

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"

Log 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: Volunteer

Click: Volunteer Having Contact with Children

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

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