

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 [HERE](#) or type/paste the below address into a browser (Chrome and Firefox work best):

[https://ccsdjobs.searchsoft.net/ats/app\\_login?COMPANY\\_ID=MA000239](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 [HERE](#) 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.
  - Fridays from 12:30 p.m. - 4:30 p.m.