HOW TO ADD AN ORGANISATION TO YOUR WORKING WITH CHILDREN CHECK (WWCC) CARD – if you already have one

<u>STEP 1</u>

- Search 'Working with Children Check Victoria' in your preferred search engine **OR**
- Visit https://www.workingwithchildren.vic.gov.au



<u>STEP 2</u>

- This is what the home page of the 'Working with Children Check' looks like



<u>STEP 3</u>

- You will need to click on the 'Individuals' drop-down menu
- The below image shows what the 'Individuals' menu looks like

TORIA				
Organisations 🗸	About the Check 🗸			
	Current car	dholders		
w	Information fo	r cardholders		
	Volunteer to Er	mployee Check		
	Renew my care	t.		
	Replace my ca	rd		
	Update my def	toils		
	Request card o	or application number		
	Card status			
	Change of nar	ne		
	3		STATES OF	
			Structure and the second	
	4		0	
8=	C	C	Yo	all the second second
Apply for a Check	Renew my card	Check the status of my application or card	Update my details	
	V Crganisations V W Apply for a Check	Organisations About the Check w Information fo w Information fo Volunteer to El Renew my card update my del Request card of Card status Change of nor Change of nor Card status Change of nor Card status <	Varganisations About the Check w Current cardholders w Information for cardholders volunteer to Employee Check Renew my card Reglace my card Update my details Request card or application number Card status Change of name Change of name Image: Change of name Image: Change of name Image: Change of name Imag	Viganiaations About the Check w Information for cardholders W Information for cardholders Valuater to Employee Check Renew my card Replace my card Update my details Request card or application number Card status Charge of nome Card status Image: Construct of the Check Card status Charge of nome Card status Card status Charge of nome Card status Charge of nome

<u>STEP 4</u>

- You will need to click '**Update my details**,' which can be found until the title '**Current** cardholders.'

Home Working with Children 🗙	+			v – Ø
← → C workingwithchilde	ren.vic.gov.au			& & ↓ □ 😩
	WORKING WITH CHILDREN CHECK VICTORIA		٩	A MyCheck Account
	Individuals 🗙 Organisations 🗸	About the Check 🗸		
	Individuals			
	Applicants	Current cardholders		
	Things you need to know	Information for cardholders		
	How to apply	Volunteer to Employee Check		
	What happens next	Renew my card		
	Application Status	Replace my card		
		Update my details		
		Request card or application number		
		Card status		
		Change of name		

<u>STEP 5</u>

- Below is what the next step/page looks like
- You will then need to click on the orange button 'Update your details.'

WORKING WITH CHILDREN CHECK YCTORIA		A MyCheck Acco
Individuals 🗸 Organisations 🗸 About the Check 🖌		
Home > Individuals > Current cardholders > Update my details		
Update my details If you've recently moved house, or some of your contact details have changed, you can update your details online.		
		E
If your personal or contact details have changed, by law you need to let us know within 21 days of becoming aware of 1 change.	the Top related tasks	
If your personal or contact details have changed, by law you need to let us know within 21 days of becoming aware of change. You can update most of your details online, including:	the Top related tasks Replace my card	>
If your personal or contact details have changed, by law you need to let us know within 21 days of becoming aware of l change. You can update most of your details online, including: • your address	the Top related tasks Replace my card	>
If your personal or contact details have changed, by law you need to let us know within 21 days of becoming aware of l change. You can update most of your details online, including: • your address • contact details (personal phone or email, or your organisation's details)	the Top related tasks Replace my card Check card status	> >
If your personal or contact details have changed, by law you need to let us know within 21 days of becoming aware of i change. You can update most of your details online, including: • your address • contact details (personal phone or email, or your organisation's details) • your occupation, especially if you change jobs.	the Top related tasks Replace my card Check card status	>

<u>STEP 6</u>

- After clicking the orange button, it will take you to a 'Service Victoria' Government page.
- Below is what the next step/page looks like
- It should only take you a few minutes to update your details
- The next step is to click the orange button that says 'Get started'

	v - 0
C SER C C M Service vic govau/Ind-services/work-and-volunteening/working-with-children-check/update-your-working-with-children-check-details?utm_medium=swace_ste8uutm_source=wwcc_update8uutm_campaign=bob	ଏ ବା ଜ ନ 🛛 🛓
Endisensions, / Worklandskulutastime, / Worklandskulutastime, / Worklandskulutastime, / Update your Working with Children Cheok datala	
Update your details	A Master
Keep your Working with Children Check contact and organisation details up-to-date.	
→ Before you start → FAQs	
You can update the following details using your Working with Children Check cord number • Address • Phone number • Email address • Organisation details Wat can't change your name or sex online, so find out what you need to do by visiting: • Change of sex fit • Agregnent Inperformance • Agregnent Inperformance • Agregnent Inperformance	
	Ack Vicini for Hole

<u>STEP 7</u>

- Below is what the next step/page looks like
- You will need to fill in your Personal details
- First and Middle Names go in the 1st line
- Family/Surname go in the 2nd line
- You will need to use the drop-down menu to select your 'Date of Birth'
- Then click the orange button that says 'Continue'

				~ - a ×
← → C 🔒 service.vic.gov.au/find-servi	ices/work-and-volunteering/working-with-children-check/update-your-v	orking-with-children-check-details/start		ම @ ☆ 🔲 🏝 :
	Contract of the new place to go for government services	Find services V About us V C	Contact us 🗸 Log in 👗	
	Update your Working Children Check detail	with s		
	1. Details	2. Update	3. Done	
	Your details All given names in full @ e.g. Sam Meddename			
	Family name ⊘ © g. Smith Date of birth DD Month ▼ YYYY	`		
		Can	Continue	Ask Vicky for Help

<u>STEP 8</u>

- After you press 'Continue,' you should notice that the 'Card/Application number' line appears. You will need to type in your '**Card No**.' This can be found above your picture on your WWCC Card. Image included below.
- Then click the orange button that says 'Continue'



<u>STEP 9</u>

- The next page you should see, is below. It will ask you where you want your **6-digit** security code sent. Chose whatever device is easier for you to access; whether email or mobile phone.
- You should click one of the options, by clicking inside the '**circle**' button.
- Then click the orange button that says 'Continue'

				~ - Ø ×
← → C 🔒 service.vic.gov.au/find-service	es/work-and-volunteering/working-with-children-check/update-your-w	orking-with-children-check-details/start/protect-details		© @ ☆ 🛛 🛓 i
	SERVICE The new place to go for government services	Find services V About us V	Contact us 🗸 Log in 👗	Í
	Eind services. / Work and volunteering. / Working with Children	en Check. / Update your Working with Children Check details		
	Update your Working Children Check detail	with s		
	1. Details	2. Update	3. Done	
	Help us protect your d	etails		
	Email #####\$\$9@hotmail.com	de, rou gave us inese details last time.		
	If you can't access an option above, then	call Working With Children Check Victoria on 1300 6	352 879.	
		Can	Continue	

<u>STEP 10</u>

- If you opted for a text message 6-digit security code, it will look like the image below
- This 6-digit security code will then need to be entered into the webpage below
- You will then need to click on the orange button that says 'Next'

SarviceVIC : Text Message Today 201 pm	sd-services/work-and-volunteering/working-with-d	ildren-check/update-your-working-with-children-check-det	ilis/start/security-code date 3. Done	₩ @ ★ □ ∰ :
SarviceVIC > Text Message Today 2:01 pm	1. Details	2. Up	date 3. Done	,
Text Message Today 2:01 pm				
866393 is your security code. Thanks! Service Victoria.	Enter secu We've sent a secu Security code	Irity code Ity code to ######099. The security code las	ts for 10 minutes.	-
	Our Services Accessibility Copyright	Careers 🕒 Terms of use Privacy and security	Olive feedback Tell us about your experience 8 Stata Government of Victoria	

<u>STEP 11</u>

- The next page should look something like this image below
- Where the 'blue' boxes are, please check that all your details are correct

<form></form>	SERVICE Both Covernment	place to go for int services	Find services \lor	About us 🗸	Contact us 🗸	Log in .
Subset of the second se	Find services / Work and volu	nteering / Working with Children	Check / Update your Work	ing with Children Check details		
<form></form>	Update you Children Ch	r Working v eck details	with			
<section-header></section-header>	✓ 1. Deta	Is	2. Uj	odate		3. Done
<form></form>	Update d Carefully check	letails the information below is co	rrect before you upda	te your details.		
<form></form>	Your det	ails				-
Contact details Please ensure that your contact details are up to date. Email Mobile phone Work phone Imme phone Postal addrese Postal addrese	Your card d Card numbe Current card Name	etails are displayed below. r				
Please ensure that your contact details are up to date.	Contact	details				-
Email Mobile phone Work phone Home phone Postal addrese Postal addrese Change contact details	Please ensu	ure that your contact details	s are up to date.			
Change contact details	Email Mobile p Work ph Home pr Home an Postal an	hone one lone lone				
					🖍 Change o	contact details

STEPS 12, 13 and 14

- Where is says 'Organisation Details' and 'Child-related work' please ensure that you have added the following information



To add 'Armadale and Toorak Partnered Catholic Parishes' to your list of '**Organisation details**,' please click '**Add an organisation**' and follow the prompts.

Child-related work

Select the best fit for your role(s) from the list of child-related occupational fields. If more than one field applies, then list the code for each field.

Child-related work field 64 Religious organisations **Role Type** Remove Both Child-related work field 76 Supervision of a child (under 15 years of age) in employment under the Child Employment Act 2003 Role Type Remove Employee Child-related work field 46 Educational - non-government schools (all primary, secondary, technical and special schools) Role Type Remove Volunteer Add child-related work I declare that the information provided is true and correct

To add the above 'Child-related work fields' as shown, please click '**Add child-related work**' and follow the prompts.

Cancel

Update details

Your Role Type will be 'Volunteer' for all fields.

The final steps are to click the '**square**' box that declares the information you have provided is correct.

Finally, click the orange box that says 'Update details'