

# Onboarding – Add/Update Working with Children Check in CAPS

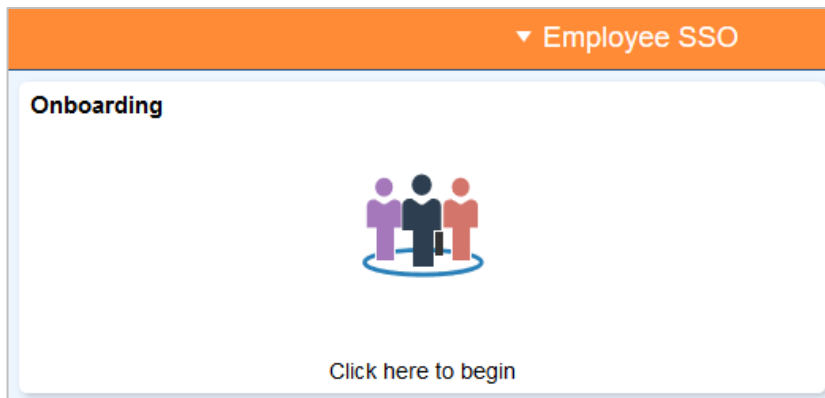
## Introduction

This guide describes how to add or update DCSI, Working with Children Check or Police Clearances.

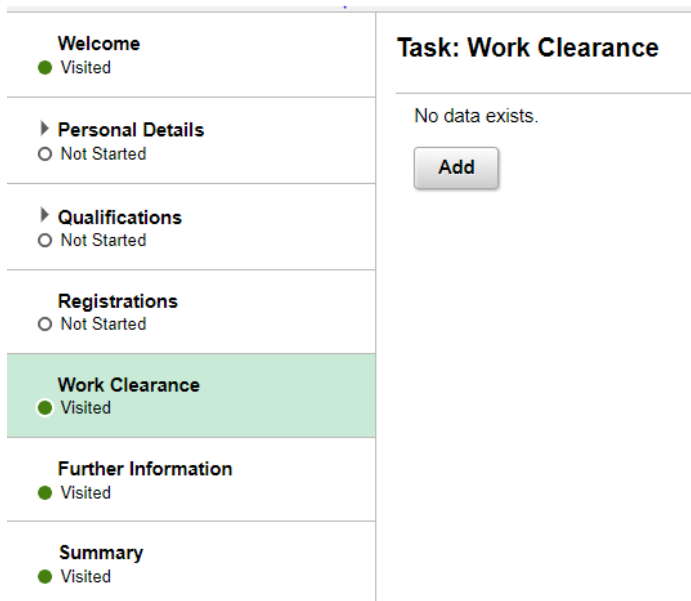
## Procedure

Log in to SSO

1. Click on the **Onboarding** tile.



2. Click on **Work Clearance** and then **Add**.



3. Complete all mandatory fields marked with an asterisk \*

**Work Clearances**

\*Effective Date 19/08/2019

\*Clearance Type

\*Status

Issue Date

Expiration Date

Clearance Number

Date Entered/Update 19/08/2019 3:33:53PM

▼ **Attachments**

No attachments have been uploaded for this profile item.

Click on the **look up** icon to select the relevant information from the drop down options

4. Upload supporting documentation if necessary.

**Work Clearances**

\*Effective Date 19/08/2019

\*Clearance Type Working with Children Check

\*Status Complete

Issue Date 01/08/2019

Expiration Date 31/12/2019

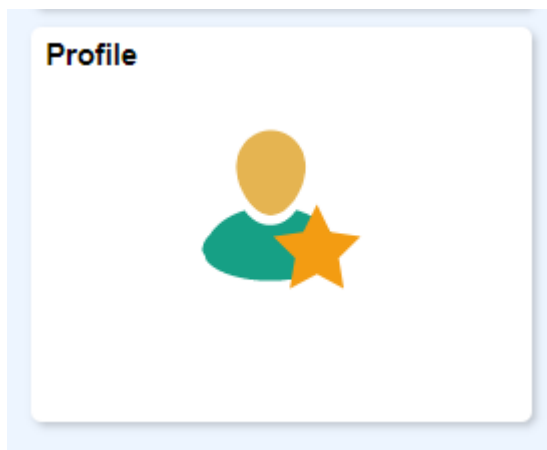
Clearance Number 123456

Date Entered/Update 19/08/2019 3:33:53PM

▼ **Attachments**

No attachments have been uploaded for this profile item.

5. Review the information in the box and click **Save**.
6. In order to update existing DCSI, Working with Children Checks or Police Clearances, log into SSO and select the Profile tile.



7. Select Work Clearances from the list on the left. You can then Add using the + at the top or Edit/View the existing clearances by selecting the > on the right of the page.

Work Clearances	
Clearance Type	Edit/View
Child Protection - DCSI Screening Clearance	>
Police Check	>

## Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au)