

## Clark County School District Human Resources Unit

## CCSD Representative/Volunteer Fingerprinting Instructions

## Instructions:

Before completing any of the following steps, you must have finished the CCSD Representative/Volunteer
Application. If you have not already done so, please click <u>HERE</u> or type/paste the below address into a browser
(Chrome and Firefox work best):

https://ccsdjobs.searchsoft.net/ats/app\_login?COMPANY\_ID=MA000239

 There is a \$60.00 fee that must be paid online with a credit card prior to reporting to Human Resources for fingerprinting. To pay the \$60.00 fee, please click <u>HERE</u> or type/paste the below web address into a browser (Chrome and Firefox work best):

https://secure.ccsd.net/employees/prospective/fingerprint/index.php?type=new

Please print, or take a picture of, your receipt and bring it with you.

## Location and Hours:

- Address:
  - Edward Greer Education Center Hall 500
     2832 East Flamingo Road
     Las Vegas, Nevada, 89121
- Hours:
  - Mondays through Thursdays from 7:30 p.m.- 4:30 p.m.
  - o Fridays from 12:30 p.m. 4:30 p.m.