

For existing Working with Children Check card holders

Adding an organisation onto your Working with Children Check

Volunteers

Your WWCC card needs to be linked to the Anglican Diocese of Bendigo to ensure that if there is any information pertaining to your eligibility for a WWCC, all employers/volunteer organisations are notified. You may list as many organisations as you volunteer/work for on the register.

Instructions on how to amend your details on the WWCC are given below. It should only take you a couple of minutes to complete. All you need is your WWCC card.

Once you have changed your details the Department of Justice will send a letter to the Registry Office advising of the change.

Please complete this change upon receipt of this letter.

1. Log on to www.workingwithchildren.vic.gov.au
2. On the top right hand side of screen click on **MyCheck Login**
3. If you are an existing user log in using your email address and password
4. If you are not an existing user you need to register. Click on **I want to register** and follow the instructions (will only take you two minutes)
5. Once you are logged on click on **Change my details** on the left hand side
6. Scroll down to **Organisation details**
7. Click on **Add an organisation**
8. Fill in for the Anglican Diocese of Bendigo:

Organisation name: **Anglican Diocese of Bendigo**

Address: **PO Box 2
BENDIGO VIC 3552**

Phone: **03 5443 4711**

What if I don't have internet access?

Phone 1300 652 879 and speak to the Working with Children Check Customer Service Line to update your details.

Contact

Sarah Crutch

authorisations@bendigoanglican.org.au

03 5443 4711