

NYS Employee Fingerprinting
For Employment in Skaneateles Central Schools

All employees working for the Skaneateles Central Schools are required to be fingerprinted through the NYS Employee Fingerprinting system.

Please go to the website listed below for information on how to become registered. If you have any questions, please call Natalie Andrianos in the District Office at 291-2205. There is a cost of \$101.75 associated with this process. <https://www.identogo.com>

- 1) Click on the blue button on the top right corner of the page labeled as "Get Fingerprinted"
- 2) Select New York State
- 3) Scroll down the page to Digital Fingerprinting.
- 4) Where it says "Enter your service code", go to the line underneath and select "click here"
- 5) Where it says, "Select the State/Program for your ORI", please choose your state – NY
- 6) To enter your ORI – enter the word TEACH (all capitals)
- 7) Enter reason for Fingerprinting – "Employee Applicant"
- 8) Copy the service code to schedule an appointment.
- 9) **Once you have been fingerprinted, contact Natalie at 315-291-2205 with your Social Security number so that we can align your application to our district.**