

## Criminal Abuse and Neglect Registry requirements

Go to the KY Online Gateway and follow the steps below: <https://ssointernal.chfs.ky.gov>

(Please use Internet Explorer, Chrome, or Firefox – the application does not work with EDGE)

1. Register on the Online Gateway website
  - a. Select “Create Account”
  - b. Enter your information including a valid email address
  - c. Check your email for the “Account Verification” email from KOG
  - d. Click the link to verify your email and log in using the email address and password you created
2. Click the letter “C” and select the CAN Payment and Verification ENROLL button
3. Open the “Form” dropdown at the top of the page and select “Central Registry Check (DPP-156)”
4. Enter all required information
  - a. For the type of request being made, select “Public School Employee, Student Teacher, Contractor, or School-Based Decision-Making Council Member (Required by KRS 160.380)”
  - b. Enter your personal information
    - i. Date of hire will be start date (if known) or today’s date
  - c. Enter your current address and any other addresses for the last 5 years
  - d. Check the box authorizing sharing of the results
    - i. Enter Fayette County Public Schools in the name field and [fcpsappcenter@fayette.kyschools.us](mailto:fcpsappcenter@fayette.kyschools.us) in the email field. Address is not required
    - ii. You should see a green line “Employer email address exists in the system”
5. Upload a copy of your driver’s license or SSN card
  - a. You can scan the document or take a picture of it
    - i. **NOTE: the CAN administrators have indicated there is a problem accepting photos from MAC computers and some phones. You can come to Human Resources to use our scanner if needed**
  - b. Type the name of the document you will be uploading (SSN or Driver’s License)
  - c. Click “Choose File” to select the file
  - d. Click “Upload”
6. Click “Submit”
7. Select Pay by credit/debit card and click “Proceed to E-Sign”
8. Click “Sign & Pay”
9. Enter Credit Card information and click “NEXT”
10. Click “PAY NOW”
11. Print confirmation page and submit to [fcpsappcenter@fayette.kyschools.us](mailto:fcpsappcenter@fayette.kyschools.us) as evidence of completion (will make your employment/contractor status as approved pending results)
12. When your results are available, please log back into your account, click the “PRINT” button and save the document as a PDF. Send the results via email to [fcpsappcenter@fayette.kyschools.us](mailto:fcpsappcenter@fayette.kyschools.us) within 30 days

For questions on how to submit a request in the CAN Payment and Verification database, please contact Records Management at 502-564-3834 for Central Registry Check (DPP 156) related issues. If you are unable to access the database or receive an error message, please contact the help desk at [TWISTHelpDesk@ky.gov](mailto:TWISTHelpDesk@ky.gov) or 866-231-0003 Option 3.