who will be responsible for also registering the customer with IdentoGO.
- When finished, click the Schedule Event button – this will trigger a confirmation email that will supply the customer with additional information needed to register with IdentoGO.

Step 2: Register with IdentoGO
- Refer to the confirmation email provided after scheduling your appointment.
  - Customers will need to go to UEnroll.identogo.com or call 844-321-2124 to register.
  - Customer must have the Service Code from the organization sending the individual for printing in order to start this process

  - Once the Service Code is entered, click the GO button and then select Schedule or Manage Appointment
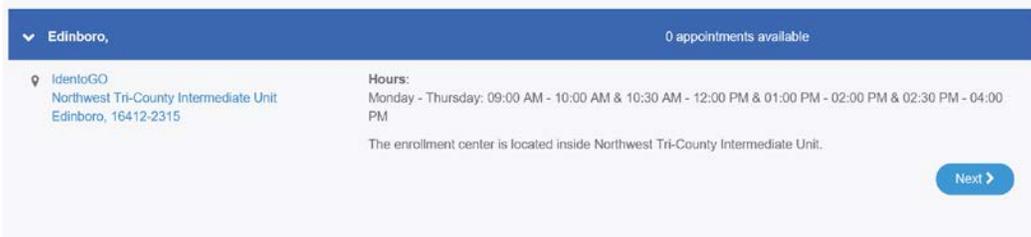

  - Continue through all screens asking for personal information

  - When you arrive at the stage, in the search box, enter the Access Code provided in the confirmation email from the appointment scheduling and click Search
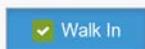
- o The IU5 location will show below the search box – click Next (please note the hours on IdentoGO's website in this section are not correct)

- o On the next screen, do not select a date or time – this was already scheduled with IU5. The customer will need to click the Walk In checkbox and then click Submit.

- o <u>The next screen is very important</u> – the customer must capture this **UE ID number** on this last screen. This number must be presented to IU5 at the time of the appointment. This information will also be emailed to the email address provided during this IdentoGO registration process.

Step 3: Come for your Scheduled Appointment
- Arrive a few minutes early for your appointment – late appointments may have to reschedule
    - 252 Waterford Street
    - Edinboro, PA 16412
    - 814-734-5610
- Remember to bring your UEID number with you
- Remember to bring valid identification with you
- Remember to bring an approved form of payment
    - o Credit Card – must be in your name
    - o Money Order made out to IdentoGO for the amount indicated in the confirmation email from IdentoGO

Step 4: Need to Cancel or Reschedule?
- Refer to the confirmation email provided at the time the appointment was scheduled.
- Within this email, there will be a link to the scheduling site that will allow you to cancel or reschedule your appointment.