



Registration Instructions

Step	Action
1.	Click on www.fieldprintflorida.com to access the scheduling site.
2.	Click the "Schedule an Appointment" button.
3.	Select "Sign Up" to create an account as a New User.
4.	Select "I agree" on the Consent Agreement. E-Sign the Disclosure and Consent Agreement.
5.	Fill out the required fields in order to create an account and select 3 security questions from the drop down menu and type in the answers. Then click "Continue".
6.	You will be sent a "Fieldprint Account Verification" email that contains an 8 digit code that must be entered on the "Verify Account" page. After entering the Verification Code select "Complete Registration".
7.	Log in with your Username and Password.
8.	Type in the answer to your pre-selected security question and click "Continue".
9.	<p>Enter the applicable Fieldprint code given to you by your employer/service provider then select "Continue with Fieldprint Code".</p> <p><u>Please note that the code is case sensitive.</u></p> <p>a. Fieldprint Code for Vendor <u>Fingerprinting and Badge</u>: FPLCBadgePrints</p> <p>b. Fieldprint Code for Vendor Replacement Badge Only: FPLeeCountyBadge (for badges that have been lost)</p>
10.	Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
11.	At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
12.	<p>When you have printed, please email Madeline Rey at madelineg@leeschools.net to request your badge.</p> <p>Once you have been notified that your badge is available, badges may be picked up from the Human Resources Department: Monday – Friday 8:00-12:30 and 1:30-3:30 pm</p>
	If you have any issues or questions regarding registration or your appointment, please contact Fieldprint Customer Service at (877) 614-4364 or customerservice@fieldprint.com .

Our Mission: To ensure that each student achieves his/her highest personal potential

Our Vision: To be a world-class school system