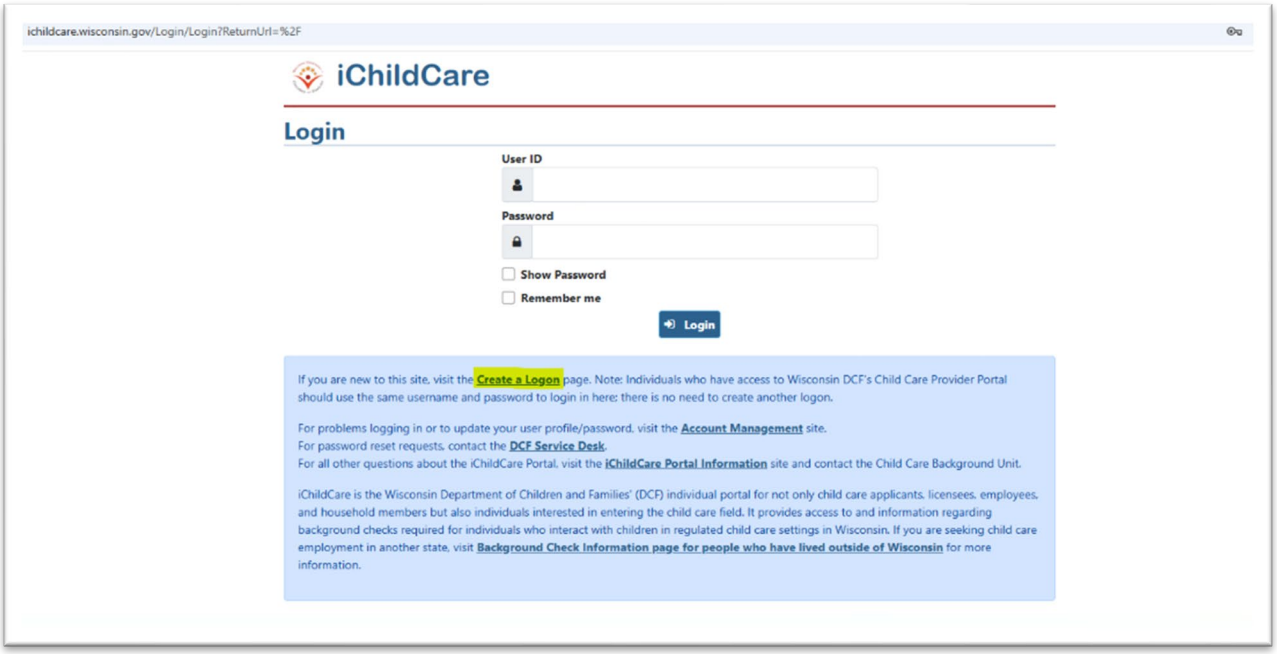
Instructions for ordering your Criminal Background Check

If you've completed an iChildCare criminal background check within the last year, please email EdLicensing@uwosh.edu to ask if we can use that background check for your application.

As part of this process, you will schedule an appointment to be fingerprinted. We recommend starting this process as soon as possible to avoid delays in receiving your results.

1. Go to the iChildcare website (pictured below) and click on "Create a Logon" or enter your user ID and password if you already have an account

   If you are creating a new account:
   - Complete each section on the page
   - Use your **LEGAL** first and last name
   - You will receive an email from DWD Wisconsin Logon Management System. Click the link to create your account. Then login using your newly created username and password.



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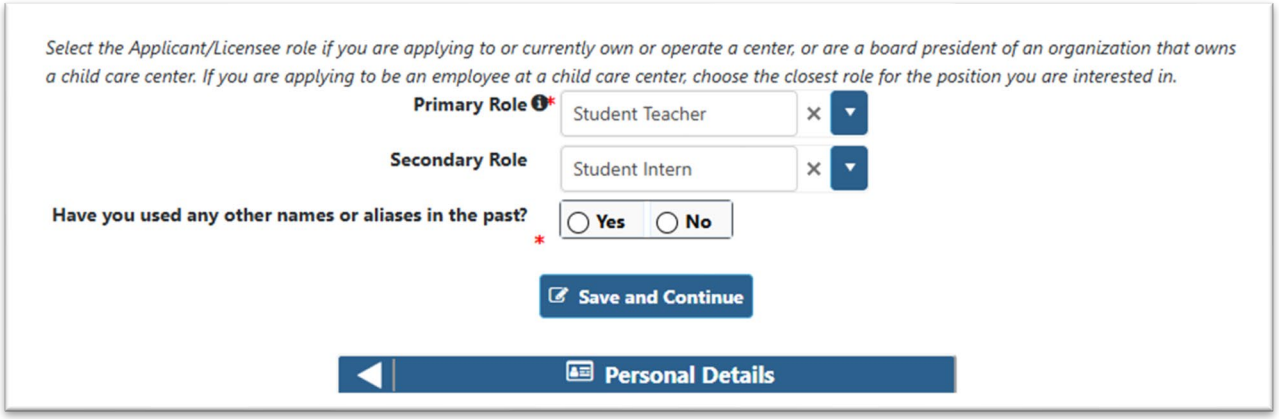
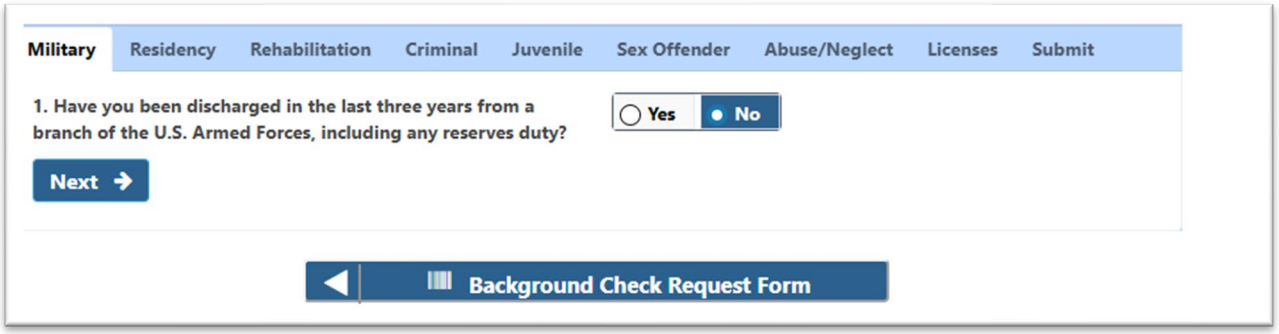
2. Fill in every section on the “Add Personal Details” page
    a. Use your **LEGAL** first and last name
    b. Accept the Terms of Service and click “Create”
    c. If the system suggests a more specific address for you, use the suggested address
    d. To ensure we receive the correct type of background check, regardless of your actual role (pictured below)
        i. Select **Student Teacher** for the Primary Role field
        ii. Select **Student Intern** for the Secondary Role field
    e. The screen asks if you have used any other names or aliases in the past. Click Yes or No based on your situation.
    f. Click “Save and Continue”



3. The “Background Check Request Form” page pops up. Answer the questions, answering one at a time and clicking “Next” after each answer (pictured below).



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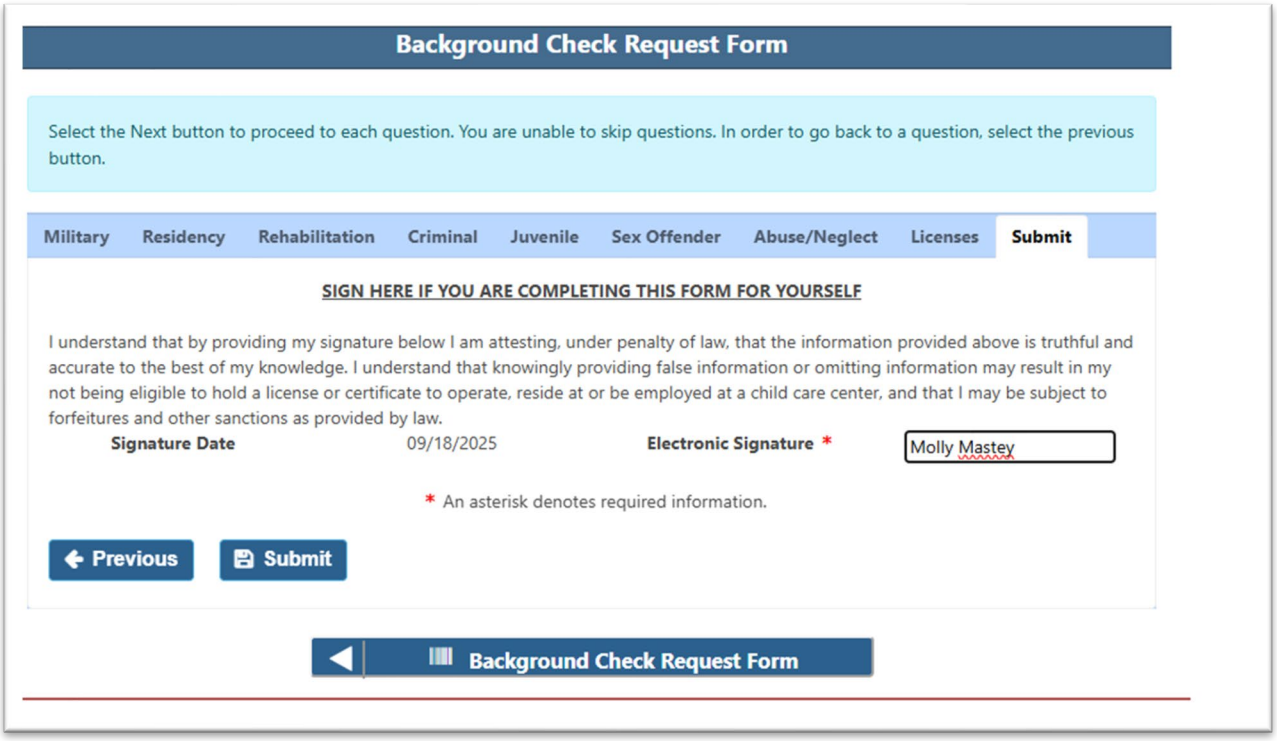
4. At the end of this section it will ask for an electronic signature. Please type your **LEGAL** name and click "Submit" (pictured below).



5. The "Fingerprint Code" screen appears
    a. Click on "Generate Code" and note this code
    b. You'll now see instructions to schedule an appointment to be fingerprinted. Your fingerprint using the Reference Code you just generated.
    c. You will pay a fee at your appointment. See the FAQ link on the website for the fee amount.

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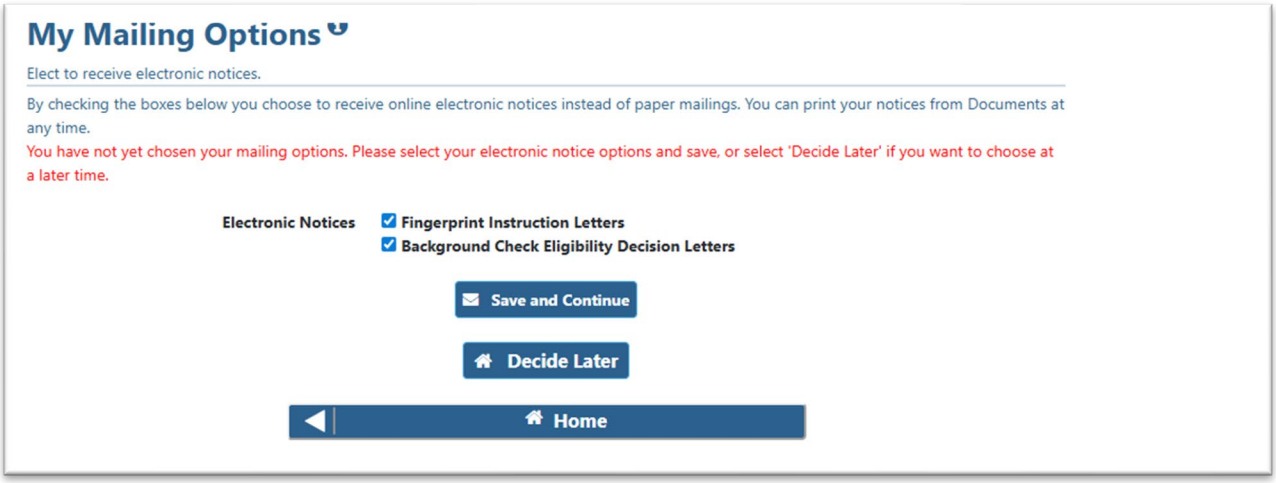
6. Next, select the option to receive correspondence electronically to avoid delays
    a. Under the “Home” button, go to “Mailing Options” (pictured below)

    b. Check the “Electronic Notices" box for Fingerprint Instruction Letters and Background Check Eligibility Decision Letters, then click “Save and Continue” (pictured below)



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7. When you complete your fingerprint appointment:
    a. Email EdLicensing@uwosh.edu and gradschool@uwosh.edu and tell us you completed your fingerprint appointment
    b. This triggers us to look for your results
    c. We will email you (at the email address on your UWO application) when we confirm your CBC results are complete

If you have any questions, please email EdLicensing@uwosh.edu and gradschool@uwosh.edu.

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