

Fall 2019 Office Hours for Clearances:

Office Hours begin **Thursday September 5, 2019 at the Human Resources Office**; the schedule is as follows:

- **Monday and Tuesday 9:30 am-11:30 am and 12:35 pm-4:00 pm at the Netter Center; St. Leonard's Court 3819 Chestnut Street Suite 120.**
- **Wednesday and Thursday 9:30 am – 2:30 pm at the Human Resources Office; Franklin Building 3451 Walnut Street 6th floor. You must bring your laptop to these sessions; this is mandatory.** You must present ID when you enter the building. Go to the sixth floor, and inform the front desk that you are meeting with Brandon Harris/Jessica Lesovitz. Please wait to be escorted.
- **Tuesday September 17th: Netter Center Office Hours are cancelled.**

The last day of office hours will be **Tuesday October 8, 2019 at the Netter Center** and **Thursday October 10, 2019 at Human Resources.**

Please review this guide carefully in its entirety before your visit to office hours.

You must complete these three items **BEFORE** you are cleared to visit your school site:

- ✓ Attend office hours

- ✓ Complete the HireRight process
- ✓ Attend your appointment at an IdentoGo location for your FBI clearance

- If you have had your clearances/background checks processed by another agency, do not come to office hours, **simply contact the agency to request copies, then email those copies to Yetunde Pinckney (myetunde@upenn.edu).**

- If you have had clearances processed by the Netter Center, please email Yetunde to confirm that all three are on file and are still valid (myetunde@upenn.edu).

Netter Center for Community Partnerships
St. Leonard's Court
3819 Chestnut Street Suite 120
Philadelphia, PA 19104

Getting Your Clearances Processed

1. Come to the **Netter Center or the Human Resources office during office hours** to initiate your clearances.

2. **HireRight** will send you two emails to process your **PA Child Abuse clearance**. You will receive the first email within five minutes of your visit to office hours. Instructions will be included with each email, please complete these instructions **within twenty-four hours** of receiving the email.

When you reach the question: ***Did the organization that you are volunteering for provide a payment code?*** Mark 'yes' and refer back to your current email from HireRight and enter the payment code provided.

Please Note:

- The HireRight email invitation will expire thirty days after it is sent to you.
 - If you are an international student, you **do not** need a Social Security number; you can provide a random twelve digit number to setup your HireRight account.
 - You will need **all of your prior addresses and the names all of your current and prior household members** to complete the PA Child Abuse clearance application on the Compass website. Please be sure to have this information handy when completing the process.
 - When you go the Compass website to complete the Child Abuse clearance application, **do not select Volunteer** instead select **School Employee Not Governed by Public School Code**.
 - The HireRight payment code will expire in **five business days**.
 - If you miss the deadline to complete the PA Child Abuse clearance application online, please contact Yetunde Pinckney and inform her that you missed the deadline and will need to restart the process.
3. **FBI Clearance:** During your visit to office hours, you will be registered in the **IDENTOGO** system and your fingerprint appointment will be scheduled.