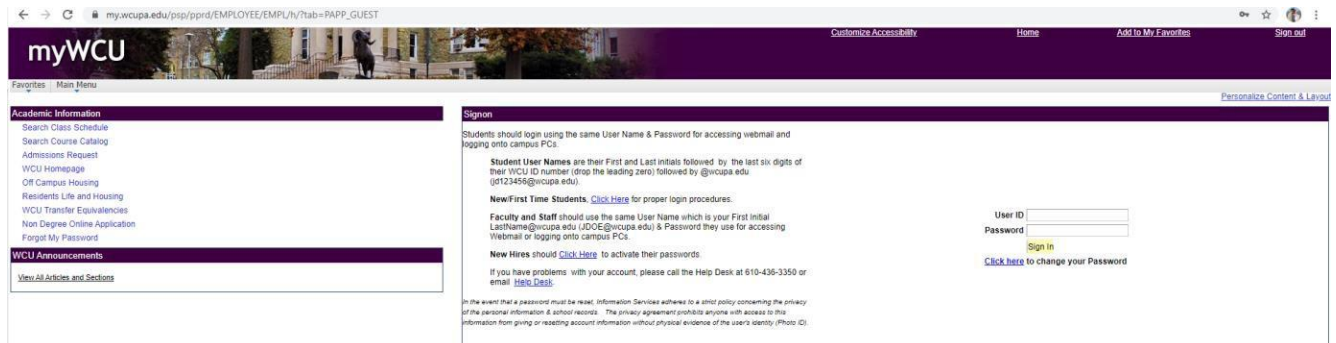


IMPORTANT: Before starting, choose Firefox (recommended) or Chrome as the browser & clear cache, then Re-Start your computer. See separate directions for specific details.

1. Log into myWCU (<https://my.wcupa.edu/psp/pprd/>)



2. Scroll down to Useful Links & click on **Upload Clearances for Educator Preparation/Ed Specialists**

Useful Links

Enroll in a Class	Degree Progress Report
My Class Schedule	What-If Degree Progress Report
Grades	Order Official Transcript
Enrollment Verification	Unofficial Transcript
Change my address	My Academics
Transfer Credit Report	Change Academic Load
Apply for Graduation	My Planner
Establish a Preferred Name	
Upload Clearances for Educator Preparation/Ed Specialists	
Spring 2020 Original Grade Report	

****NOTE: The upload clearance form will appear. Your original myWCU tab may “time out” if you stay on the Clearance Form longer than 20 minutes requiring you to log back into myWCU.**

3. Pick a college from the drop-down menu
 - a. College of Education and Social Work (COESW)
4. You will repeat this process, below, for all documents as you upload them.
5. Select Documents to Upload -- reference for required documents is found at: <https://www.wcupa.edu/education-socialWork/clearances.aspx>
 - a. PA State Police Criminal Record Check
 - b. IdentoGO RECEIPT or IdentoGO email with UE ID # for FBI fingerprinting.
(**DO NOT** submit the FBI clearance, called the Unofficial Copy, Applicant Use Only)
 - c. TB Test Results ONLY (**NO** IMMUNIZATION RECORDS please)
 - d. PA Child Abuse Certification
 - e. Waiver to Release Information

myWCU
Favorites Main Menu

WCU
WEST CHESTER
UNIVERSITY

Clearance Document Upload Form

West Chester University
700 South High Street
West Chester PA 19383

Student Information

EMPLID	Email Address	College
		COLLEGE OF EDUCATION AND SOCIAL WORK
First Name	Mobile Number	Last Name

Document To Be Uploaded

Select Document to Upload*

- PA STATE CRIMINAL RECORD
- FBI UEID NUMBER RECEIPT OR EMAIL
- TB TEST RESULTS ONLY
- PA CHILD ABUSE
- WAIVER TO RELEASE INFORMATION

Select from documentation you are submitting from the drop down menu

6. Once selected document is uploaded, click to submit

Document To Be Uploaded

Select Document to Upload*

Submit

7. You will repeat this process each time for each document as you upload.

*****NOTE:** In order to repeat this process, the Clearance Form tab needs to be closed (press the "x" in the corner of the tab). This action will take you back to your original my WCU tab as long as the upload did not take you more than 20 minutes (myWCU times out after 20 minutes). If it times out, just log back in.