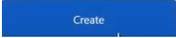


Create your Utah Educator Record profile in the [Utah Schools Information Management System \(USIMS\)](#).

- Click on the  . Then click on the  link.
- Provide a **personal email address** then click 
- Check your email to retrieve the **verification code**.
 - Use the verification code to continue setting up your profile, then enter your password, your First Name, and Last Name. Then click  to create your account.
- You will be taken to a CHECKLIST page.
- On the Checklist page, click on **Licensing Issues** item and answer the questions.
- Once that item is completed, the next checklist item will be **Educator Information Lookup**. Click on this item and answer the questions and click 
- The next checklist item to complete will be the **Personal Info**. Click on this item, enter your personal information and click 

Criminal Background Check Consent

- On the Checklist page, click on **Criminal Background Review Required**. Review the information, and click 
 - The next screen will show your information on a Utah Consent to Background Check page. After reviewing the information on this page, click on 
 - The next screen will provide you with additional information regarding Fingerprinting Instructions, Challenge Procedures, and your User Documentation.
- To exit this screen and return to your checklist, click on the word HOME at the top of the page.

**To schedule a fingerprinting appointment to get your background check completed at the Washington County School District Office, located at 121 W. Tabernacle in St George, please visit:

<https://wcsdfingerprints.youcanbook.me>

After you select your appointment date and time, fill in the information and be sure to select "Utah State Board of Education (\$20.00) as the reason for fingerprinting.

There will be a \$20 processing fee when you come for your fingerprint appointment. We are only accepting credit card payments. Please bring credit card to the appointment and a picture ID (driver's license is acceptable).

Educator Ethics Review

- On the Checklist page, click on the Educator Ethics Review item.
- Review the instructions and click on  to begin.
- Complete the Educator Ethics Review.