



# **FINGERPRINT PROCESS**

Updated August 21, 2024



# FINGERPRINT PROCESS JOB AID

**PLEASE CHECK WITH YOUR SCHOOL'S ADMINISTRATION TO  
CONFIRM IF FINGERPRINTING IS NEEDED FOR YOUR VOLUNTEER  
ASSIGNMENT.**

When volunteers submit their School Volunteer Program application as a Tier III volunteer through the Online Management System (<https://volunteerapp.lausd.net/>), they will receive a receipt with a volunteer ID number. Applications will complete two steps listed below in order to fulfil the LiveScan requirement for Tier III volunteer opportunities.

- Volunteers will then open a SuccessFactors profile reference in this job aid first.
- Then, applicants will visit [www.applicantservices.com/LAUVOL](http://www.applicantservices.com/LAUVOL) to schedule a LiveScan appointment at one of over 1,000 locations offered by our service provider at no cost to the volunteer.



# FINGERPRINT PROCESS JOB AID

## Note for NEW Applicants

If you are a NEW volunteer with Los Angeles Unified, you will need to complete the LiveScan process to serve as a Tier III volunteer. Make sure to create a SuccessFactors account as referenced in the instructions found in this job aid and make a LiveScan appointment at [www.applicantservices.com/LAUVOL](http://www.applicantservices.com/LAUVOL).

## Note for Existing and Active Tier III Volunteers

If you are an active Tier III volunteer for the 2023-24 and 2024-25 school year, you do not need to complete another LiveScan appointment when applying to volunteer at a new school site. Volunteers must continue to log-in to the Volunteer Management System using the same email account to ensure the system automatically populates their data when applying to volunteer at a new school site. School site personnel should ask their Tier III applicants if they are currently a Tier III volunteer at another school site to avoid duplicating the fingerprint process.

## Returning Applicants Who Do Not Reapply Before the First 60 Days of School

If a returning Tier III Volunteer from school year 2023-24 does not reapply to volunteer for the new school before the first 60 days from the first day of school, they will need to complete the LiveScan process again in order to continue serving as a Tier III volunteer.



# FINGERPRINT PROCESS JOB AID

## Creation of SuccessFactors Profile for Participants of the Los Angeles Unified School Volunteer

### Step 1 – Create a profile in SuccessFactors

#### 1. Click on SuccessFactors link: Parent Volunteer:

- <https://career41.sapsf.com/sfcareer/jobreqcareerpvt?jobId=724&company=losangeles01&st=DD493C247322E16E726400820F724237B19F989D>

#### 2. Click on “Apply”

Career Opportunities: Parent Volunteer (724)  
Requisition ID 724 - Posted 07/19/2024

Job Description Print Preview

Apply Save Job

#### 3. Click on “Create Account”

Career Opportunities: Sign In

Already have an account?  
Enter your email address and password (both are case-sensitive).

\*Indicates a required field.

Email Address:\*

Password:\*  Show

Sign In [Forgot your password?](#)

Not a registered user yet?  
[Create an account](#) to apply for our career opportunities.



# FINGERPRINT PROCESS JOB AID

4. Complete the required (\*) fields to create a profile. When finished, click "create account"

## Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case sensitive

\*indicates a required field.

Email Address: \*

Retype Email Address: \*

Choose Password: \*  [Show](#)

- Password must be at least 8 characters long.
- Password must not be longer than 18 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype Password: \*  [Show](#)

First Name: \*

Last Name: \*

Country/Region of Residence: \*

Notification: ☐ Receive new job posting notifications

☐ Hear more about career opportunities

Terms of Use: \* [Read and accept the data privacy statement.](#)

[Create Account](#)

**Don't forget to click "Read and accept the data privacy statement"!**

Terms of Use: \* [Read and accept the data privacy statement.](#)

Terms of Use is required





# FINGERPRINT PROCESS JOB AID

Click "Accept" if you agree:


**Data Privacy Consent Statement**

**LAUSD Employment Data Privacy Statement**

This website allows you to apply for career opportunities at Los Angeles Unified School District. This statement is to notify you of the practices that will govern the processing of personal information you provide on the employment section of this website and to obtain your consent for the use of this personal information consistent with this notice.

**How do we collect personal information?**

We obtain personal information about you when you provide information as part of your candidate profile and application, through the on-line registration process. This personal information is being collected in accordance with relevant employment laws. The purpose of this collection is



Accept

Decline

Print

5. You will receive an activation email in the inbox for the email you inputted in the previous step:

## Career Opportunities: Create an Account

### Activation Email Sent

You've successfully created your account, but it's not activated yet.

A link to activate your account has been sent to your email. If you don't see it, please check your spam folder or add [SystemMessage@successfactors.com](mailto:SystemMessage@successfactors.com) to your "safe list" or address book.

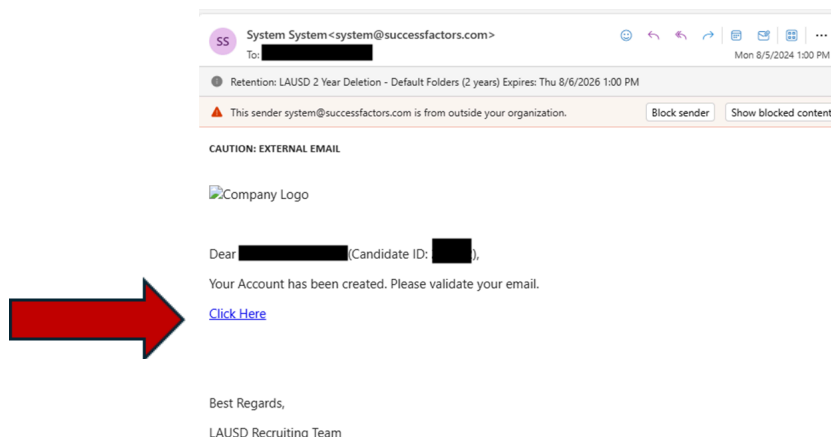
To send the activation link to your email again, click the **Resend** button.

[Back to Job Listings](#)[Resend](#)



# FINGERPRINT PROCESS JOB AID

6. Click on “click here” in the email you received from SuccessFactors:



7. 1.After clicking the email link, your internet browser should display the message below. Please click on “continue to apply”:



8. To Sign into the system you must click again on the link by using the credential you created:

<https://career41.sapsf.com/sfcareer/jobregcareerpvt?jobId=724&company=losangel01&st=DD493C247322E16E726400820F724237B19F989D>

Then click on Apply and then enter credentials and click on Sign In.



# FINGERPRINT PROCESS JOB AID

9. After successfully signing in, the “Parent Volunteer” application should open automatically. If it does not, please click on the “Parent Volunteer” application link you received.

Sign Out Options English US (English US)

## Parent Volunteer (724)

Thank you for your interest in employment with the Los Angeles Unified School District.

Your CANDIDATE PROFILE is your online resume which is maintained in the application management system on an on-going basis. The PROFILE will be used as part of any application you submit and can be used by our recruitment team to match you to future job opportunities if desired. If you are applying for a specific job, you will be asked to respond to additional questions along with those included in your profile.

As you complete your profile and respond to the following inquiries, please keep in mind the following:

- The information you provide must be truthful and accurate
- Questions with an asterisk \* are required; you will not be able to save your application if you have not responded to these questions
- The profile/application does not automatically save, so we highly recommend you save frequently.

+ Expand all sections - Collapse all sections

10. Expand the “Candidate Information” section by clicking on the “>” and complete all fields with a “\*” in them.

▼ Candidate Information

Please complete your personal information.

Provide your personal and contact information.

* Legal First Name <input type="text"/> Legal First Name is required	Preferred First Name (If different) <input type="text"/>	Middle Name <input type="text"/>
* Last Name <input type="text"/> Last Name is required	Former/Other Name(s) <input type="text"/>	Personal Pronouns <input type="text"/>
* Social Security Number (no dashes) <input type="text"/>	Primary Email matthew.frohwein@lausd.net	Contact Email <input type="text"/>
* Mobile Phone (Numbers Only) <input type="text"/>	Home Phone (Numbers Only) <input type="text"/>	Work Phone (Numbers Only) <input type="text"/>
* Have you ever been an LAUSD employee? <input type="text"/>	LAUSD Employee Number <input type="text"/>	* Street Address <input type="text"/>
* City <input type="text"/>	* State <input type="text"/>	* Country <input type="text"/>
* Zip Code <input type="text"/>	Personal Homepage <input type="text"/>	

Add hyperlink





# FINGERPRINT PROCESS JOB AID

11. Expand the “Desired Employment Details” section by clicking on the “>” and selected “all locations” under the “Desired Work Location1” dropdown menu:

▼ Desired Employment Details ⚠

We cover 710 square miles! Let us know in which (large) [regions](#) and (smaller) [communities of schools](#) you're available to work - choose up to 3. Classified (non-teaching) candidates should also specify their work shift, work basis, and full/part-time preferences and will only be considered for vacancies that match their stated choices.

\* Desired Work Location1      Desired Work Location2      Desired Work Location3

No Selection ▼      No Selection ▼      No Selection ▼

Desired Work Location1 is required

➡

- No Selection
- Achievement Network (Watts) ...
- All Locations
- Bell/Cudahy/Maywood CoS
- Boyle Heights CoS
- Canoga Park/Chatsworth CoS
- Carson CoS
- Central Administrative Offices
- Cleveland (Northridge) CoS
- Downtown CoS
- Eagle Rock/Highland Park CoS
- East Los Angeles CoS
- Fairfax CoS
- Fremont (South LA) CoS
- Gardena CoS
- Glassel Park/Los Feliz CoS
- H.E.E.T. (Crenshaw/Dorsey) CoS
- H.E.E.T. (Washington Prep) CoS
- Hamilton (Westside) CoS
- Harbor City/Lomita CoS
- Historic Central Ave CoS
- Hollywood CoS
- Huntington Park/Vernon CoS

No Selection ▼

Desired Work Location1 is required

➤ References for Teacher/Administrator Applicants ✓

➤ Language Skills ✓

➤ My Eligibility ✓

View Profile      ➡      Apply



# FINGERPRINT PROCESS JOB AID

12. You will receive a message that your application has been sent successfully if the above steps are completed.



## Step 2 – Set Up Your LiveScan Appointment

1. Visit <http://www.applicantservices.com/LAUVOL> and watch the video in its entirety.

Next:

- Enter your email address.
  - Check your email mailbox for a log-in code.
  - Enter the log-in code in the box indicated to continue to the next step.
2. Complete the required fields.  
Click “Next” to move to the next page.
- You will need the first 5 digits of the Volunteer AppID.
  - You will not incur any fees as long as you follow the process accurately.
3. Enter your zip code or address to select the desired fingerprinting location. Once you have selected the fingerprinting location, you will need to watch the video to continue to the next step.



# FINGERPRINT PROCESS JOB AID

4. After booking your appointment, you will receive an email containing a QR code and the necessary details for your appointment. A reminder email will be sent to you 24 hours before the appointment. Please bring your identification and the QR code with you to the appointment to ensure no fees are incurred.
5. Once the clearance is provided, the Office of Student, Family, and Community Engagement will input the clearance date into the Volunteer Management System, and the volunteer site will approve the application.

Once the volunteer application has been reviewed, processed, and approved, you will receive an email with a temporary badge from the Office of Student, Family, and Community Engagement. You will need to attend a mandatory Volunteer Orientation at your school site before starting your volunteer service.

**The fingerprint clearance process can take up to 30 days to complete. If Live Scan results have not been recorded on the Volunteer Application within 60 days, the volunteer must schedule another fingerprint appointment to complete the Live Scan process.**