

Instructions for Employees and Volunteers on how to complete the application for the Pennsylvania Child Abuse History Certificate.

Instructions:

Click: Create Individual Account

Create Keystone ID: General Information

Read General Information with regard to Creating a Keystone ID

Click: Next

Create Keystone ID: Profile Information

Complete Profile Information

Select three (3) security questions and provide answers for each

Complete one (1) additional security question

Click: Finish

Check Email for Temporary Password

Two (2) separate emails will be emailed: (1) containing the Keystone ID created, and (2) containing a temporary password.

Copy Temporary Password: Highlight temporary password in the email, right click and select "Copy"

Login In

Access CWIS site: <https://www.compass.state.pa.us/cwis/public/home>

Click: Individual Login

Click: Access My Clearances

Learn More

Read about the website and disclosure of personal information

Click: Continue

Keystone Key

Enter Keystone ID in Username field

Paste or Enter temporary password from email confirmation in Password field

Click: Login

Set Permanent Password

Create new password based on required criteria

Enter new password in Password field

Re-enter new password in Confirm Password field

Click: Submit

Confirm Password Successfully Set

Message will appear in separate webpage browser confirming password has been successfully set

Click: Close Window

Keystone Key

Keystone Key login should appear once again

Enter Keystone ID in Username field

Enter newly created password in Password field

Click: Login

My Child Welfare Account Terms and Conditions

Read Child Welfare Terms and Conditions

Click: I have read, fully understand and agree to the My Child Welfare Account

Terms and Conditions

Click: Next

Click: Create Clearance Application

Getting Started

Read information about what to expect, information you will need and other additional information

Click: Begin

Applications Purpose

Click the purpose which closest describes reason which you are completing the DHS Child Abuse History Clearance:

If Volunteer with Children/Youth, Deacon, Deacon Candidate, or Seminarian -

Click: Volunteer Having Contact with Children

Volunteer Category Click: Other

Agency Name Enter: Diocese of Harrisburg

If School Employee/Vendor – Click: School Employee Governed by Public School Code

If Catholic Charities Employee/Vendor –

Click: one (1) of the following which applies:

1. "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"

2. "Employee of Child Care Services" (read full definition)

If Priest, Consecrated Life, Parish Employee, Other Employee, Parish Vendor or Other Vendor – Click: 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"

Applicant Information

Complete additional applicant information (required fields indicated in orange font)

Click: Next

Current Address

Complete current home and mailing address information (required fields indicated in orange font)

Click: Next

Previous Addresses

Enter address information for each location you have lived since 1975

Click: Next

Household Members

Enter all persons you have lived with since 1975

Click: Next

Application Summary

Review the application summary information for accuracy

Click: Checkbox to certify that information entered on the report is accurate and complete

Enter: Signature (only First Name and Last Name is accepted)

Click: Next

Application Payment

Click: No

Click: Make a Payment (Employees) or Submit Application (Volunteers)

Questions: Please direct calls to the CWIS Support Center - 1-877-343-0494