

Child Abuse History Instructions

There are two sets of instructions. There are instructions for those who need to create an individual account prior to the child abuse history application, and there are instructions for those who already have an existing account. Please follow the instructions that are specific to you.

Create an Individual Account:

1. Go to the Child Abuse History website...
<https://www.compass.state.pa.us/cwis/public/home>
2. To create a new account, select 'create individual login.'
3. Read the information given and select 'next' when finished.
4. Complete the required information to set up your account. You will receive 2 emails – one with your Keystone ID and one with a temporary password.
** It would be wise to write down your account information in case you need to access your account in the future.
5. Close out of the tab and reopen the Child Abuse History page.
6. Select 'individual login.'
7. Select 'access my clearances.' After reading the instructions, select 'continue.'
8. Enter your keystone ID and temporary password. Copy and paste the temporary password you received in the email.
9. Select one of the two options provided... Security questions or email security code. Follow the instructions based on the option you select.
10. If you are using a personal device, you may select 'private device.' If you are using a shared device, you may select 'public or shared device.'
11. Create a custom password for your account. Select 'submit' when finished.
12. Select 'close window.'
13. Enter your keystone ID and password.
14. Read the information given and select 'I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions.' Select 'next' at the bottom of the page when finished.
15. Read the information given and select 'continue' at the bottom of the page when finished.
16. Select 'create clearance application.'
17. Read the information given and select 'begin' at the bottom of the page when finished.
18. If you are getting these clearances with the sole intent of volunteering at Praise Community Church, select 'Volunteer Having Contact with Children...'
**These instructions are specific to those wanting to volunteer at Praise Community Church
** These clearances are free for volunteers

19. Under volunteer category, select 'Other.' Under Agency Name, type Praise Community Church. Select 'next' at the bottom of the page when finished.
20. Fill in the required information on the Applicant Information page. Select 'next' at the bottom of the page when finished.
21. Fill in the required information on the Current Address page. Select 'next' at the bottom of the page when finished.
22. If applicable, fill in the information on the Previous Address page. Select 'next' at the bottom of the page when finished.
23. If applicable, fill in the information on the Household Members page. Select 'next' at the bottom of the page when finished.
24. Review the information on the Application Summary. If any information is incorrect, select 'edit.' If all information is correct, select 'next' at the bottom of the page.
25. Answer the questions given on the eSignature page. Select 'next' at the bottom of the page when finished.
26. On the Application Payment page, select 'no'. Praise Community Church does not have an authorization code. Select 'submit application' at the bottom of the page.
27. You will receive a confirmation email with your clearance ID. Click the link provided in the email.
28. Select 'individual login.' Then select 'access my clearances.'
29. Read the information given and select 'continue' at the bottom of the page when finished.
30. When your application has been processed, a link to access your results will be in green. Click the link to access your clearances.
31. When you receive your child abuse history clearance, please either print a copy and turn it in to Morgan Dietz or email the PDF version to morgan@praiseyork.com. Do not email the website link as I am unable to access your clearances that way.

Existing Account

1. Go to the Child Abuse History website...
<https://www.compass.state.pa.us/cwis/public/home>
2. Select 'individual login.'
3. Select 'access my clearances.' After reading the instructions, select 'continue.'
4. Enter your keystone ID and password.
5. Read the information given and select 'I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions.' Select 'next' at the bottom of the page when finished.

6. Read the information given and select 'continue' at the bottom of the page when finished.
7. Select 'create clearance application.'
8. Read the information given and select 'begin' at the bottom of the page when finished.
9. If you are getting these clearances with the sole intent of volunteering at Praise Community Church, select 'Volunteer Having Contact with Children...'
**These instructions are specific to those wanting to volunteer at Praise Community Church
** These clearances are free for volunteers
10. Under volunteer category, select 'Other.' Under Agency Name, type Praise Community Church. Select 'next' at the bottom of the page when finished.
11. Fill in the required information on the Applicant Information page. Select 'next' at the bottom of the page when finished.
12. Fill in the required information on the Current Address page. Select 'next' at the bottom of the page when finished.
13. If applicable, fill in the information on the Previous Address page. Select 'next' at the bottom of the page when finished.
14. If applicable, fill in the information on the Household Members page. Select 'next' at the bottom of the page when finished.
15. Review the information on the Application Summary. If any information is incorrect, select 'edit.' If all information is correct, select 'next' at the bottom of the page.
16. Answer the questions given on the eSignature page. Select 'next' at the bottom of the page when finished.
17. On the Application Payment page, select 'no'. Praise Community Church does not have an authorization code. Select 'submit application' at the bottom of the page.
18. You will receive a confirmation email with your clearance ID. Click the link provided.
19. Select 'individual login.' Then select 'access my clearances.'
20. Read the information given and select 'continue' at the bottom of the page when finished.
21. When your application has been processed, a link to access your results will be in green. Click the link to access your clearances.
22. When you receive your child abuse history clearance, please either print a copy and turn it in to Morgan Dietz or email the PDF version to morgan@praiseyork.com. Do not email the website link as I am unable to access your clearances that way.