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**

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

3. **Once selected, the Detailed Navigation on the left will present two options:**
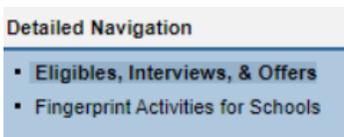
Viewing Fingerprint Activity

1. **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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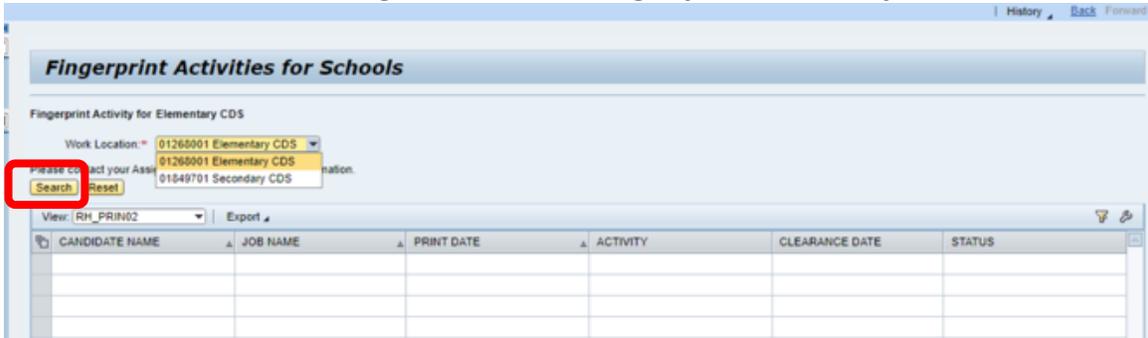
2. PC Self-Service will display the fingerprint activity of the candidates who are associated with the selected school. **IMPORTANT: In order for the candidate to display, the position control number (PCN) must be provided at the time of the processing appointment to match the candidate with the school.**

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. <u>Cleared</u> – if all applicable agencies cleared, the candidate can begin work on/after this date the latest date
      ii. <u>Pending</u> – a candidate cannot begin work if the fingerprints are pending clearance from an agency
      iii. <u>Selection Requirements Not Met</u> – 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 reprentative.

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