



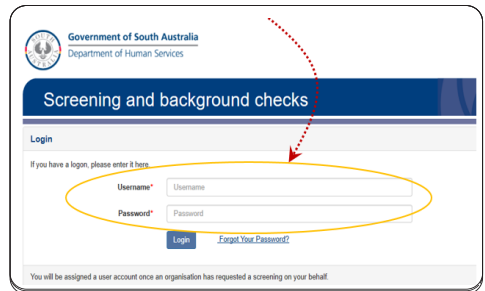
Working with Children Checks

Phone enquiries (08) 8210 8150 **Email** receptionsava@adelaide.catholic.org.au

You have attended the location at which you wish to provide service and they have now taken some initial details from you and viewed your original 100 points worth of identification.

What do I need to do now?

1. Await an email notification from DHS Screening Unit.
2. Once received, click on **Activate My Account**



The next screen will prompt you to create your own unique password then click on **Change Password**.

6. DHS system will now display the next screen, click on your **Application Number**.
7. Follow the prompts and proceed to enter your personal information.
8. Once you have added all of your personal information (screens A–G) click on **NEXT**
9. You are now presented with your **Application Details**. Review the information provided and tick the declaration box/es to confirm that the information displayed is correct. Otherwise, click **Return to Form to Change Details**. Once all details are correct, click **Continue**.
10. Click on **Requesting Organisation**. As you have already showed your documents to the location representative, all you need to do now, is scroll down the screen and click on **Complete Application**.
11. Your entry is now submitted. Screening & Verification Authority and DHS will take care of the rest.

NEW APPLICATION

Dear Screening Applicant

This is the first of two emails that you will receive from the DHS Screening Unit.

Screening and Verification Authority, Catholic Archdiocese of Adelaide has initiated a screening application for you.

Please use the following link to activate your account:

[Activate My Account](#)

You will then receive a second email providing you with your personal account LOGIN details, username and password.

Please use this information to login to the system.

Once you have successfully logged in, you will then be asked to provide a new password of your own choice.

3. Await a 2nd email notification from DHS Screening Unit.
4. Write down your User name and temporary password, then click on the <http://dciscreening.sa.gov.au> link.

Dear Screening Applicant,

Your Department of Human Services (Screening) login and password information is below.

Thank you
Department of Human Services (Screening) Customer Support

Log in using: <https://www.dciscreening.sa.gov.au/>

Username: ben.russell1@sa.gov.au
Password: gLbmd48M

5. Copy and paste **Username & Password** provided and click on **Login**

*** Make sure you keep your user ID and newly created password safe** as you will be able to use these to monitor the progress of your application.