

Fingerprint Process:

Step 1: Paying the PPS portion of the fingerprinting fee:

Here is a link to the School Pay website to pay the \$82 PPS portion of the fingerprint fee [here](#). Once you have paid this fee, please send a copy of the receipt to me.

Step 2: Scheduling your fingerprinting appointment:

1. Go to FieldprintOregon.com and use code: **FPPORTLANDSD1JNET**
2. Choose a location other than our office
3. Pay their \$12.50 fee (this fee is Non-refundable)
4. Visit the selected Fieldprint location to complete your fingerprinting.

To avoid some common errors and hangups that cannot be fixed after you have completed your appointment please endure the following:

1. That you indicate that you are a PPS Employee
2. Use job type or job title in the "Position Applying For" field
 - a. Correct Examples: EA, Secretary, Sub Para, Accountant, Coach
 - b. If you entered incorrect information, the fingerprint information may be rejected
3. Do not complete a fingerprint appointment if you have a disqualifying conviction and contact Security Services for further information

Step 3: Please let me know when you have completed these steps. Once we HR is notified, you can schedule your final PPS appointment for your I-9 and ID badge photo.