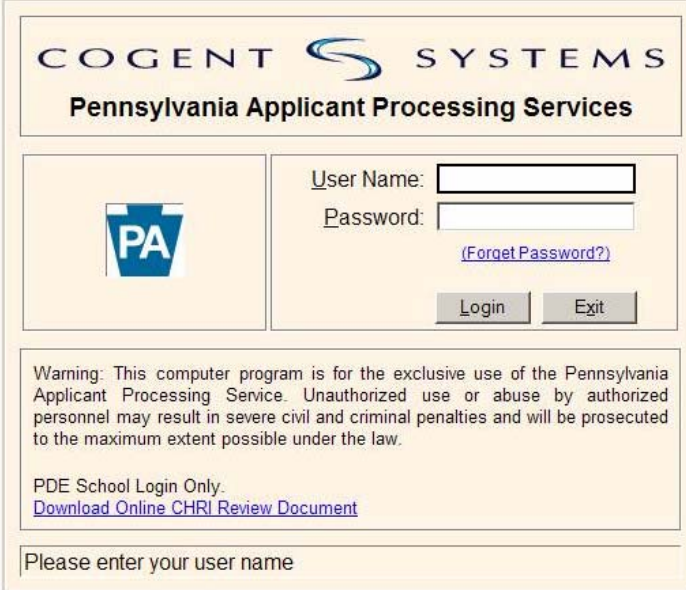


General Administrator Access

Your General Administrative LOGIN and PASSWORD have been provided to one individual at each of the PDE approved entities via email. The General Administrative LOGIN and PASSWORD will consist of the entities unique AUN number and a randomly generated password. A list of the PDE approved entities is available from PDE. If your entity is not on this approved list and you believe it should be, you must contact PDE.

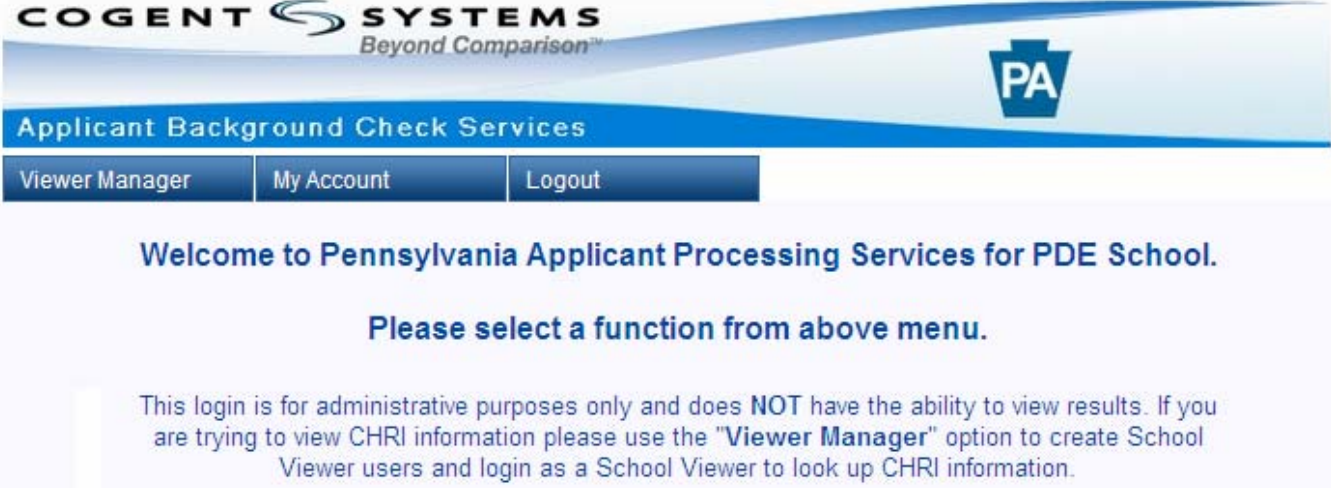
STEP 1

Once you have your LOGIN and PASSWORD, the General Administrator should go to www.cogentresults.com/pde. The first time the General Administrative LOGIN and PASSWORD is used, the system will force a change to the PASSWORD.



The screenshot shows the login interface for COGENT SYSTEMS Pennsylvania Applicant Processing Services. At the top, the logo and title are displayed. Below this, there is a login form with fields for 'User Name' and 'Password', a '(Forget Password?)' link, and 'Login' and 'Exit' buttons. A warning message is present, stating that the program is for exclusive use and unauthorized use may result in penalties. Below the warning, there is a link for 'Download Online CHRI Review Document'. At the bottom of the form, there is a text prompt: 'Please enter your user name'.

The General Administrator should change their PASSWORD; and now will be able to use it to gain access to the system. After the General Administrator has successfully logged in, the below screen will be seen.

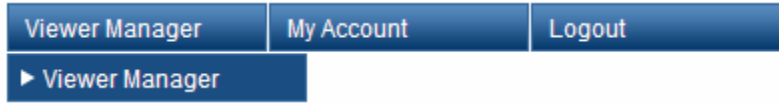


The screenshot shows the dashboard for COGENT SYSTEMS Pennsylvania Applicant Processing Services. The header includes the logo and tagline 'Beyond Comparison™' and a 'PA' logo. Below the header, there is a navigation menu with three options: 'Viewer Manager', 'My Account', and 'Logout'. The main content area displays a welcome message: 'Welcome to Pennsylvania Applicant Processing Services for PDE School.' followed by the instruction: 'Please select a function from above menu.' A note at the bottom states: 'This login is for administrative purposes only and does NOT have the ability to view results. If you are trying to view CHRI information please use the "Viewer Manager" option to create School Viewer users and login as a School Viewer to look up CHRI information.'

STEP 2

The General Administrator does NOT have the right to review online criminal history reports (CHRI). The General Administrator IS allowed to ADD users that may view online CHRI.

To ADD users, click the Viewer Manager tab.

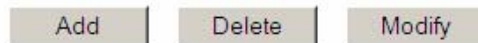


When you see the screen below, click ADD.

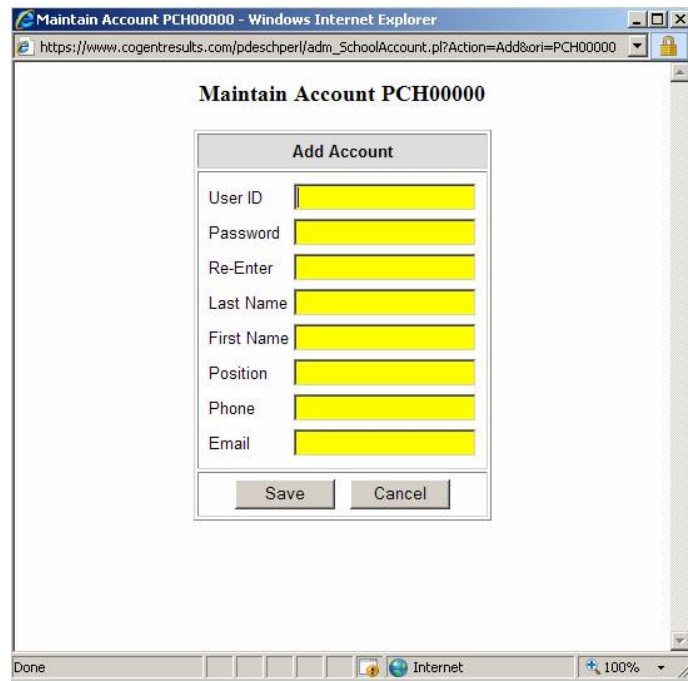


User Accounts Listing NPS01922

Account Type	User Name
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The General Administrator may ADD users by completing the following for each USER.



Maintain Account PCH00000 - Windows Internet Explorer
https://www.cogentresults.com/pdeschper/adm_SchoolAccount.pl?Action=Add&ori=PCH00000

Maintain Account PCH00000

Add Account

User ID

Password

Re-Enter

Last Name

First Name

Position

Phone

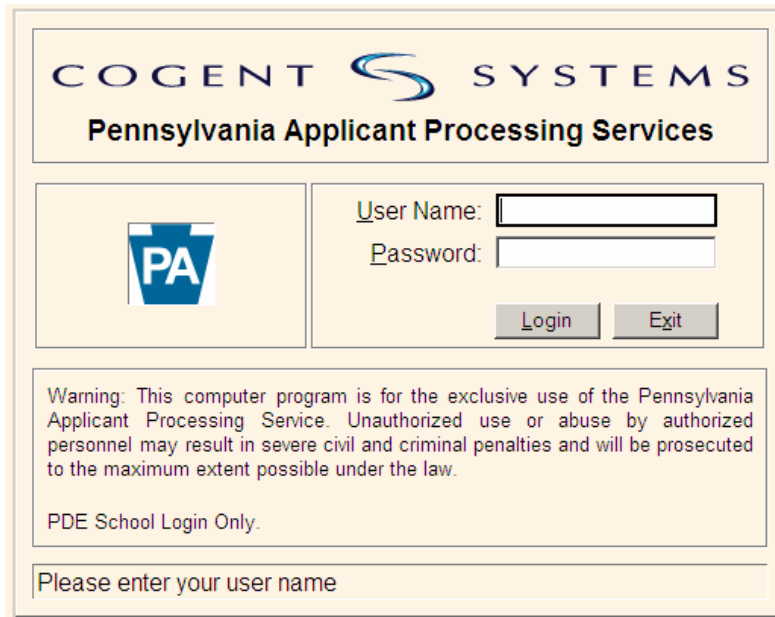
Email

Save Cancel


User Access

Once the General Administrator has added a USER (or users), Applicant CHRI may be viewed online.

1. USERS may go to www.cogentresults.com/pde.
2. Enter your USER NAME and PASSWORD. Your USER NAME will be provided to you by your Administrator.
3. The USER will be forced to change their PASSWORD the first time they use the service



COGENT SYSTEMS
Pennsylvania Applicant Processing Services



User Name:

Password:

Login Exit

Warning: This computer program is for the exclusive use of the Pennsylvania Applicant Processing Service. Unauthorized use or abuse by authorized personnel may result in severe civil and criminal penalties and will be prosecuted to the maximum extent possible under the law.

PDE School Login Only.

Please enter your user name

- Once the USER's PASSWORD has been change, and upon completion of LOGIN, the USER will be presented with the query screen. USERS will enter the applicant's REGISTRATION ID to query the Applicant's Federal Background Check Results (CHRI).

The screenshot shows the COGENT SYSTEMS logo at the top left with the tagline "Beyond Comparison™". To the right is a blue banner with a white "PA" logo. Below the banner is a blue bar with the text "Applicant Background Check Services". Underneath is a grey bar with "My Account" and "Logout" links. The main content area is titled "Applicant Rapsheet Query" and contains the instruction "Enter the registration ID of the applicant:". Below this is a form with a "REG ID" label and a yellow input field. At the bottom are two buttons: "Query" and "Clear".

- Below is an example of an Applicant's Federal Background Check Results (CHRI). It may be reviewed online and may be printed. If the applicant is hired, the entity is to print a copy of the applicant's CHRI for that individual's file.



My Account Logout

Applicant Rapsheet Query

Rap Sheet - Windows Internet Explorer

http://test.pa.cogentid.com/perl/rpt_chri_disp_detail.pl?reg_id=PAD0891757156160&Action=RapSheet

Rap Sheet

Registration ID:	P[REDACTED]30	Applicant Name (L, F M):	ZI[REDACTED]E
SSN:	[REDACTED]0	Agency Name:	
TCN:	2[REDACTED]37	Type:	SRE
FBI Response Date:	09/29/2008	FBI Response Content:	N

Rapsheet:

CIVIL APPLICANT RESPONSE

ICN 2 [REDACTED] 7 CIDN OCA
LAST, FIRST MI RAC HGT DOB
MNU SOC 1 [REDACTED] 1 SEX
FPC
HENRY CLASS API

CAC0G009Z COGENT SYSTEMS INC DATE FP
SOUTH PASADENA CA 2008/09/02
A SEARCH OF THE FINGERPRINTS ON THE ABOVE
INDIVIDUAL HAS REVEALED NO PRIOR ARREST
DATA. CJIS DIVISION
2008/09/02 FEDERAL BUREAU OF INVESTIGATION