

Step #1

Create Profile – Put dashes in for your birthdate.

Make sure you write down your password (You create your own password)

The screenshot shows a web browser window with the URL `sdclearance.com/profile/AddProfile.asp`. The page title is "SDKairo Back Office". The "Login" and "Create Profile" links are circled in red. The "Create Profile" form contains the following fields:

- Last Name
- First Name
- Email
- Cell Phone
- Date of Birth (mm/dd/yyyy)
- Password
- Organization (dropdown menu)
- Correctional Facility (dropdown menu)

A "Continue" button is located below the form fields. A "Note" section contains the following instructions:

- Use your legal first and last name.
- We will use the information you entered when completing your clearance forms.
- The system will not allow users to share an email when registering. The system will not allow a duplicate email to be added.
- For passwords, only use: A-Z, 0-9, under score, hyphen
- Password must be at least 8 characters long and no longer than 16.

Step #2

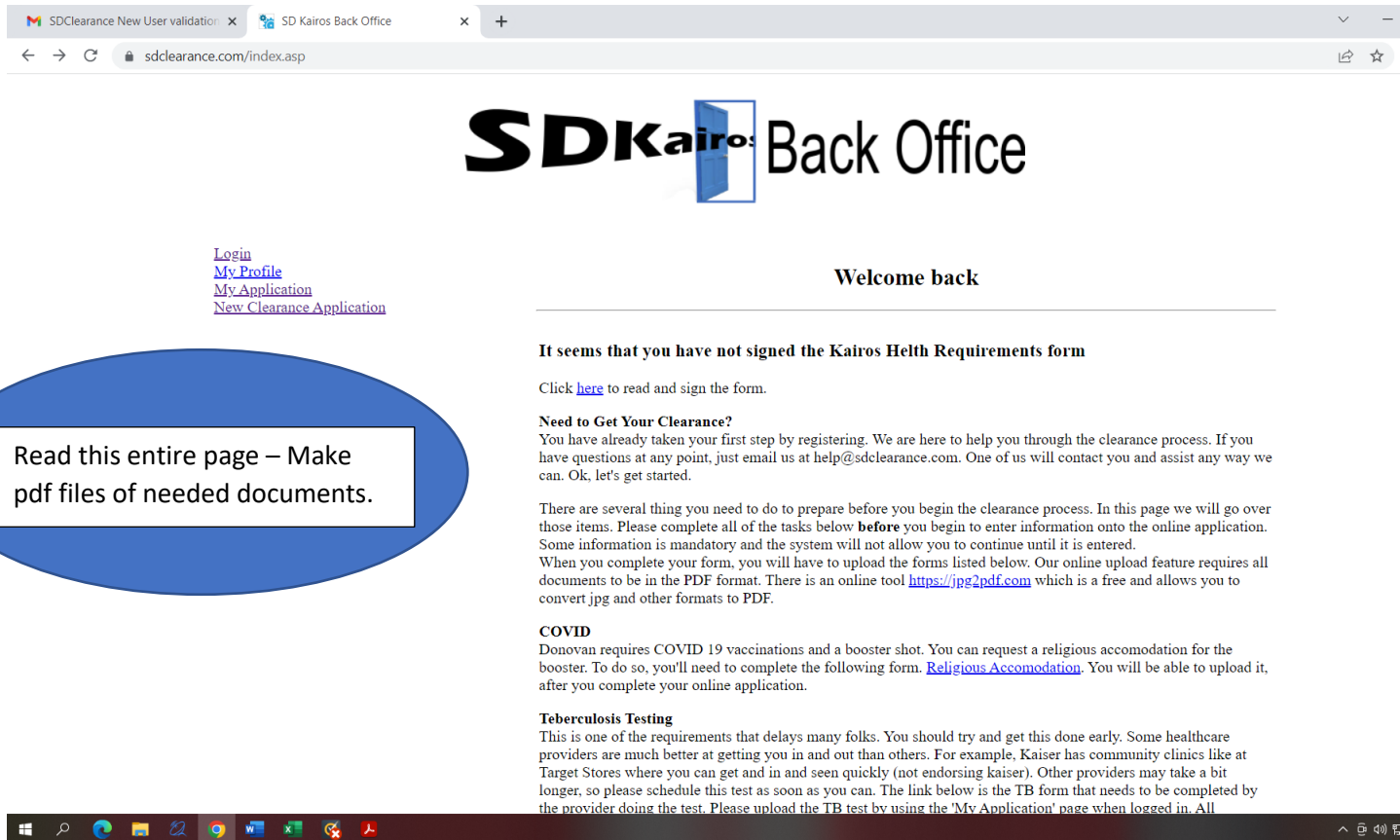
You should get an email once you enter all of the information and click continue. Check spam file if you don't get it. Check bottom of email – It will have your User ID.

Step #3

Enter your User ID and password (the one you created during the create profile step)

Step #4

You will be sent to a Welcome/Welcome Back Page



The screenshot shows a web browser window with two tabs: 'SDClearance New User validation' and 'SD Kairos Back Office'. The address bar shows 'sdclearance.com/index.asp'. The main content area features the 'SDK Kairos Back Office' logo and a navigation menu with links for 'Login', 'My Profile', 'My Application', and 'New Clearance Application'. A blue oval highlights the 'New Clearance Application' link. Below the navigation is a 'Welcome back' message. A section titled 'It seems that you have not signed the Kairos Health Requirements form' contains instructions to click a link to read and sign the form. A 'Need to Get Your Clearance?' section explains the registration process and provides contact information. A section titled 'There are several things you need to do to prepare before you begin the clearance process' lists tasks and provides a link to a PDF conversion tool. A 'COVID' section mentions vaccination requirements and a religious accommodation form. A 'Tuberculosis Testing' section explains the requirements and provides a link to the TB form.

[Login](#)
[My Profile](#)
[My Application](#)
[New Clearance Application](#)

Welcome back

It seems that you have not signed the Kairos Health Requirements form

Click [here](#) to read and sign the form.

Need to Get Your Clearance?
You have already taken your first step by registering. We are here to help you through the clearance process. If you have questions at any point, just email us at help@sdclearance.com. One of us will contact you and assist any way we can. Ok, let's get started.

There are several things you need to do to prepare before you begin the clearance process. In this page we will go over those items. Please complete all of the tasks below **before** you begin to enter information onto the online application. Some information is mandatory and the system will not allow you to continue until it is entered. When you complete your form, you will have to upload the forms listed below. Our online upload feature requires all documents to be in the PDF format. There is an online tool <https://jpg2pdf.com> which is a free and allows you to convert jpg and other formats to PDF.

COVID
Donovan requires COVID 19 vaccinations and a booster shot. You can request a religious accommodation for the booster. To do so, you'll need to complete the following form. [Religious Accommodation](#). You will be able to upload it, after you complete your online application.

Tuberculosis Testing
This is one of the requirements that delays many folks. You should try and get this done early. Some healthcare providers are much better at getting you in and out than others. For example, Kaiser has community clinics like at Target Stores where you can get in and seen quickly (not endorsing Kaiser). Other providers may take a bit longer, so please schedule this test as soon as you can. The link below is the TB form that needs to be completed by the provider doing the test. Please upload the TB test by using the 'My Application' page when logged in. All

Step #5

Review the contents of the Welcome/Welcome Back page and ensure you have everything.

Make pdf files of the following documents:

1. Covid 19 Vaccinations and Booster (Covid Card)
2. TB Test
3. Drivers License

Step #6

Click on [New Clearance Application link](#)

SDClearance New User validation x SD Kairos Back Office x +

sdclearance.com/index.asp

SDKairos Back Office

[Login](#)
[My Profile](#)
[My Application](#)
[New Clearance Application](#)

Welcome back

It seems that you have not signed the Kairos Health Requirements form

Click [here](#) to read and sign the form.

Need to Get Your Clearance?
You have already taken your first step by registering. We are here to help you through the clearance process. If you have questions at any point, just email us at help@sdclearance.com. One of us will contact you and assist in any way we can. Ok, let's get started.

There are several things you need to do to prepare before you begin the clearance process. In this page we will go over those items. Please complete all of the tasks below **before** you begin to enter information onto the online application. Some information is mandatory and the system will not allow you to continue until it is entered. When you complete your form, you will have to upload the forms listed below. Our online upload feature requires all documents to be in the PDF format. There is an online tool <https://jpg2pdf.com> which is a free and allows you to convert jpg and other formats to PDF.

COVID
Donovan requires COVID 19 vaccinations and a booster shot. You can request a religious accommodation for the booster. To do so, you'll need to complete the following form: [Religious Accommodation](#). You will be able to upload it after you complete your online application.

Tuberculosis Testing
This is one of the requirements that delays many folks. You should try and get this done early. Some healthcare providers are much better at getting you in and out than others. For example, Kaiser has community clinics like at Target Stores where you can get in and seen quickly (not endorsing Kaiser). Other providers may take a bit longer, so please schedule this test as soon as you can. The link below is the TB form that needs to be completed by the provider doing the test. Please upload the TB test by using the 'My Application' page when logged in. All

4:20 PM 5/11/2022

You will be sent to the RJD Clearance Form – Complete each section – see notes in YELLOW below:

Basic Info

Fill this section out fully

CA Corrections background Info (P2)

New Volunteer or Renewal – Most of us will be new volunteer or renewal.

The rest should be left blank

CA Corrections background Info (P3)

Should be left blank

Emergency Contact Information (P6 Module 'C')

Fill out with as much info as possible

Nepotism (P11 Module 'G')

Should be left blank

PREA Information

Should be left blank

Essential Functions Health Questionnaire

Should be left blank

MANDATED TRAINING

After watching the videos fill in all box's with Yes

Health Questionnaire

Fill out this section

Step #7

Click the submit button.

Now browse and find your additional documents

Upload by browsing then finding the file

Then clicking the "attach" button.

Go to the next document until all have been uploaded.

Your finished once all of the documents have been attached. 😊