FINGERPRINTING PROCESS

*Students must have fingerprints on a TEACH account before they begin Fieldwork I.*

1. Go to the NYS Office of Teaching Initiatives site: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert)

2. Click on TEACH Online Services

3. Click on “Create a NY.gov TEACH account” and follow the instructions


You are an applicant for CERTIFICATION

Service Code: 14ZGQT

Total fee = $99

5. On [www.uenroll.identogo.com](http://www.uenroll.identogo.com), select a location and make an appointment for fingerprinting.

   Note: The closest sites to campus are in Kingston, Poughkeepsie, and Middletown. The Kingston location is across the street from the Trailways station. [www.trailwaysny.com](http://www.trailwaysny.com)


7. Your fingerprints will be sent to your TEACH account. To verify they have arrived, log onto TEACH and click on “Account Information.” Select “Fingerprinting” and press GO. Look for this sentence (in small print):

   “Your DCJS and FBI results have been received.”

8. Copy or screenshot the page that includes your name and the DCJS/FBI sentence, and submit it to:

   Undergraduate Education Advising Office
   Old Main 115A, SUNY New Paltz,
   800 Hawk Drive, New Paltz NY 12561
   schroerj@newpaltz.edu