FIELDPRINT Applicant Registration Instructions
(New Hires, Volunteer & Mentors)

- https://www.fieldprintgeorgia.com (Select English or Spanish on the dropdown)
- Schedule Appointment under Individuals Tab
- SIGN UP-New users will need to create a new user account-Returning Users can simply click LOGIN.
- E-SIGN Privacy Rights & Privacy Act Disclosure and Consent-Read and Click I Agree
- CREATE ACCOUNT-The next page will prompt you to create an account.
  - Email
  - Username
  - Password
  - Confirm Password
  - First Name
  - Last Name
  - Mobile Phone Number
  - Security Questions
- CLICK CONTINUE
- VERIFY ACCOUNT- An email will be sent to your provided email address. Check your email for the verification code and enter it on the next page. Do not close your browser. (*The code will expire after 30 minutes.)*
- COMPLETE REGISTRATION-Enter the code from the email and click Complete Registration to move forward. You will also receive an email confirming that your email address has been verified. Once your account has been verified, you will be able to log in to the FieldPrint Scheduling Site using your credentials.
- RETURN TO SCHEDULE APPOINTMENT
  - New Applicant Registration
  - Scroll Down to **Don't Have a FieldPrint Code?**
  - Education Agencies
  - Public Schools
  - Agency – Drop Down – **FLOYD COUNTY BOARD OF EDUCATION**
  - Select Reason for Fingerprinting – Drop Down
    - **Public Schools-Volunteers Providing Direct Care <u>OR</u>**
    - **School Employment**
  - Reviewing Agency ID – Automatically Entered with **GA930800Z**
  - **IGNORE** Requesting Agency ID – **DO NOT ENTER ANYTHING**

- PERSONAL INFORMATION:
  - Enter your personal information and demographics. This should all be consistent with the ID's you will be presenting at fingerprinting. If you enter your information incorrectly, you will have to call the agency to refund your payment and re-enter correctly.
- BIOMETRIC DISCLOSURE
  - Read, Click I agree, enter your full name to consent, then click continue.
- GA PRIVACY STATEMENTS
  - Review, Click the box next to "I Acknowledge that I have read, understand, and agree to the above statements", then click continue.
- SUBMIT REQUEST
  - Submitting the request will put the request under review. You will be notified once the organization or agency has reviewed and approved your request.
- CONTINUE SCHEDULING
  - Once you receive an email that your request has been approved, you will then log back onto the website and be prompted to continue scheduling.
  - Select a Location, date, and time for your livescan fingerprint capture.
  - Once you choose a site, click Find Availability.
  - Use the dropdowns you will select the date and time for your appointment and click continue.
  - Select Payment Type
  - Finish Scheduling-You will receive a new email with a confirmation page which you will need to show at your appointment. If you need to reschedule, you will need to log back onto the website to change your appointment. After your appointment, your background results will be electronically delivered to Floyd County Board of Education. Results are usually available to the agency within 24/48 hours.