

REGISTRATION INSTRUCTIONS FOR BCPS EMPLOYEES

Broward County Public Schools has updated the fingerprinting/badging process. Candidates for employment with Broward County Public Schools that require fingerprints will no longer have them taken at the KCW Security Office (Kathleen C. Wright Administrative building). Candidates will register on-line and schedule an appointment at a site to complete their fingerprints. The following steps are required:

1. Follow the instructions outlined below to register for an appointment.
 - You will schedule your appointment time, select a site where your fingerprints/photograph will be taken, and pay the fingerprint fee.
 - During the registration process, you will be required to enter some or all of the information listed below. The necessary information will be given to you by the appropriate department/school/agency.
 - Fieldprint Code
 - Position Number
 - 4 digit location number
 - Approval number
 - School number
 - Position (job title)
 - Company name
 - Institution (college/university)
 - Personnel number
 - Sport, activity or committee
2. Attend your scheduled fingerprint/photo capture appointment.
3. BCPS locations will contact employees when your fingerprints have been processed. Results should be received within 3 business days of your fingerprints being taken.
4. BCPS employees will report to their location on the agreed start date. The start date must be after the fingerprint authorization date.

Screenshots of the registration website and additional instructions are on the following pages.

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1. Applicants will visit <http://www.fieldprintflorida.com/>

fieldprint

Already have an appointment?
[Login](#)

Fieldprint® Fingerprinting
Serving Florida

Simple. Safe. Secure.

- ✓ Quick, easy scheduling
- ✓ Convenient locations
- ✓ Fast, professional fingerprint collections

[Schedule an Appointment](#)

» [How It Works](#)

» [Our Locations](#)

» [Set Up An Account](#)

» [FAQs](#)

» [About Fieldprint](#)

Fieldprint's fingerprinting process is quick, easy and convenient!

- 1 Schedule Your Visit**
Sign in to our secure system to schedule your fingerprinting appointment at a convenient site near you.
- 2 Attend Appointment**
Visit our professional collection location and have your fingerprints scanned electronically.
- 3 Get Results Fast!**
We submit your fingerprints to the state electronically, so your results are returned quickly.

Applicants - Get started today! It's easy to [schedule an appointment](#)

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2. Applicants will click on
to the next page...

[Schedule an Appointment](#)

to continue on

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3. Applicants will then sign up as a new user or sign in as an existing user.



English Español

Need More Help?
[Frequently Asked Questions](#)

New Users | Sign Up

If you are a new user, please register with Fieldprint® in order to schedule your fingerprinting appointment. Begin the registration process by entering your e-mail address below.

Email address:

Existing Users | Sign In

If you already have an account, please log in below to :

- Check your appointment status
- Re-schedule your appointment
- View and print your receipt

Email address:

Password:

[Forget Password?](#)

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English Español

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Sign Up

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Your information is saved as you complete each step. You can log in and continue at any time.

To register with Fieldprint®, please enter the password you would like to use below, along with a security question and answer. All of the following fields are required.

Password Rules

- Must be 8 to 16 characters long
- Must contain at least one capital letter, one lowercase letter, one number and one special character (!@#%*)
- May not contain the phrase 'password'
- May not be the same as your username
- Is case sensitive

Password you would like to use

Re-type Password ?

Security Question
 ?

Answer to your Security Question
 ?

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- Applicants will be led to the next page and select **“I know my Fieldprint Code”** which was provided to you.



Welcome, gtmfi@fp! [Logout](#)

[English](#) [Español](#)

Need More Help?

[Frequently Asked Questions](#)

Reason

Reason why you need to be fingerprinted

[I know my Fieldprint Code](#)

[See More Detailed Descriptions of Reasons](#)

Select...

[Continue](#)

If the reason you must be fingerprinted is not listed here or if you do not know the reason, please contact your employer.

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- Applicant will enter the “Fieldprint code” that was provided.

REGISTRATION INSTRUCTIONS FOR BCPS EMPLOYEES



Welcome, gtmfl@fp! [Logout](#)

[English](#) [Español](#)

Need More Help?

[Frequently Asked Questions](#)

Reason

Fieldprint Code

Fingerprints will be submitted to the Florida Department of Law Enforcement for the purposes assigned to the provided Fieldprint code.

[Continue](#)

[Back](#)

Please note: Your organization must set-up an account before you can be fingerprinted through this system. If they have not done so, and given you their Fieldprint code, please contact your organization. Thank you.

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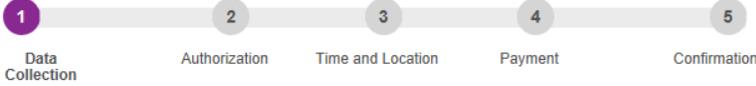
6. Once this is completed, you will be led to the personal information, demographics, some additional information specific to the purpose you are being fingerprinted and release portion.

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Welcome, johnqpublic@domain.com! [Logout](#)

[English](#) [Español](#)



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[Frequently Asked Questions](#)

Personal Information



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Your information is saved as you complete each step. You can log in and continue at any time.

Please enter your personal information below. [?](#)

NOTE: The information entered on this screen must belong to the person being fingerprinted.

First Name: Middle Name: Last Name: Suffix:

Please enter any other names or aliases you have used. If you have used more than one alias, please click the "Add another name" button below to enter other aliases. [?](#)

First Name: Middle Name: Last Name: Suffix:

[+ Add another name](#) [?](#)

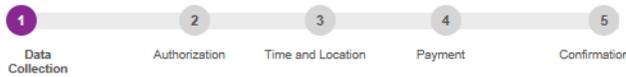
Social Security Number: [?](#)

Address 1: [?](#)



Welcome, johnqpublic@domain.com! [Logout](#)

[English](#) [Español](#)



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Demographics



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Your information is saved as you complete each step. You can log in and continue at any time.

Please complete the following questions. This information is used to positively identify you when performing a fingerprint-based background check.

Citizenship: [?](#)

Place of Birth: [?](#)

City of Birth: [?](#)

Gender: [?](#)

Your Height: ft. in. [?](#)

Your Weight: [?](#)

Eye Color: [?](#)

Hair Color: [?](#)

Race: [?](#)

[Save and Continue](#) [Back](#)

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7. The Applicant will be led to the security background check questionnaire and release.

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1 Data Collection 2 Authorization 3 Time and Location 4 Payment 5 Confirmation

Need More Help?
[Frequently Asked Questions](#)

Release

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Your information is saved as you complete each step. You can log in and continue at any time.

The School Board of Broward County, FL - Background Screening:

IMPORTANT - READ BEFORE COMPLETING THIS FORM

The School Board of Broward County will receive information on all records, including juvenile, that have been sealed, expunged, or where adjudication was withheld. To omit a response or to be untruthful in your response, regardless of any previous information received from an attorney, a judge, or any third party will be considered falsification and is a cause for dismissal from employment, consideration for employment, denial of clearance to enter onto school grounds and/or participate in the activity for which this background screening is being conducted.

At the time of your background screening, fingerprints will be researched by local, state and federal law enforcement agencies. Sealed or expunged records must be revealed to the School Board of Broward County pursuant to F.S. 943.0585. Your employment with the Broward County School District is temporary and probationary pending successful processing of your background. The following questions must be answered truthfully. A "Yes" answer to any of the following questions does not automatically deem you ineligible. However, to omit a response or to be untruthful in your response, regardless of any previous information received from an attorney, a judge, or any third party will be considered falsification and is a cause for dismissal from employment, consideration for employment, denial of clearance to enter onto school grounds and/or participate in the activity for which this background screening is being conducted.

Yes No 1. Have you ever been convicted of an offense (misdemeanor or felony) other than a minor traffic violation? (Driving under the influence (DUI) and Driving under intoxicated [DUI] convictions are not minor and must be reported.)

"Convicted" has the same meaning as in Florida Statute 943.0435. Specifically, "convicted" means there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in this section. Conviction of a similar offense includes, but is not limited to, a conviction by a federal or military tribunal, including court-martial conducted by the Armed Forces of the United States, and includes a conviction or entry of a plea of guilty or nolo contendere resulting in a sanction in any state of the United States or other jurisdiction. A sanction includes, but is not limited to, a fine, probation, community control, parole, conditional release, control release, or incarceration in a state prison, federal prison, private correctional facility, or local detention facility.

8. Next, the applicant will be able to schedule their visit.

Welcome, johnqpublic@domain.com! [Logout](#) [English](#) [Español](#)

1 Authorization 2 Data Collection 3 Time and Location 4 Payment 5 Confirmation

Need More Help?
[Frequently Asked Questions](#)

Schedule Your Visit

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Your information is saved as you complete each step. You can log in and continue at any time.

Find a Fieldprint Location

[Use your home address](#)

Please enter your home, work or other address below and click the Find button. [?](#)

REGISTRATION INSTRUCTIONS FOR BCPS EMPLOYEES

9. Then make payment

The screenshot shows the Fieldprint payment interface. At the top, the Fieldprint logo is on the left, and a user greeting 'Welcome, JPublic@gmail.com!' with a 'Logout' link is on the right. A language selector shows 'English' and 'Español'. Below this is a progress bar with four steps: 1. Data Collection, 2. Time and Location, 3. Payment (highlighted), and 4. Confirmation. A 'Need More Help?' box provides contact information: 'Call 877-614-4632 or Email Us'. The main content area is titled 'Payment' and includes a security notice: 'We value your personal information and keeping it secure at ALL times. Privacy Statement'. A save icon and text state: 'Your information is saved as you complete each step. You can log in and continue at any time.' The appointment details are: 'Appointment Location: Fieldprint Site - Mail Time, 15970 West State Road 84, Westgate Swuare Shopping Center, Sunrise, FL 33326' and 'Appointment date and time: 05/22/2015 at 11:00 AM'. A 'Change Time or Location' button is present. A summary box shows 'Your total is: \$##.##' and a disclaimer: 'Appointments may be canceled or rescheduled more than 24 hours prior to the appointment without charge. After this period, charges will not be funded, and there is a fee to reschedule the appointment.' Below this, it says 'Please use one of these payment options:' and 'Credit Card' is selected. A note states: 'Note: This payment will appear on your credit card statement as a charge from Fieldprint.' The form has two sections: 'Credit Card Information' with a 'Cardholder's First Name:' field and a help icon, and 'Billing Address' with an 'Address Line 1:' field and a help icon.

fieldprint

Welcome, JPublic@gmail.com! [Logout](#) [English](#) [Español](#)

1 Data Collection 2 Time and Location 3 **Payment** 4 Confirmation

Need More Help?
Call 877-614-4632 or [Email Us](#)

Payment

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Your information is saved as you complete each step. You can log in and continue at any time.

Appointment Location
Fieldprint Site - Mail Time
15970 West State Road 84
Westgate Swuare Shopping Center
Sunrise, FL 33326

[Change Time or Location](#)

Appointment date and time:
05/22/19/2015 at 11:00 AM

Your total is: \$##.##

Appointments may be canceled or rescheduled more than 24 hours prior to the appointment without charge. After this period, charges will not be funded, and there is a fee to reschedule the appointment.

Please use one of these payment options:

Credit Card

Note: This payment will appear on your credit card statement as a charge from Fieldprint.

Credit Card Information
Cardholder's First Name: ?

Billing Address
Address Line 1: ?

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10. After payment, a confirmation page is displayed.

The screenshot shows the Fieldprint website interface. At the top, the Fieldprint logo is on the left, and a user greeting 'Welcome, JPublic@gmail.com!' with a 'Logout' link is in the center. On the right, there are language options for 'English' and 'Español'. Below the logo is a progress bar with four steps: 1. Data Collection, 2. Time and Location, 3. Payment, and 4. Confirmation (which is highlighted). To the right of the progress bar is a 'Need More Help?' section with a phone icon and the text 'Call 877-614-4364 or' followed by an email icon and 'Email Us'.

Confirmation

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Your information is saved as you complete each step. You can log in and continue at any time.

Appointment #124483 for **John Public** is scheduled for:
May 22, 2015 at 11:00AM

[Print Your Receipt](#)
[Get Printable Directions](#)

You must print this appointment confirmation and bring it with you to your appointment.

Your appointment information will also be emailed to you for additional reference. If an email is not received within one hour, please contact Fieldprint@ at 877-614-4364.

Your Appointment Location:
Fieldprint Site - Mail Time
15970 West State Road 84
Westgate Square Shopping Center
Sunrise, FL 3332

Please note: Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a charge.

Please call us at 800-799-1067 to rate your fingerprint collection experience. We would appreciate feedback on your appointment and our site.

If you decide to reschedule your fingerprinting appointment in the future, please return to

The image shows the exterior of a building with a sign that says 'MAIL TIME' in red letters. The building has a tiled roof and a glass entrance.