



**Greatness Grows Here!**

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MEMPHIS-SHELBY COUNTY SCHOOLS

## Important FAQ's for registering to be an MSCS Vendor

**\*\*\* Must use Google Chrome to Register\*\*\***

- Be sure to have your W9 ready to load.
- Once you've completed the registration you will receive an email stating that you have registered, approx. 72 hours after you will receive a 2nd email with your vendor's id number advising that it is active.
- Once your vendor id # is active then you can contact our Fingerprinting department to make an appointment. Please see the last page of this packet for the Fingerprinting Process.

Please call Procurement at 901-416-5376 if you have any questions.

## Memphis Shelby County Schools

### Vendor/Student Teacher Fingerprint Instructions

The following steps will walk you through how to register for fingerprinting.

- Visit [www.identogo.com](http://www.identogo.com)
- Select "Digital Fingerprinting"
- Select "**Tennessee**" on the state drop down then click go
- **Select "Digital Fingerprinting"**
- Select "**Schedule a New Appointment**"
- Enter **Service Code "28TYHT"** School Worker Other
- Enter **TN930880Z** (Note: both 0s are zeros) when asked for the **ORI Number**
- Select **Yes** when you receive this message: **You have selected to be fingerprinted for SHELBY CO. BOARD OF EDUCATION. Is this correct? 160 Glenn Rogers Sr. Street**
- Select the second box that shows **Memphis Shelby County Board of Education**
- **Complete the Acknowledgement Release**
- **Enter Zip Code "38112" then click go**
- Click on a **schedule** to find a date and time that is most convenient for you select **160 Glenn Rodgers, Sr. Street Location**
- Enter all Personal Information that has a **Red asterisk\***
- At the bottom under **Applicant Employer Information** please enter Your **Company's/School Name** where it asks for the **Employer's Name**
- Then click **Send Information**
- If all Information appears correctly, click **Go**
- **Method of Payment** choose **Visa or Mastercard. Pay \$37.15 on Site using your credit card/money order or company's check**

**Bring the following items with you to your fingerprinting appointment:**

- A copy of your fingerprinting registration
- A **Valid** driver's license or state ID
  
- **FINGERPRINTS MUST BE TAKEN AT Glenn Rodgers, Sr. Street Location.**

**. PLEASE DO NOT GO TO ANY OTHER LOCATION.**

If you have further questions regarding the above instructions, please call 901.416.5318, which is the SCS Fingerprint/ID Department.

Call 1-855-226-2937 if you have any technical issues registering on-line.

Best regards,

Shelby County Schools Safety and Security

