

Thank you for your interest in becoming a Classified Substitute for Montrose and Olathe Schools!

<u>Classified Substitutes</u>- Can sub for Paraprofessional's/Classroom Aide, Secretarial, Custodial. Steps to apply for these support positions:

- Complete District online application https://www.applitrack.com/mcsd/onlineapp/
- 2. The Substitute Committee will review and evaluate submitted applications. The applicants selected to proceed, will be reached out for an interview.
- 3. Complete the fingerprint process. https://abi.cabiond.com
 See the 2nd attachment in the email for the step-by-step instructions.
 - The average cost for fingerprint processing is \$56.00 personal checks/cash are not accepted. Please be prepared to pay by Credit/Debit Card. Fees are non-refundable.
- 3. Once your Background Check and Fingerprints have cleared, you will receive electronic payroll forms to complete, and you will be contacted to schedule a Substitute Orientation at the District Office.

For further questions or assistance, please contact:
Erika Lopez
HR Admin Assistant
(970) 252-7916
erika.lopez@mcsd.org

Fingerprint Process for Classified Substitutes

Colorado Fingerprinting Applicant Registration Instructions

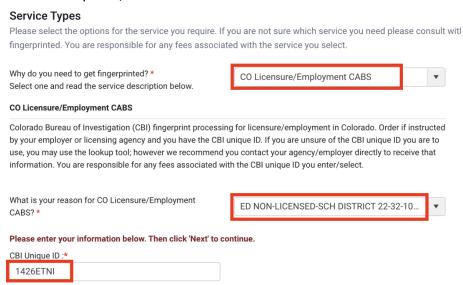
Fingerprinting appointments are required. The following instructions are to successfully register for fingerprinting. Please carefully read and follow the registration instructions carefully.

IMPORTANT - Make sure all of your information is correct, once your fingerprints are submitted you cannot change any information.

1. Website - Visit the website https://abi.cabiond.com and click "Create Account" to begin.

New to Fingerprinting? Create an Account and Proceed English •

- 2. **Account Creation: Step 1** Enter your first name, middle name (if applicable), last name, suffix (if applicable), gender, DOB & preferred communication language. Once you have verified all of your information is correct, click "Next".
- 3. **Account Creation: Step 2** Enter your primary email address which should be your own personal email address. After verifying your information is correct click "Next
- 4. **Account Creation: Step 3** Enter a username, which can be your email address. Create a password, confirm your password, and click "Create an Account"
- 5. Place Order Click "Place New Order".
- 6. **Order Options** Choose "Fingerprint Location" search by your zip code for locations near you.
- 7. **Schedule Appointment** The available days for the location selected will be displayed. Select the day and time and click "Next"
- 8. Billing Code Select "No" and click "Next"
- 9. **Service Type** From the first drop-down selection, choose "**CO Licensure/Employment CABS**". Then "**ED NON-LICENSED-SCH DISTRICT 22-32-109 8**" from the second drop down selection. In the CBI Unique ID, enter "**1426ETNI**" and click "Next".



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- 10. **Personal Information** Your personal information from when you created your account will be displayed. Enter your SSN if required. Double-check all of your information to make sure it is correct. Click "Edit Profile" to make any changes/corrections. After verifying your information click "Next".
- 11. **DOB Confirmation** You need to enter your DOB and if applicable the last four of your SSN to proceed, click "Confirm".
- 12. Fingerprint Information Enter the information needed for fingerprinting.
- 13. **Review and Privacy Act Statement** This is your last chance to review your information and ensure it's correct. Scroll to the bottom and click the acknowledgment that you have read the privacy act statement. Click "Next" to proceed.
- 14. **Order Summary** You will see your order summary and the balance you'll need to pay with a credit card. Once paid you will receive an order confirmation sent to your email address.
- 15. **Fingerprinting Appointment** Take the following to your appointment.
 - Order ID listed on the confirmation
 - Valid Govt. Issued Photo ID

If your fingerprints get rejected by either the CBI or FBI, you will receive a notification by email and text if you opt for receiving text messages. **DO NOT PLACE A NEW ORDER if your** fingerprints are rejected, you will "reschedule an appointment" under the existing order.

If you have any questions or need assistance, contact Colorado

Fingerprinting. Phone: 833-224-2227
Email: info@coloradofingerprinting.com
Website: www.coloradofingerprinting.com