

## ADDING AN ORGANISATION TO YOUR WORKING WITH CHILDREN CHECK

Do you know your "My Check" Account username (email) and password? If you applied for your Working With Children Check Card more than 2 years ago you will have done it on paper. Therefore you will need to get a My Check account (takes 1 minute) to update your details.

**I need to get a MyCheck Account ( STEP THREE will take you through it. Start at Step One)**

**I know how to type in my My Check email and password. (See STEP ONE below)**

STEP ONE: Visit the Department of Justice website [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

Home | Contact us | Translations

Working with Children Check

Department of Justice & Regulation Victoria

MyCheck login

About the Check Applications Cardholders Resources

What's new  
Purpose  
Who needs a Check?  
What the Check means for you  
How is a Police Check different?  
Offences & penalties  
Statistics

Apply for a Check  
Renew your Check  
Check Status  
Update my details

You can now fill in your WWC Check application online. After you fill in your details, print out your Application Summary and take it to Australia Post with your proof of identity documents, a passport size photo and the fee, if required.

eNewsletter

<http://www.workingwithchildren.vic.gov.au/home/about+the+check> pay & submit

Press Update my Details

STEP TWO: Press update my details

Working with Children Check

Department of Justice & Regulation Victoria

MyCheck login

About the Check Applications Cardholders Resources

What's new  
Purpose  
Who needs a Check?  
What the Check means for you  
How is a Police Check different?  
Offences & penalties  
Statistics

Update my details

Update your details

- your phone numbers (work, home or mobile)
- your email address
- organisation details
- occupational category codes.

Top Tips

- Applying for a Check? Fill out the form online then lodge it at Australia Post
- Understanding your organisation's obligations about child-related work
- Did you know that the Police Check is quite different from the WWC Check?
- Got a question? Our FAQs will help you find

<http://www.workingwithchildren.vic.gov.au/home/about+the+check>

Press Update My Details

## STEP THREE: My Check

### Login

#### What is MyCheck?

MyCheck is the online portal that enables:

- applicants and cardholders to update personal, contact and organisation/s details
- cardholders to:
  - renew their WWC Check
  - change from a Volunteer to an Employee WWC Check
  - order a replacement card.

Existing user

Email

Password

Login

[Forgotten email address?](#)

[Forgotten password?](#)

New user?

You need to register before using MyCheck.

To register, you will need to provide your WWC application or card number and your personal details.

I want to register

Type in email and password. If you have forgotten your password it will go to your email address.

If you applied on a paper form more than 2 years ago you will need to type email address and new password here. It will send a link to your email.

Press that link to verify it and it will take you back to the working with Children Check website to update your details.

Copyright | Disclaimer | Privacy | Accessibility | Feedback | Sitemap | Site help

Last reviewed 29/10/2012 © 2015 State Government of Victoria

## STEP FOUR: Add an Organisation

You will see this at the top of the screen.

Home | Contact us | Translations

Working with Children Check

Department of Justice & Regulation Victoria

MyCheck login

About the Check | Applications | Cardholders | Resources

Home > MyCheck > Change my details

### Change my details

To save changes, you must:

- Tick the declaration that the information is correct
- Click the Submit button

Your details

#### Organisation details

Organisation name  
Postal number and street  
Postal address line 2  
Suburb  
State  
Postcode  
Phone

**ARDOCH YOUTH FOUNDATION  
LEVEL 4  
85 QUEEN STREET  
MELBOURNE  
VIC  
3000  
95372414**  
[remove](#)

add an organisation

#### Occupational work codes

Occupational work code  
Type

**44 Educational - state schools (all primary, secondary, technical and special schools)  
Volunteer**  
[remove](#)

add an occupational work code

Scroll half way down until you see this:

This is what you are looking for.

Press "add as organisation".

Add Ardoch Youth Foundation at Level 4, 85 Queen Street, Melbourne VIC 3000.

Occupational Work Code: #44

Type: Volunteer