



Screening Unit

How to start your screening application

Instructions for applicants



Screening applications are made online to the Screening Unit.

First, the organisation (i.e. your employer or volunteer coordinator or manager) starts the application, and then you complete it.

You will be notified by email when the organisation has started your application and then you can go online to complete and submit it.

Whether you are an employee, volunteer or student, you will be unable to start a DCSI screening on your own - an organisation must start the application on your behalf. [Except if you are a sole trader/self employed or a contractor-](#) in which case [please refer to our website.](#)

If you are unsure of the requirements, contact your (employer or volunteer) organisation and speak with a Requesting Officer, who is authorised to start the organisation's online screening applications.

What do I need to do?

So that they can start your application, you will need to provide your organisation with your full name, date of birth and a current email address.

Your organisation will go online and start your application, including entering the following details on your behalf:

- the type of screening required eg child related, disability services, aged care sector etc;
- whether you are a volunteer, contractor or employee;
- who will be paying for the screening i.e. the organisation or you (the applicant);
- the role that you are to perform, eg 'employed as a bus driver for an aged care service', 'Administrative Officer for a disability service', 'volunteer at childcare centre' etc.

Later, you will be able to see this information in your online application form (although you won't be able to change it without the consent of your sponsoring organisation).

When the organisation has completed the first part of the process, you will receive an email from the DCSI Screening Unit (see an example below).

This will be the first of two emails you will receive.

NEW APPLICATION

Dear cher

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

DCSI Pty Ltd 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.

It will tell you that you can now go online and activate your account to start filling in your screening application form online.

Click on the link: 'Activate My Account'.

You will then receive a second email from the online system that looks like this.

LOG IN using the website address provided.

Dear Elizabeth Pitt,

Thank you for contacting customer support.
Your new Customer Portal password can be found below.

Thank you,

DCSI Screening - UAT Customer Support

Log in using
<https://uat-screening.cs5.force.com>

Username: julee.coomber1@sa.gov.au
Password: t4DOnkRH

You will be taken to a screen that looks like this:

WELCOME TO DCSI SCREENING

This new on-line system will assist in streamlining and improving employment screening in South Australia.

In South Australia, screening is an employer-driven process, so the first step is the registration of all relevant organisations within the new online system.

TO START: Please click on [Register My Organisation](#)

For more information about employment screening in South Australia, please visit the website [Screening and background checks](#)

Login

Username*

Password*

[Forgot Your Password?](#)

Enter the username and password provided to you in your second email.

You will be asked to create your own unique password, to log in with, ensuring that the information you provide online remains confidential.

Then complete your application form online.

Please note: Your requesting organisation will NOT be able to view the specific content of your screening application or assessment outcomes. The organisation will, however, be able to view the status of your application i.e. whether it has been started, verified, paid for etc.

More information

If you require additional information, email: DCSIscreeningunit@sa.gov.au

OR go to our website: www.screening.dcsi.sa.gov.au