
Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Fingerprint or Badge Appointment Request

Thank you for your email requesting a Fingerprint or Badge Appointment with the Human Resources Department. Below are instructions on how to sign-up for an appointment as well as instructions for the day of your appointment.

Sign-Up:

The HR department is currently using Sign-Up Genius to track all of our appointments. It is free and you do not have to have an account to sign up in a time slot. Simply click the link below, select your desired time and answer a few simple questions about your appointment.

<https://www.signupgenius.com/go/904054AACAF29AAFB6-fingerprints1>

Prior to Appointment:

Prior to your appointment please make sure that you have completed the attached Fingerprint Request form if you are going to be having your fingerprints collected for a background check. Make sure you have a printed copy to bring with you. We do not currently accept them via email or any other means.

Day of Appointment:

Please make sure that you arrive on time. If you are early, please wait in your car until your exact appointment time. At your appointment time, proceed to the Executive Suite door with your facemask on. Security will ask to see your ID to verify and then will let you in the building.

Please let us know if you have any questions.

Thank you,

Human Resources
Talent Acquisition