

UPDATED FINGERPRINT REGISTRATION TWO-STEP PROCEDURE

In order to complete your fingerprint registration, complete **BOTH** steps below:

- From the Diocesan website: www.orlandodiocese.org
- On the blue menu bar, click on Safe Environment – English or Spanish. Click on the gold menu bar to Register & Start Safe Environment Training. When prompted, fill in all blanks your username can be your email. ***Be sure to use ST. JOSEPH **SCHOOL, PALM BAY** as your entity destination***

1: **Safe Environment Training**

Begin the SET training. Read and follow the instructions. After you view the video you will take a quiz. Results will be sent directly to the Diocese of Orlando. Whenever you are asked to put in your email, **be sure that it is accurate**, since it's the only means of communication between the Diocese, Fieldprint (the fingerprinting entity) and you.

2: **Fingerprint Registration**

St. Joseph School does not cover the cost, so have a credit card to pay online. There is no need to search the document for the correct code; use the code that correctly applies to you (below):

→ ***The cost & correct code for St. Joseph SCHOOL is below & must be typed accurately.***

- Volunteer Volunteers (Non-paid Personnel) = \$ 41.25
Code: FPSJPBSchoolVol
- Employee Employee/Substitute Teachers (Paid Personnel) = \$ 48.50
Code: FPSJPBSchoolEmp
- Vendor Vendors (Independent Contractors, Outside Services)
Code: FPSJPBSchoolVendor

- √ From the Diocesan page, register for your fingerprint appointment – click the link Fieldprint or type in www.Fieldprintflorida.com
- √ Click to Schedule an Appointment. You will be a New User – your Fieldprint **username will be your email**; once again, be very sure that your email address is accurate!
- √ After you enter your email, click on Sign Up where you will **enter a password** and other demographics.

Choose an appointment date/time from local Fieldprint locations:

- 1500 Palm Bay Road, Palm Bay, FL
- 2903 West New Haven Avenue, West Melbourne, FL
- 3810 Murrell Road, Rockledge, FL
- 9611 North US Highway 1, Sebastian, FL
- 5976 20th Street, Vero Beach, FL

Save your username & password in case you need to log back in to reschedule or make other changes.

IMPORTANT: If you miss the appointment you schedule there is a rescheduling/missed appointment fee of \$ 12.50 that Fieldprint charges.