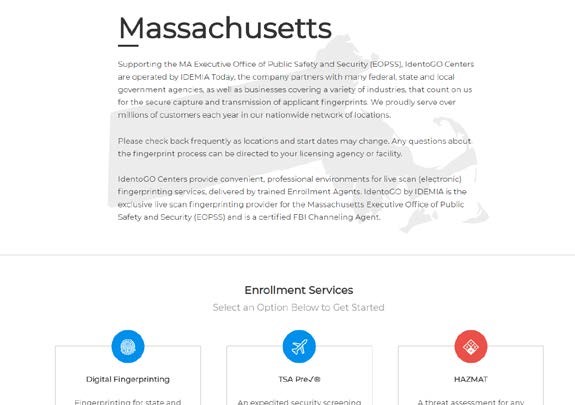
***FINGERPRINTING APPOINTMENT INSTRUCTIONS***

***You must complete the actual fingerprinting prior to your first day of work.***

To schedule your appointment, follow the instructions below.

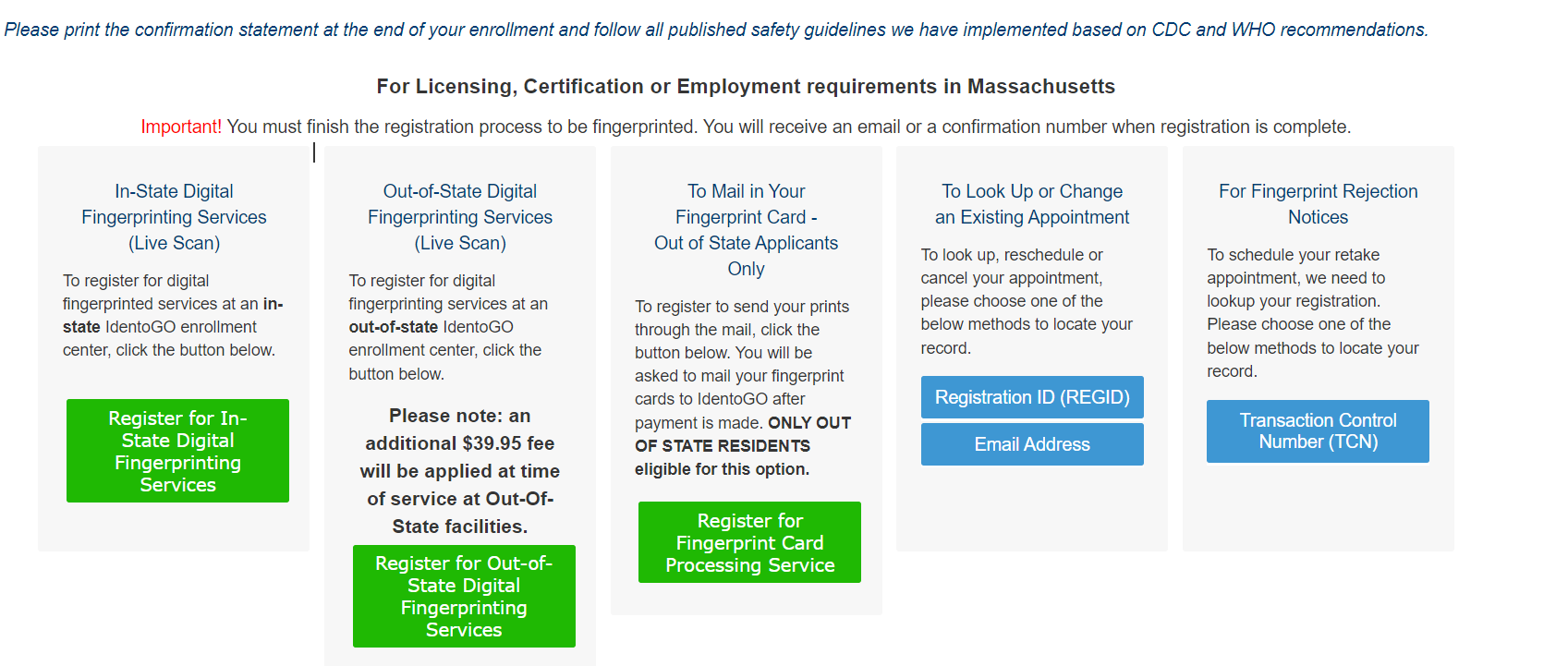
Go to: <https://www.identogo.com/locations/massachusetts>

Select *Digital Fingerprinting*



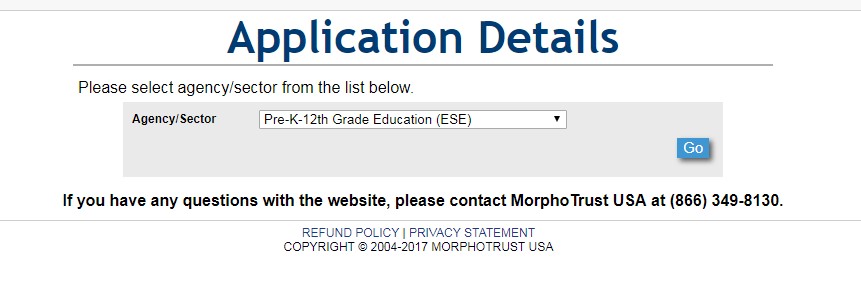
RESIDE IN MASSACHUSETTS: Select *In State Digital Fingerprinting Services*

RESIDE OUT OF MASSACHUSETTS: Select *Out of State”Digital Fingerprinting Services*



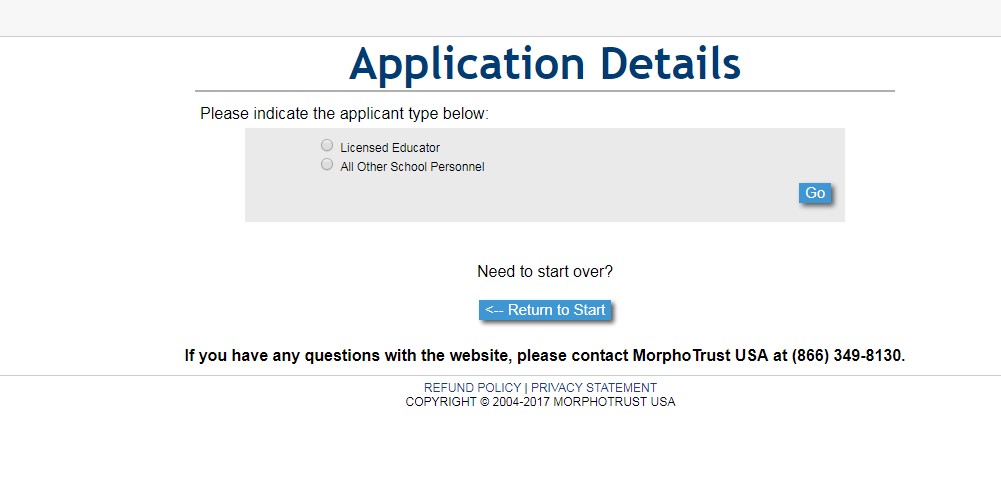
From the drop down menu, select Pre-K-12th Grade Education (ESE)

Click *Go*.

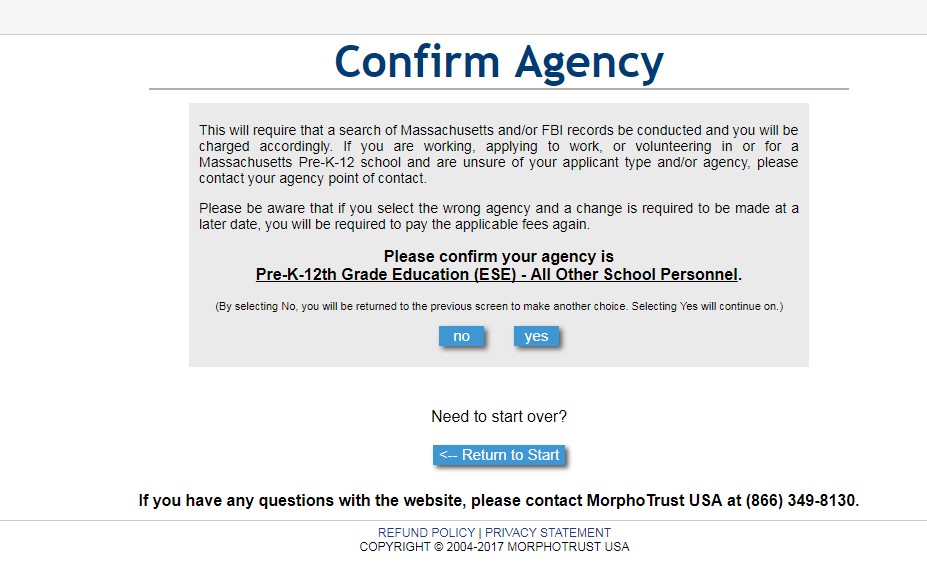


If you are a licensed educator, please select *Licensed Educator*, if not, select *All Other School Personnel.*

Click *Go*.



Confirm that you have selected the correct applicant type:

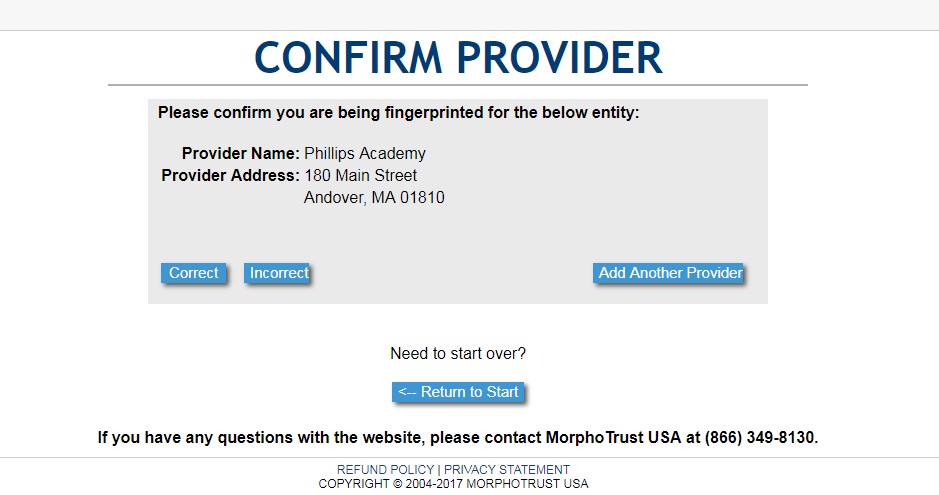


Enter the Provider ID of Phillips Academy: **00090820**

Click *Go*.

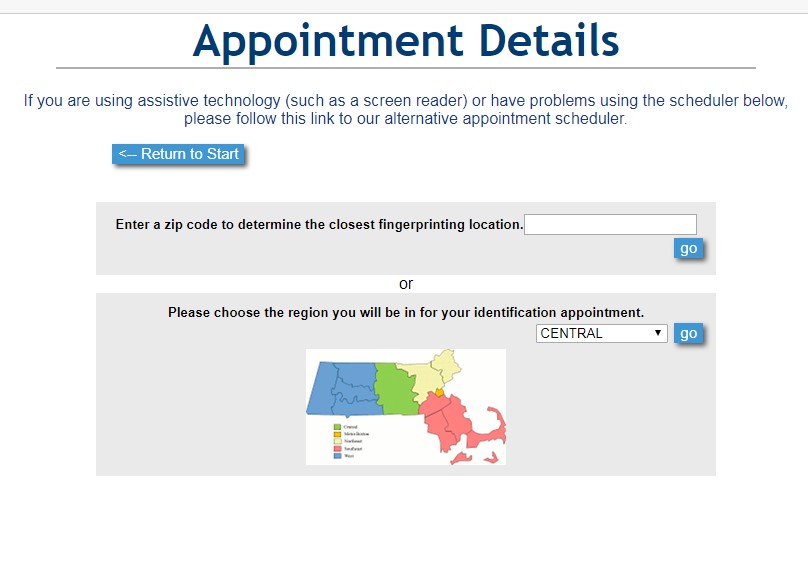


Confirm provider by selecting *Correct* (only if it shows that Phillips Academy was selected):

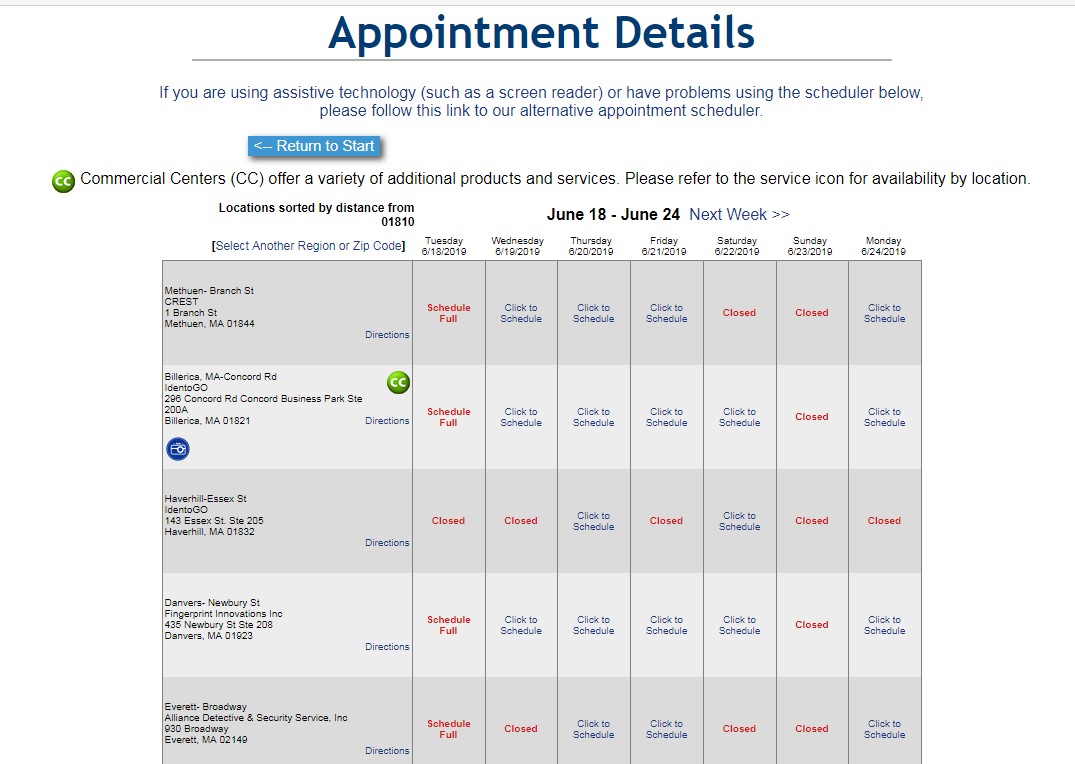


Enter zip code that you are in, to locate the closest fingerprinting location.

Click *Go*.



You will now have the option of selecting the date by navigating through dates/weeks by selecting “next week” at the top of the screen. By selecting *Next* near viewing page at bottom of screen, you will be taken to different locations.



Select *Click to Schedule* to see options for different appointment times.



Read the Acknowledgement/Release and select appropriate box.

Click *Go.*

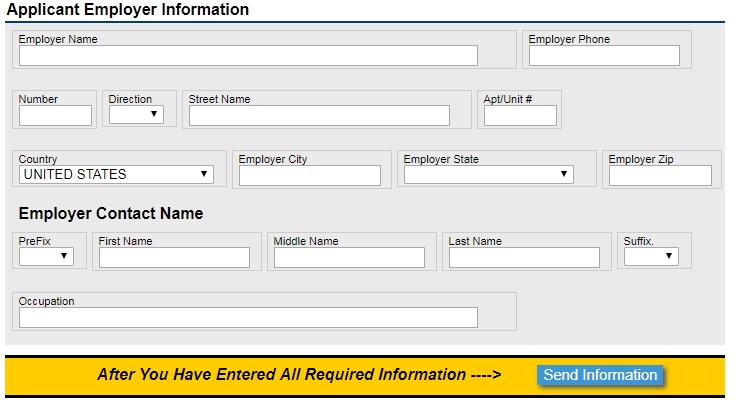


Complete the application information

Click *Go.*

Graphical user interface

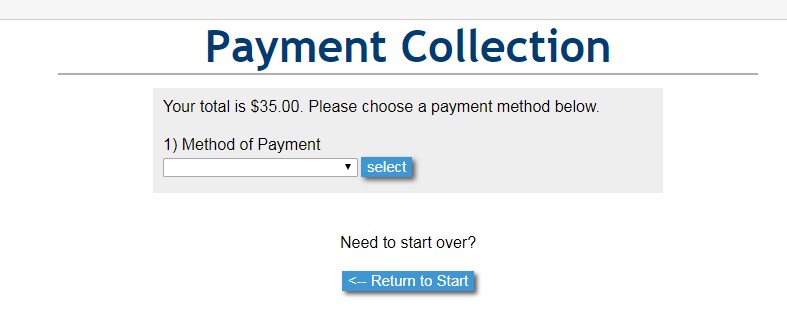
Description automatically generated



Select *Send Information*.

You will confirm the accuracy of your information, as well as the location of the fingerprinting site, on the next page. Once you have confirmed all is correct, click *Go*. If there is anything incorrect, edit that section.

From the drop-down options, select your method of payment.



When you are fingerprinted, you will get a receipt. Please submit the receipt to Jolene Croteau for reimbursement. Reimbursements will be completed via check.

Should you have any questions, please contact Jolene Croteau at [jcroteau@andover.edu](mailto:jcroteau@andover.edu) or 978-749-4406