

How Do I Submit Fingerprints as a Field Experience Student?

Students only need to complete the fingerprinting process **once**, as long as all steps are followed correctly. **Please follow these instructions carefully.** Failure to complete the process correctly may require you to repeat the fingerprinting process and pay the associated fees again.

If you have any questions, contact your course instructor or the School of Education Office before proceeding.

Step 1: Create Your Colorado Department of Education (CDE) COOL Account

Create your lifetime account in the Colorado Department of Education (CDE) **COOL eLicensing** system.

- Use **your personal email address** when creating your account.
- **Do not use your CSU Pueblo email address.**

Create your account here:

<https://cool.randasolutions.com/>

Step 2: Complete the “Programs” Section in Your COOL Account

1. Log in to your COOL account.
2. Select the **My Profile** tab (located above your name).
3. In the left menu under **Preparation**, select **Programs**.
4. Click **Add Program**.
5. Complete the form using the information below:

Educator Preparation Program:

Colorado State University Pueblo

School Identification Number:

Your CSU Pueblo **NetID** (C number)

Email Address:

Use your **personal email address** (do not use your CSU Pueblo email).

Program Start Date:

Enter the **first day of the current semester**.

Completion Date (Important):

Choose a date approximately **one year after your expected graduation date** from CSU Pueblo.

Why is this important?

The Colorado Department of Education deletes fingerprint records six months after your program completion date. Selecting a completion date one year after graduation helps ensure your fingerprints remain valid throughout your student teaching and licensure process.

District Placements:

- **Most students should select:**
 - Pueblo School District 60
 - Pueblo County School District 70

- If you live or expect to complete field experiences in another district (such as Cañon City, Florence, Colorado Springs, Fowler, or another Colorado district), include those districts as well.

Student ID:

Upload a photo or scanned image of your CSU Pueblo student ID.

Complete the remaining required fields and click **Save**.

Step 3: Schedule Your Fingerprinting Appointment

Schedule an appointment with one of the Colorado Bureau of Investigation (CBI) approved fingerprinting vendors:

- **Colorado Fingerprinting** or
- **IdentoGO**

Detailed instructions for each vendor are provided below.

Cost: Approximately \$55 (subject to change).

Colorado Fingerprinting

Process: Clicking this link will direct you to this vendor's website where you will need to login or create an account with them first, then follow these steps:

[Colorado Fingerprinting](http://www.coloradofingerprinting.com/cabs/)

<http://www.coloradofingerprinting.com/cabs/>

(if the link does not open, try a different browser)

1. Select "***CO Licensure/Employment Cabs***" for the reason why you need to get fingerprinted. This should be the first selection from that list.
2. Next, select "***Field Experience Educators...***", for the reason. Note that the code of **6188EPPI** should now auto populate the next box on the screen. **If it is not, then check your selections again**, because if the wrong selection is made here, **we will not receive your results and you may need to submit another set under the correct reason and code.**
 - **IF AT ANY TIME YOU ARE ASKED TO PROVIDE A SCHOOL DISTRICT, YOU ARE NOT SUBMITTING FOR CDE.**
3. Payment is due upon completing your online "order" and **this vendor does not offer any refunds**, so please make your selections carefully. Contact them about rescheduling an appointment.

IdentoGo

This link will direct you to the IdentoGo website where all of the information (including the **Service Code/Unique ID: 25YQZV**) necessary for submitting fingerprints for CDE will be auto-populated for you. During the process of scheduling your appointment, you will be able to locate a location nearest you.

No payment will be collected until you arrive at your service appointment. If you need to cancel your appointment, open the email that you received at the time you booked the appointment and click on the link to check your status and then click the "Cancel Appointment" link.