

## Volunteer Finger Printing/PIV Scheduling Instructions

1. Go to <https://va-piv.com>
2. Click "Create Account"
3. Fill in the required information. Please be sure to remember your password as you will need it later.
  - a. Your Organization is: VHA
  - b. Your Applicant Type: Affiliate (non-employee, non-contractor)
4. Click "Create Account"
5. Use your email address and password to sign in
6. Click "Make Appointment"
7. Under "Location" click the drop down menu and choose: **GA – 30904 – Charlie Norwood VAMC** and click "Continue"
8. For "Activity" choose: Fingerprinting
9. A calendar will pop up, choose one of the highlighted dates (you may use the >> button to navigate between months).
10. Open appointment times will appear, click on the one you choose.
11. Under "Summary of Selections" click "Continue"
12. If everything is correct on the "New Appointment Details to Review" page, click "Confirm Appointment" and a confirmation email will be sent to you. If everything is not correct, click "Cancel Appointment" and you will be sent back to the beginning.

Note: The PIV process (fingerprinting and badging both take place in our Human Resources office located on 4D103 at the Uptown Division.