

Background Check Procedure/Instructions

Procedure for Registering with INkless

Steps

1. Go to www.in.gov/inkless
2. Request a Fingerprinting Appointment Online
3. Online Scheduling
4. Agency Name – Drop down click on “All Others”
5. Application Background – “NCPA Employee Background Check”
6. NCPA Agency – Pick “Marian U. Academy For Teaching & Learning Leadership (INP00780)”
7. Enter zip code – will list times and places to get fingerprinted. Pick the one that is suitable for you.
8. Continue with prompts.

Your fingerprints are sent to ISP electronically and the response will be sent to Marian University via email.