

MIDDLESBORO BOARD OF EDUCATION

Kentucky Online Gateway (KOG) Child Abuse / Neglect (CAN) Check

Applicant Step-by-Step Instructions – Central Registry Check (DPP-156)

Part 1 – Create Your Kentucky Online Gateway (KOG) Account

1. **Go to:** Type KOG.CHFS.KY.GOV into your web browser.
2. **Create your account:** Click "Create Account."
3. **Get started:** Select "Get started."
4. **Enter your email:** Enter your primary email address and click Next. Your email address will serve as your username for your KYID account.
5. **Verify your email:** Enter your email address when prompted. A verification code will be sent to your email.
6. **Activate your account:** Check the email account you provided and click the verification link to activate your account. You have 4 hours to complete this step or you will need to start over.
7. **Verify your mobile number:** Enter your mobile phone number and choose text or call. Complete the mobile verification.
8. **Alternate email:** Provide an alternate email address or skip this step, then click Next.
9. **Basic information:** Enter the requested basic information.
10. **Create password:** Enter/create your email password and select Create Account.

Part 2 – Sign In and Open the CAN Application

1. Sign in using the email address and password you created.
2. Check the box stating "I consent to the system notice" and click Next.
3. On the KYID Self Service Portal, choose "Skip and go to my application."
4. Select "App Library."
5. Select the letter "C" and choose "CAN and Adam Walsh Verification Enroll."
6. Select "Child Abuse/Neglect (CAN) Checks for Employment."

Part 3 – Complete the Central Registry Check (DPP-156)

1. From the top menu, select Form and choose "Central Registry Check (DPP-156)."
2. For the type of request, choose "Public School Employee."
3. Complete the Personal Information section.
4. Complete the Current Address section.
5. Complete the Employer/Agency Requesting Information section using the information below.

Employer/Agency	Middlesboro Board of Education
Address	220 North 20th Street
City / State / ZIP	Middlesboro, Kentucky 40965
Email for Results	sherri.hoskins@mboro.kyschools.us

6. Check the box for "In addition to receiving."
7. Enter sherri.hoskins@mboro.kyschools.us in the requested email field.

Part 4 – Upload Identification

1. Go to "View/Upload Documents" and choose/select the required file.
2. Check the box stating that you understand assistance with the account cannot be provided if you have not uploaded a valid ID, then click Send.
3. Under Personal Photo Identification, confirm that you have completed your uploads and met the requirements.

Part 5 – Review, Sign, and Pay

1. Review your application carefully for accuracy.
2. E-sign the application.
3. Pay the \$10.00 processing fee.
4. Save or print the confirmation for your records and provide it to the Middlesboro Board of Education if requested.

Applicant Completion Checklist

- ☐ KOG/KYID account created and verified
- ☐ CAN and Adam Walsh Verification Enroll application opened
- ☐ Child Abuse/Neglect (CAN) Checks for Employment selected
- ☐ Central Registry Check (DPP-156) completed
- ☐ Public School Employee selected
- ☐ Personal and current address information entered
- ☐ Middlesboro Board of Education information entered
- ☐ Valid photo identification uploaded
- ☐ Application reviewed and e-signed
- ☐ \$10.00 processing fee paid
- ☐ Confirmation saved

Important: Follow the prompts displayed in KOG as you complete the application. Screen labels may change as the state system is updated.