

Schoharie Central School District

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IN THE PURSUIT OF EXCELLENCE

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To: Applicants and New Employees
From: David M. Blanchard, Superintendent of Schools
Subject: Fingerprinting Requirements
Date: February 8, 2016

New York State law requires that the Office of School Personnel Review and Accountability conduct fingerprint supported criminal history background checks for applicants for certification and all prospective employees of school districts, charter schools and BOCES. As a result, applicants for employment, including substitutes and coaches, are required to register, schedule, apply for fingerprinting clearance, and make payments online through Identogo by MorphoTrust USA. You must also register and create a TEACH account in order for your fingerprints to be accessible to the school district.

STEP 1 - FINGERPRINTING

Please go to: www.identogo.com

Please note: If you do not have Internet access, please call toll-free 1-877-472-6915.

Click on: New York State on the map

Click on: Online Scheduling

Enter your first and last name. Click: Go

Enter **TEACH** for the ORI Number.

Click: Employee Application

Please note: A pop up may appear stating you must have a social security number and that you will need to enter the SS# on the application. Click: OK

Enter your HOME zip code. Click: Search

The closest four enrollment (fingerprinting) center locations should appear for you. Pick a location to schedule an appointment. Enter/pick the time for your appointment.

Click: Next Step

APPLICATION: Enter the requested information. Click: Next

ID OPTIONS:

Pick the two forms of identification you will be bringing with you to your appointment.

Both must be issued by New York State and one must be a photo ID. Click: Next

PAYMENT OPTIONS:

As an applicant for a position in the school district, you are responsible for paying the fee of \$102.00 (DCJS fee \$75 / FBI fee \$14.75 / MorphoTrust fee \$12.25)

Please note: The enrollment (fingerprinting) centers cannot take credit/debit cards. You must enter credit/debit card information online or over the phone. The centers will accept personal checks, money orders and cashier checks. We do not recommend cash as some centers will not accept cash.

Select payment method and enter information accordingly.

CREDIT/DEBIT CARD: Selecting credit card payment will take you to a USBank epay link. Complete the information. If you enter your email address you will receive a receipt with a confirmation number that starts with IIS. You may wish to take this with you to the fingerprinting center in the event there are any questions.

Click: Submit payment information

APPLICATION ENTRY REVIEW:

The last page is a review of the information you entered.

Please note: If any of the information is incorrect, you must call 1-877-472-6915 to have the information corrected. You cannot go back to re-enter any information.

Click: Done

YOUR Identogo REGISTRATION HAS BEEN COMPLETED:

Please note: You are not done until you get to "your registration has been completed" with a registration ID number. Take this ID number with you to the fingerprinting center in the event there are any questions.

After your fingerprints are scanned, they will be sent to the Department of Criminal Justice. It can take 10-14 days for them to be processed and sent to the NYS TEACH system.

For frequently asked questions regarding this process, please visit:
<http://www.highered.nysed.gov/tsei/ospra/memo06232015.html>

Please continue to Step 2 – How to create a TEACH Account (attached document)

These locations can be found at: <http://www.l1enrollment.com/locations/?st=ny#EASTERN NY>

The four closest centers should be available to you after you enter your home zip code in the instructions.

EASTERN NY – Enrollment (Fingerprinting) Centers

Albany - Everett Rd	Albany, NY. (21 Everett Rd Ext) [Map (opens new browser)]	Mon, Tue, Thu & Fri 8am-4:30pm; Wed 8am-7pm; E/O Sat 8am-12pm
Catskill	Catskill, NY. (7856 Rte 9w) [Map (opens new browser)]	Wed 9am-12pm & 1pm-3:30pm
Cobleskill	Cobleskill, NY. (111 Barnerville Rd) [Map (opens new browser)]	Wed & Thu 9am-2pm; Fri 9am-4pm
Glens Falls	Glens Falls, NY. (88 Broad Street) [Map (opens new browser)]	Mon, Wed, & Thurs 8:30am-4pm
Glenville	Glenville, NY. (543 Saratoga Rd) [Map (opens new browser)]	Tue 9:30am-2:30pm; Wed 9:30am-3:30pm; Thu 8:30am-3:30pm; Fri 9:30am-11:30am
Hudson	HUDSON, NY. (16 Park Pl) [Map (opens new browser)]	Mon 9am-12pm & 1pm-5pm
Johnstown	Johnstown, NY. (42 W Main St) [Map (opens new browser)]	Mon - Thurs 9:30am-12pm & 1pm-3pm
Malta	Malta, NY. (101 Saratoga Village Blvd) [Map (opens new browser)]	Mon 8am-12pm & 1pm-5pm
Schenectady- Nott St	Schenectady, NY. (1101 Nott St) [Map (opens new browser)]	Mon, Wed & Fri 10am-3pm
Schenectady- Hamburg St	Schenectady, NY. (2788 Hamburg St) [Map (opens new browser)]	Tue and Fri 8:30am-12pm & 1pm-4:30pm
Troy	Troy, NY. (1 Fourth St) [Map (opens new browser)]	Tue & Thu 8:30am-12pm & 1pm-4:30pm

Please continue to Step 2 – How to create a TEACH Account (attached document)

STEP 2 -

How to create a TEACH Account

To register for a TEACH account go to:
<http://www.highered.nysed.gov/tcert/teach/>
using the "Self-Register with TEACH" button.

1 Click on Self-Register with TEACH

NYSED.gov
Office of Teaching Initiatives

Teaching in NY | Educator Resources | Certification | Fingerprinting | TEACH System | Topics A-Z

TEACH System

NYSED / Higher Ed / OTI / TEACH System

TEACH System

What is the TEACH system? go to [List of TEACH Services](#)

STEP 1: Self-Register create a Login Account.
You must create a login account to access TEACH System system.

[Having trouble logging into the TEACH System?](#)

STEP 2: LOGIN to TEACH to access your information and TEACH System.
[Forgot your TEACH username or password?](#)

School Employers and College Administrators
If you represent a New York State College/University or School or BOCES and need administrative access to the TEACH System Go to [TEACH Resources](#).

TIP!
Check the Status of Your Application

1. Login to TEACH
2. Click TEACH System
3. Click Account Information
4. Click Certificates and Go
5. Scroll down to view the status of your application(s).

Also see, [Becoming Certified - What's My Next Step?](#)

NEWS
Information for College Graduates and Students
No Longer Printing Time-limited Certificates

Last Updated: April 24, 2014

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University of the State of New York - New York State Education Department
Contact NYSED | Index A - Z | Terms of Use

2 & 3 Read the message. Click on the Continue arrow

4 Read the message. Click on the Self-Register NOW button

5 Complete the form entering your personal information, and a user id and password, then click the Create Account button

New York State Education Department
Office of Higher Education
Office of Teaching Initiatives

Search OTI

Quick Links: Select here

Please complete the form below to create a New York State Directory Service account and register with TEACH Online Services.

NOTE: You will be asked to change your password during your first login. Personal information supplied in this form will not result in updated personal information in TEACH. If you currently hold teacher certification, or have previously submitted a certification or finger print application, or other documents, the spelling of your First and Last Name must be exactly as it is on your most recently printed certificate or other submitted document. This is necessary to insure that your log-on information is identical to your records currently on file with the Office of Teaching Initiatives.

User Information

* Denotes required field

First Name
Last Name
Gender
Address
Address Line 2
Country
City
State
Postal Code
Email Address
Telephone Number
Fax Number

Personal Privacy Protection Law Notice

Make note: []
Date of Birth (MM/DD/YYYY)
Address can only contain apostrophes, numbers, spaces, commas, and hyphens.
Address can only contain apostrophes, numbers, spaces, commas, and hyphens.
Eg. 888-888-8888 Extension 1234 F#B or Canada, use only nine numbers

* If you do not have your own e-mail address, please provide an e-mail address through which you can be reached.

Login Information

* Preferred User ID
User IDs must be at least 4 characters, can be up to 125, and must be unique. If your selection is not available you will be prompted to select a different one.

Password Reset Information

* Shared Secret Question
1. Select One
* Answer
* Confirm Answer

* Enter this number in the box to the right: 745555

Your password must:
1) be at least eight (8) characters long, one of which must be a numeric character;
2) not contain more than two repeating characters;
3) cannot be one of your entries such as your name or email address.

* Password
* Confirm Password

Create Account

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Build 05/2010 E201 File: 0519 App: 0239A

A confirmation page will display.
Click the **Continue** button then Click OK

6

Log in to the TEACH System



7

Click on TEACH Online

Enter your Social Security Number then click Submit



Confirm your email address by entering it twice, then click Confirm. You will receive an email at the address provided. Click on the link within that email to verify your email address

8

On the TEACH home page click the Account Information link to see your TEACH ID

