

Go to website: <https://uenroll.identogo.com/>

Next Page – Enter your Service Code to get started. Don't know your Service Code? Contact your agency or **click here**.

- Enter Code **1KG6XN** for Employment (paid positions) or code **1KG6Y3** for Volunteers (unpaid positions)
- Select "**GO**"

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- Select **SCHEDULE OR MANAGE APPOINTMENT**

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- If completing for a Volunteer, it will specify that you understand that the check **CANNOT** be used for employment purposes and that you meet the standard requirements to be considered a Volunteer – select **YES**
- If completing for employment or to be a substitute, you will not encounter this page and will automatically be taken to the next page.

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- Complete your **LEGAL NAME, DATE OF BIRTH, & METHOD OF CONTACT**
- Must have an email address. If you do not have an email address, you will need to create one.

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- Create a security question and answer that only you would know

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- Enter Citizenship information – **COUNTRY OF BIRTH, CITY OF BIRTH, STATE/PROVIDENCE OF BIRTH, & COUNTRY OF CITIZENSHIP**

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- Answer the following questions. Question #3 will be "**NO**". We do not offer Authorization Codes (Coupon Code). The only way you would answer "Yes" to this question is if you received a code from Identogo for a past CogentID fingerprint that did not get processed before it was switched over to Identogo or if you had to get it redone.

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- Enter Personal Information

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- Enter Mailing Address

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- Please select the required documents to bring with you when you get your fingerprints processed. The most common chooses is: (Please choose which best suits you)
  - Driver's License
  - Passport
  - Military Card
  - Visa

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- Enter your postal code to find a location nearest you to be fingerprinted. Here are the closest locations from the Smethport Area School District:
  - Smethport
  - Coudersport
  - Emporium
  - Ridgway
  - Warren
  - DuBois

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- Select an "**Appointment Date and Time**" or select "**Walk In**".