



INITIATE AN APPLICATION

DSCI Screening Online is an organisation-led process.

An employee, volunteer or student is unable to request a DCSI screening on their own - an organisation must initiate the request on their behalf.

Requesting Officers are responsible for initiating online screening applications for their organisation. Only people who have been nominated for that role by the Site Administrator will be able to perform this task. Please remember that one person can perform multiple roles within the online system for example a Verifying Officer can also be a Requesting Officer, however they **MUST** have been nominated for this role.

Please note: The Site Administrator can make amendments to the organisation's profile to ensure that the appropriate people have been nominated as Requesting Officers.

Things you will need to get started:

The applicant's full name, date of birth and their email address. **Please note:** The applicant can amend this information if required

You will also need to provide the following information:

- What type of screening is required i.e. Child related, Disability Services, Aged Care Sector etc
- The applicant type i.e. Volunteer, contractor, employee
- Who will be paying for the Screening – the organisation or the applicant
- What role does the person currently perform i.e. employed as a bus driver for an aged care service, Administrative Officer for a disability service, volunteer at child care centre etc.

The information you provide when you initiate the application, will pre-populate the person's application form. **Please note:** The applicant will **NOT** be able to change this information without consulting with you.

When you have successfully initiated an application, you will be able to see this application number in your organisation's online profile. It will show as incomplete (as it has only just been initiated).

Government of South Australia
Department for Communities and Social Inclusion

Screening and background checks

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Welcome to DCSI Screening
Welcome to the DCSI Screening System

New Application

Incomplete Applications

	Number	Started	Expiry Date	Name	Types	Status	Activated
Details	AP000057	3/06/2015 4:48 PM		Neil Thompson	Aged Care Sector Employment Child Related Employment Disability Services Employment General Employment Priority Vulnerable Person Related Employment	Started	<input type="checkbox"/>

Applications Awaiting Verification
No applications found

Applications Awaiting Payment
No applications found

Submitted Applications
No applications found


The applicant will then receive an email from the DCSI Screening Unit, advising that your organisation have initiated a screening application on their behalf.

The applicant will then receive a second email from the DSCI online system providing them with a secure login, user name and password for their own account.

As soon as they login into the system using these details, they will be asked to create their own unique password. This ensures that the information they provide online remains confidential. The applicant can then proceed to complete their application form online.

Things to remember:

- Use an independent email address for the applicant (NOT your organisation's email address). Free email addresses are easily accessible online.
- Only nominated Requesting Officers can initiate applications.
- The requesting organisation will NOT be able to view the specific content of each screening application. The organisation will however be able to view the status of the application i.e. whether it has been started, verified, paid for etc.



If you require additional information, please email the screening unit via

DCSI.Screeningonline@sa.gov.au

OR visit the website at:

<http://www.dcsi.sa.gov.au/services/screening>