

## ADDING AN ORGANISATION ONTO YOUR WORKING WITH CHILDREN CHECK

For existing Working with Children Check card holders

### *Volunteers*

Your Working With Children Check (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. Go to [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)
2. On the top right-hand side of screen click on **MyCheck Account**
3. If you are an existing user **login** using your email address and password
4. If you are not an existing user, you need to register. Click on **Register Now** 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. **Remove** any listings for your parish.
8. Click on **Add an organisation**
9. Fill in for the Anglican Diocese of Bendigo:
- 10.

Organisation name: **Anglican Diocese of Bendigo – [insert your parish name]**

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

Phone: **03 5443 4711**

*Do not register the details of your local parish – for record keeping purposes it must be the details of the diocese. Remove any listings for your parish.*

**Why is this so important?**

If there is a negative outcome the diocese will be notified and can liaise with Kooyoora to ensure any issues are managed confidentially and appropriately.

**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**

[clearances@bendigoanglican.org.au](mailto:clearances@bendigoanglican.org.au)

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