



## Screening Unit

# How to start a screening application



Screening applications are now completed and submitted using the DCSI Screening Unit's convenient online system.

The screening process is commenced by the organisation that is employing/engaging the person as an employee or volunteer.

Your organisation will commence the screening application on the applicant's behalf, and then the applicant will log in to the system and complete the application.

### Things you will need to get started:

Ensure your organisation has registered and you have the details required to log into the online screening application system.

You will need the applicant's full name, date of birth and email address, as well as the following details to enter into the online form:

- the type of screening required e.g. child related, disability services, aged care sector or other type of screening;
- applicant category e.g. volunteer, contractor or employee;
- who will be paying for the screening, i.e. the organisation or the applicant;
- the role the person performs/will be performing e.g. 'employed as a bus driver for an aged care service', 'Administrative Officer for a disability service', 'volunteer at child care centre' etc.

With the above, you are ready to start applying for screening (see overleaf for instructions).

### Registering your organisation:

If not already registered, the first step is for you to register your organisation for online screening with the DCSI Screening Unit. Once registered, you will receive an email with login details and a password and you can start using the system.

Your organisation only has to register once. Easy online help tools are available throughout the registration process to assist you. Your registration provides the DCSI Screening Unit with the information it needs to set up access permissions and online payment functions.

**Nominated officers:** When you register, you will be required to nominate specific contact people within your organisation who can be contacted about your screening applications. For example, you will nominate a Site Administrator and Requesting Officer, who is responsible for commencing the screening applications for your organisation. [Nominated officers – more information](#).

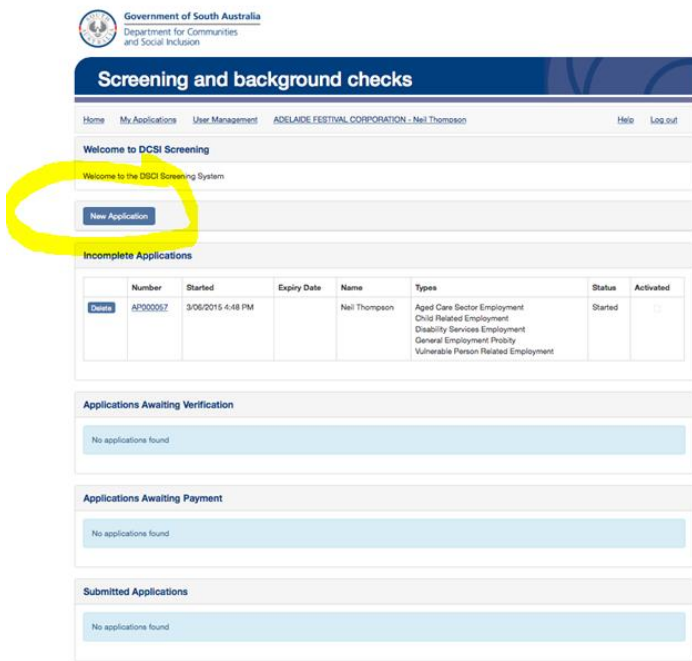
While only people nominated for a role will be able to perform specific tasks, one person can be nominated to perform multiple roles. For example, a Verifying Officer can also be a Requesting Officer, if they have been nominated for both roles. The Site Administrator can change the organisation's profile at any time as required.

To register go to [www.dcsiscreening.sa.gov.au/OrgRegistration](http://www.dcsiscreening.sa.gov.au/OrgRegistration)

## Get started

Log into the online system by going to [www.dcsiscreening.sa.gov.au/SCHome](http://www.dcsiscreening.sa.gov.au/SCHome).

You will see a 'Welcome' screen. Select 'New Application' and then you can start applying by entering the applicant's details. These details will 'pre-populate' the applicant's application form, which the applicant will later complete.



The screenshot shows the 'Welcome to DCSI Screening' page. At the top, there is a navigation bar with 'Home', 'My Applications', 'User Management', and 'ADELAIDE FESTIVAL CORPORATION - Neil Thompson'. Below this, a 'Welcome to the DCSI Screening System' message is displayed. A prominent blue button labeled 'New Application' is circled in yellow. Below the button, there are sections for 'Incomplete Applications', 'Applications Awaiting Verification', 'Applications Awaiting Payment', and 'Submitted Applications'. The 'Incomplete Applications' section contains a table with the following data:

Number	Started	Expiry Date	Name	Types	Status	Activated
AD00052	9/06/2015 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"/>

The applicant will be able to change their name, date of birth and email address details, but will not be able to change the other information you have entered, without consulting with you.

When you have successfully started an application, you will be able to see the relevant application number in your organisation's profile. At this stage it will show as 'incomplete' (as it has only just been started and requires the applicant to complete the form).

Next, the applicant will receive an email from the DCSI Screening Unit, to let them know that your organisation has commenced a screening application on their behalf.

The applicant will then receive another email from DCSI providing them with secure login details, i.e. a user name and password for accessing the online system.

When the applicant logs in into the system using these details, they will be prompted to create their own unique password, so that the information they provide online will remain confidential. The applicant can then proceed to complete their application form online.

### Things to remember:

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

## More information

If you require additional information, please email us : [DCSIscreeningunit@sa.gov.au](mailto:DCSIscreeningunit@sa.gov.au)

OR go to the Screening Unit website: [www.screening.dcsi.sa.gov.au](http://www.screening.dcsi.sa.gov.au)