

# Principal Self-Service Guide for Viewing Candidate Fingerprint Activity

**PLEASE NOTE: TO AVOID PAYROLL PROBLEMS, DO NOT ALLOW EMPLOYEES TO REPORT TO WORK WITHOUT RECEIVING AN OFFICIAL START DATE FROM THE CESB ASSIGNMENT TECHNICIAN.**

## Getting Started

### 1. Log-In with your LAUSD Single Sign-On



**Business Tools for Schools**

User \*

Password \*

\* Enter your Single Sign-On (email) username and password to Log In.  
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)  
Do not add domain name (@lausd.k12.ca.us @lausd.net)

Account Problems? [Get Support](#)

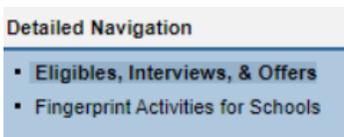
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### 2. Select the PC Self-Service tab.



Home	Systems	Access Request	HR Self-Service	<b>PC Self-Service</b>	Recruiting
Principals					

### 3. Once selected, the Detailed Navigation on the left will present two options:



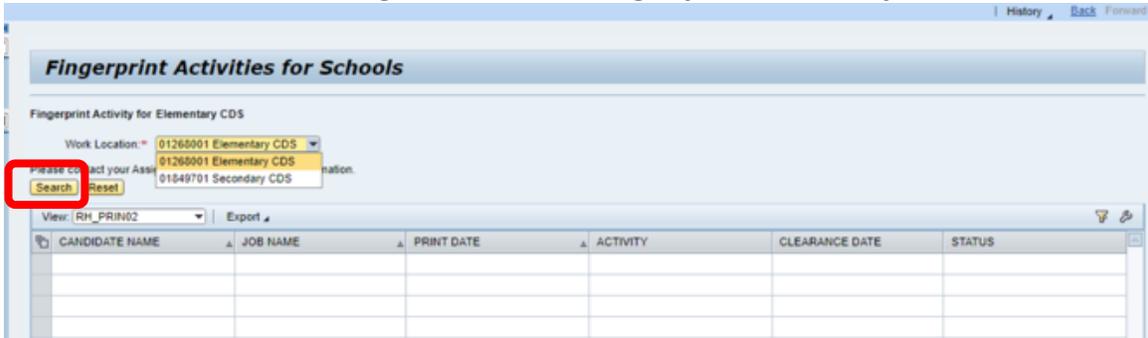
**Detailed Navigation**

- Eligibles, Interviews, & Offers
- Fingerprint Activities for Schools**

## Viewing Fingerprint Activity

- Under Detailed Navigation, select *Fingerprint Activities for Schools*. PC Self-Service will display the window below. If not already displayed, use the dropdown arrow to select the correct school. Then click the search button.

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2. PC Self-Service will display the fingerprint activity of the candidates who are associated with the selected school. **IMPORTANT: In order for the candidate to display, the position control number (PCN) must be provided at the time of the processing appointment to match the candidate with the school.**
  
3. The screen will display:
  - a. The candidate's name
  - b. The job/position title
  - c. Print Date - The date the candidate's fingerprints were scanned
  - d. Activity – The agency to which the fingerprints were submitted
  - e. Clearance Date – The date that agency cleared the submission (if applicable)
  - f. Status
    - i. Cleared – if all applicable agencies cleared, the candidate can begin work on/after this date the latest date
    - ii. Pending – a candidate cannot begin work if the fingerprints are pending clearance from an agency
    - iii. Selection Requirements Not Met – the candidate may not be eligible to work for the District at this time; the office of Employee Relations may have notified the candidate. Should you have questions, you may contact your assignment representative.

CANDIDATE NAME	JOB NAME	PRINT DATE	ACTIVITY	CLEARANCE DATE	STATUS
Abigail Mendoza	TCHR,AD,HRLY	05/01/2022	Submit Fingerprints to DOJ	05/20/2022	Cleared
			Submit Fingerprints to FBI	05/20/2022	Cleared
Craig Fukushima	SPECIAL EDUCATION TEA...	04/16/2022	Submit Fingerprints to DOJ	04/17/2022	Cleared
			Submit Fingerprints to FBI	04/22/2022	Cleared
Vincent Espinosa	Office Technician	04/28/2022	Submit Fingerprints to DOJ		Pending
			Submit Fingerprints to FBI	05/01/2022	Cleared
Henry Cheah	EARLY ED CENTER OFFIC...	04/11/2022	Submit Fingerprints to DOJ		Selection Requirements Not Met
			Submit Fingerprints to FBI		Selection Requirements Not Met

You may check clearances as often as needed. You may contact your assignment representative for follow-up questions.