

How to make your Fingerprint Appointment

Pay Your Fee: After paying the appropriate fee to the school (\$55 for Volunteers and \$65 for Employees including Substitute Teachers) you will receive a code to use at www.fieldprintflorida.com The code will allow you to register for an appointment to be fingerprinted without paying an additional fee. The school will then be billed for the fingerprinting services.

You will register by entering your E-mail Address, Usercode, Password and Security Question.

Reason: Choose: FL-DCF / VECHS

Fieldprint Code: Enter the code for Employee or Volunteer given to you by our school office.

This code will be given to you when you pay the \$55 fee.

Personal Information: Enter as directed

Demographics: Enter as directed

Additional Info: Choose SCHOOL and then Sacred Heart Cathedral

Employer Info: Sacred Heart School, 1603 N. 12th Avenue, Pensacola, FL 32503, 850-436-6440

Schedule Your Visit/Appointment: The UPS Store, 707-B East Cervantes Street, 850-433-8334

Once an appointment is made, you may not make a change or cancel less than 24 hours before the appointment time without incurring a \$15 charge.

How to take the two on-line courses through "Shield the Vulnerable"

All substitutes and volunteers must complete the following two courses:

1. "Recognize, Report & Prevent Child Abuse"
2. "Detecting Predators"

Go on-line to "Shield the Vulnerable" <http://www.shieldthevulnerable.org/>

Enter – Organization: Catholic Diocese Name: Pensacola-Tallahassee (FL)

Enter - Demographic Information / Usercode / Password / E-mail Address

Enter – Status: Volunteer or Employed

Enter – Elem School / Pensacola / Sacred Heart (078)

Enter - Primary Duty: Coach / Office Help / Teacher / Employee / Other

Please e-mail certificates to Dyna Boland or print a copy of your certificates and send to my attention in the school office. dboland@shcs.ptdiocese.org