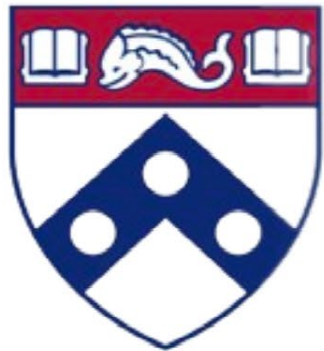


PATCH AND PA CHILD ABUSE
INSTRUCTIONS for
OER Programs



Penn Medicine

Office of Outreach, Education, & Research

PATCH – Steps for Volunteers

Please login to this site:

<https://epatch.pa.gov/TandCVolunteer>

1. Select **NEW RECORD CHECK** (Volunteers only)
2. Volunteer Organization Name is [University of Pennsylvania](#)
3. Volunteer Organization Phone Number is 215-573-9785
4. Enter your current address and email

PATCH – Steps for Volunteers

Enter your personal info – Click Proceed

Reason For Request: VolunteerFREE
Volunteer Organization Name: UPENN
Volunteer Organization Telephone Number: [REDACTED]
Requestor Name: W W Lesovitz
Address: [REDACTED]
Country: US
Email Addr: LESOVITZ@UPENN.EDU
Phone Number: [REDACTED]

Enter again, no need to submit SSN

First Name: *
Middle Name: *
Last Name: *
Suffix:
Identity Theft #:
Social Security #: (xxxxxxxx) (Highly recommended)
Date of Birth: / / (mm/dd/yyyy) *
Sex:
Race:

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

PATCH – Steps for Volunteers

Click Finished

Enter This Request

View Queued Record Check Requests(1)

Finished

Cancel

[Home](#) | [Record Check](#) | [Help](#) | [Privacy Policy](#) | [PA State Police Home Page](#)

Click Submit

Subject Name	Identity Theft #	SSN	Date of Birth	Race	S
lesovitz,jess			09/26/1979	U	U
One item found.					

Add Request

Cancel

Submit

PATCH – Steps for Volunteers

Click on Control # - Download Document – Save as a PDF (Lastname_Firstname_ClearanceType)
Email to psom-outreach@penntestimony.org with PA Child Abuse Clearance

Record Check Requests			
Control #	Subject Name	Date of Request	Status
R23906438	lesovitz,jess	08/04/2020 12:28 AM	No Record

One item found.

Please tell us about your experience using PATCH by completing this short survey! [Click here for information.](#)

PA CHILD ABUSE INSTRUCTIONS

CREATING YOUR KEYSTONE ID

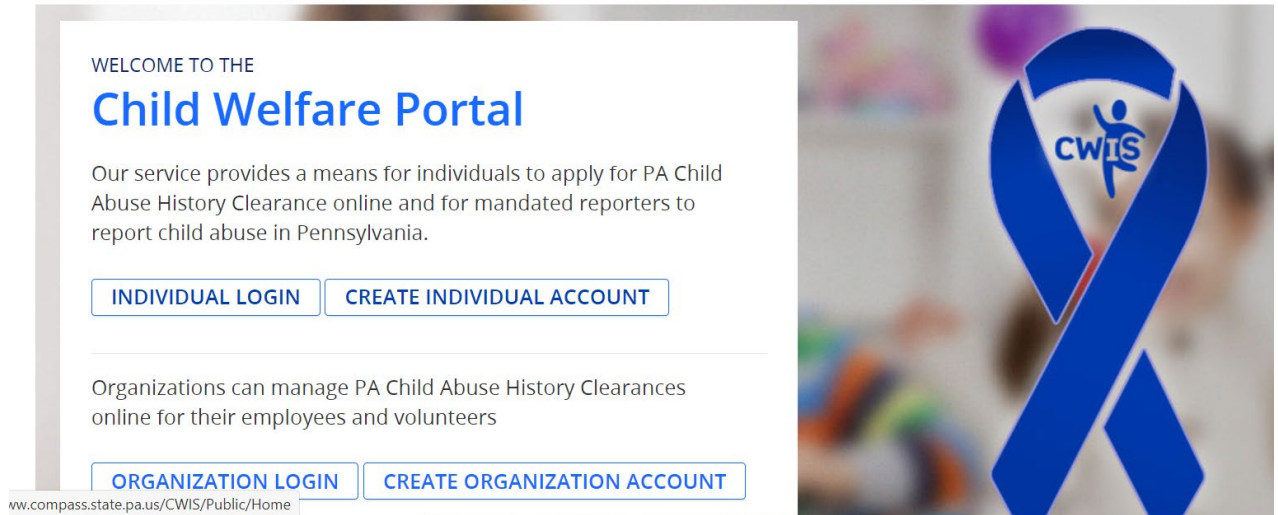
Please login to this site:

<https://www.compass.state.pa.us/cwis/public/home>

1. Click – Create Individual Account

2. If you have an account already, please login with your Keystone ID and password. If you can't remember your Keystone ID and have done this before, search your email for it. You can always reset your password if needed.

If the child you would like to report on is in immediate danger, please call 911 immediately.



WELCOME TO THE
Child Welfare Portal

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

[INDIVIDUAL LOGIN](#) [CREATE INDIVIDUAL ACCOUNT](#)

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

[ORGANIZATION LOGIN](#) [CREATE ORGANIZATION ACCOUNT](#)

www.compass.state.pa.us/CWIS/Public/Home

CREATING YOUR KEYSTONE ID

Click - Next

Welcome!

The Commonwealth of Pennsylvania is improving how it provides online services to citizens! Several state agencies are working together to allow you to establish a Keystone ID which creates a single way to access several different state programs. Currently, the Keystone ID that you create and manage here can be used for:

- Child Welfare Portal**
Users of the Child Welfare Portal can apply for a Pennsylvania child abuse history clearance or submit child abuse referrals.
- SERS' Online Member Services**
Members of the State Employees' Retirement System can get statements, run estimates, and more.
- Disaster Training Registration**
The Disaster Training Registration allows Individuals to search for and attend courses related to disaster situations.
- COMPASS**
COMPASS is an online application for Pennsylvanians to apply for many health and human service programs.
- Child Support**
Clients can apply for support services and view information about their support cases on the Child Support Website.

If you already have signed into any of these programs, you do not need to create another one now. Simply use the user name and password you've already established to access all of these services. Keep in mind that if you change your password or any other profile information in any one of these programs, the changes you make will apply to all programs that use the Keystone ID. Keep an eye out for the Keystone ID sign-in on more state websites in the future. It's just another way the Commonwealth of Pennsylvania is working to serve you better.

NEXT **CANCEL**

Remember Keystone ID

Create Keystone ID: Profile Information

1 General Information 2 Profile Information

• = Required

To create a new Keystone ID, please provide the following information:

- Keystone ID (must be 6 to 64 characters)
- First Name
- Last Name
- Date Of Birth (MM/DD/YYYY)
- E-mail
- Confirm E-mail

To ensure online security, please select and provide answers for security questions. These questions will be used if you forget yo
[Security Question Tips](#)
Choose questions for which you will easily recall the answers; do not write down the questions and answers, as this undermines their usefulness as a security tool.
Avoid using special characters (\$#@) and punctuation (" , - .) in your answers.
You cannot use the same question more than once.
Answer cannot be any phrase directly from the question.

- Security Question 1

CREATING YOUR KEYSTONE ID

Confirmation – Check your email

Check your e-mail for your temporary password!

You have successfully created a Keystone ID and a temporary password has been e-mailed to you. For the safety of your personal and financial information, you cannot begin working until you retrieve this temporary password and sign back in to the system. You need to use this temporary password the first time you sign in. When you sign in for the first time, you will be required to create a personal password for future use.

Please close this browser window and login to your application.

Copy Temporary Password

Thank you for creating a Keystone ID with the Commonwealth of Pennsylvania. Your temporary password is:

hxM4V%5Pv4

Please note that the password provided is system generated and can be easily mis-typed. We suggest copying the password from the e-mail and pasting it into the password field. To do this:

- Highlight the password, right click and choose **Copy**.
- Click in the Password field, right click and choose **Paste**.

CREATING YOUR KEYSTONE ID

Please login **BACK** into this site:

<https://www.compass.state.pa.us/cwis/public/home>

1. **Click** –Individual Login

If the child you would like to report on is in immediate danger, please call 911 immediately.

WELCOME TO THE

Child Welfare Portal

Our service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania.

INDIVIDUAL LOGIN

CREATE INDIVIDUAL ACCOUNT

Organizations can manage PA Child Abuse History Clearances online for their employees and volunteers

ORGANIZATION LOGIN

CREATE ORGANIZATION ACCOUNT

www.compass.state.pa.us/CWIS/Public/Home



CREATING YOUR KEYSTONE ID

Click – Access My Clearances

Click – Continue

What Would You Like To Do Today?

Please select which account you would like to access.

ACCESS MY CLEARANCES

ACCESS MY REFERRALS

WARNING

You are entering a secure government website for the purpose of requesting a **Pennsylvania Child Abuse History Clearance**. By entering this site, you certify that you have read and understand the above guidelines and legislation.

Note

If your web browser prompts you to accept a security certificate, you must accept it to proceed.

WARNING!

US GOVERNMENT SYSTEM and DEPARTMENT OF HUMAN SERVICES.

Unauthorized access prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986". Use of this system constitutes CONSENT TO MONITORING AT ALL TIMES and is not subject to ANY expectation of privacy.

CONTINUE >

CREATING YOUR KEYSTONE ID

1. **Username – Enter your Keystone ID**
2. **Paste your Temporary Password sent by PA.Gov**



Keystone Key

Username

Password

LOGIN

Self-service for Citizens

- [Forgot Password](#)
- [Edit Profile](#)


Self-service for Commonwealth Employees

- [Change CWOPA Password or Hint Questions](#)

CREATING YOUR KEYSTONE ID


Click – Security Question

How would you like to verify your account?



Security Questions
Answer your security questions to verify your account

START




Email Security Code
Receive a security code via email address to verify your account

START

Answer the Questions

Security Questions Verification



Security Questions
Answer your security questions to verify your account

What is the first school you attended?

Who did you want to go to the prom with?

Unhide entries

NEXT


CREATING YOUR KEYSTONE ID

1. You will now create your
Permanent Password

1. Please read the required
guidelines

DO NOT FORGET YOUR PASSWORD

Set Permanent Password

 **Alert:** Please change your current password before continuing.

• = Required

User ID JGPLesovitz

First Name jessica

Last Name Lesovitz

• Password

• Confirm Password

To ensure online security, the Commonwealth of Pennsylvania requires passwords that :

are at least eight characters long.

contain at least one number.

contain at least one upper case letter.

contain at least one lower case letter.

contain at least one special character, such as @&*%\$^.

do not include any of your user name, your first name, or your last name.

PA Child Abuse

Please login **BACK** into this site:

<https://www.compass.state.pa.us/cwis/public/home>

1. **Click** – Individual Login
2. **Click** – Access My Clearances
3. **Click**- Continue
4. Log in with Keystone ID and permanent password
5. **Click**- Create Clearance Application
6. **Click**- Begin
7. **Application Purpose:** Your purpose for the search is **Volunteer**. Volunteer Category: Select **Other**. Agency Name: **University of Pennsylvania**
8. Continue completing the rest of the application. Once you submit the application you will receive a confirmation email with your e-clearance ID number and the email will state that you will receive the results in approximately 14 days. You can see the results when they are ready by logging back into your account and clicking on your completed application's e-Clearance ID (link with eyeglasses next to it). If you have any questions, concerns or issues you can always contact Brandon Harris, Administrative Coordinator, Recruitment and Staffing in the Division of Human Resources at 215-518-1017 or brandoah@upenn.edu.

Submitting PATCH & PA Child Abuse Clearances

Save documents (Lastname_Firstname_ClearanceType) in PDF if possible and Email to psom-outreach@pennmedicine.upenn.edu