

SAUQUOIT VALLEY CENTRAL SCHOOL
2601 Oneida Street
Sauquoit, NY 13456

FINGERPRINT INSTRUCTIONS

You will be required to be fingerprinted with NYS Education Department prior to your appointment with the Board of Education.

If you have been fingerprinted, please complete the OSPRA 102 form and return with your application.

If you are not fingerprinted, please follow these instructions:

- 1) Go to the website www.identogo.com
- 2) Click on Get Fingerprinted (blue box upper right side)
- 3) Select NEW YORK and hit GO
- 4) Scroll down and click on "Digital Fingerprinting". DO NOT enter code where it says Enter code at the top
- 5) Just below that white enter code area, it says Contact your agency or "click here". Click here!
- 6) From the drop down, select NEW YORK
- 7) In the Enter your ORI box, enter TEACH and SUBMIT
- 8) Select your Reason for Fingerprinting – Employee Applicant. Hit SUBMIT
- 9) Hit CONTINUE
- 10) Select Schedule or Manage Appointment
- 11) Complete the necessary information

Please be advised that effective June 23, 2017, the website will no longer be accepting credit card payments online when scheduling appointments. All credit card payments must be made onsite at the time of the fingerprinting session.

After you have had your appointment, contact the Board Clerk at 315-839-6311. You will need to supply your social security number to allow the district to retrieve your fingerprint clearance from the State Education Department's TEACH system.

Once your application is approved by the Board of Education, an appointment letter with additional paperwork will be mailed to the address on your application. Please complete and return this paperwork to the Superintendent's office. After that you will be authorized to work.