



Directions for Completing the Child Protection Background Check

1. Go to: <https://www.compass.state.pa.us/cwis/public/home>
2. Click on "Create individual account."
3. Click "Next."
4. Creating a Keystone ID is the same as creating a User Name. Choose a user name that is 6-10 characters long, and something that you will easily remember. This username is what you will use to login in the future.
5. Choose three security questions and type in the answers. Make sure you capitalize the answers if you normally would capitalize them. Next click "Finish."
6. You will then be emailed a temporary password. Check your email and write down the password.
7. Return to the original website listed above, this time click "Individual log in."
8. Choose "Access My Clearances."
9. Scroll to the bottom of the page and click "Continue."
10. Type in the user name you created and the password you were given and sign in.
11. You will be asked to change your password. Do so to something you will easily remember.
12. Complete the Information requested, if you do not remember the complete address of every place you have lived, then enter as much information as you remember.
13. When you have finished it will take about 3-4 days for your request to come back. You can print it out by logging back in with your user name and password.