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**"

Next Page
- ➢ Select **SCHEDULE OR MANAGE APPOINTMENT**

Next Page
- ➢ 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.

Next Page
- ➢ 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.

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

Next Page
- ➢ Enter Citizenship information – **COUNTRY OF BIRTH, CITY OF BIRTH, STATE/PROVIDINCE OF BIRTH, & COUNTRY OF CITIZENSHIP**

Next Page
- ➢ 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.

Next Page
- ➢ Enter Personal Information

Next Page
- ➢ Enter Mailing Address

Next Page
- ➢ 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

Next Page
- ➢ 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

Next Page
- ➢ Select an "**Appointment Date and Time**" or select "**Walk In**". If going to the IU9, you do NOT need to make an appointment. However, they only have certain hours they do fingerprinting so please call (814) 887-5512 to get times.