PA Child Abuse History Clearance Instructions

Step 1: Visit https://www.compass.state.pa.us/CWIS

Step 2: Click on “Create a new account”

Step 3: Submit all the necessary information. Your Keystone ID is a self-chosen user name. Make sure to submit an email address that you have access to.
Step 4: Once you have submitted all of your information and it has been accepted you will be greeted with the screen below. Please close your browser and reopen it to the portal homepage https://www.compass.state.pa.us/CWIS. This time you will click “Login”.

Step 5: You will be prompted with this screen. Please select “Access my clearances”.
Step 6: Login with the Keystone ID you created and the temporary password that was sent to the email address associated with your Keystone ID. Once logged in, you will be prompted to change the temporary password to something permanent. Then please press the close window button and log in a second time using the new created password.

Step 7: Scroll to the bottom of this page and accept the terms and conditions.
Step 8: Please select “Create Clearance Application” and proceed on. Please submit all information requested of you. If you have any questions regarding what to select or what needs to be included, feel free to contact Brian Heckmann or Nubhia Nishad.

Step 9: Please select the purpose that starts with “Individual 14 years of age or older...(option 8)” as the Application Purpose.
Step 10: Once you are done with submitting your information you will be directed to electronically sign at this page. Do so by typing your first and last name only. Note- Typing your full legal name (to include middle name and suffix) will not be accepted by the system. Make payment with Credit Card.

Step 11: Once you have paid please print the confirmation screen below. It is one of the two pieces of information HR will need from you for this background check. Then click on “Go to PA child abuse history clearance account”.
Step 12: Click on your e-clearance ID. The page that it directs you to is the second piece of information needed by HR. Please print it and return it to Brian Heckmann or Nubhia Nishad via email or by campus mail to Whitfield Hall. In very rare circumstances the state may be able to process your request immediately. If this is the case then please click on the link that says “To view result, click here”. In that case please print the attached document and submit that to HR in lieu of the confirmation screen and summary of application.

Please contact Brian Heckmann or Nubhia Nishad if there are questions

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