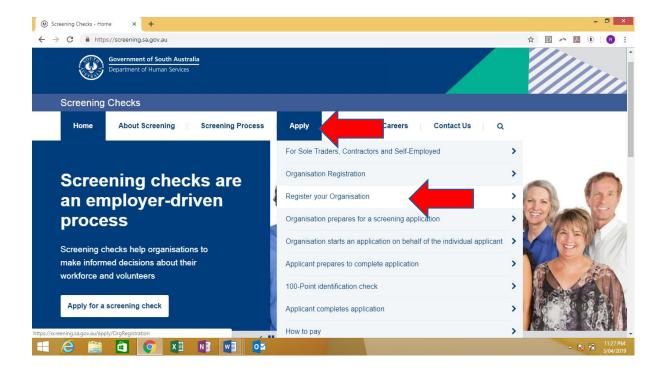
## How to register your Rotary Club to be able to get DCSI screenings for your club members

Go to https://screening.sa.gov.au/



Follow the prompts to register your Rotary Club.

## **HINTS**

Remember to write down your password.

Ideally use a Rotary Club email address.

You will need ABN

This will allow your Rotary Club to request free DCSI volunteer clearances.

You can only register one account per ABN - check you club doesn't already have one.

Clearances now last 5 years from date of issue.

Clearances are now live data matched so most time renewals come back quick

## "Plain English" Process summary.

Log In

Rotary Club Child Protection officer 'triggers' a new or renew screening request by entering email address And Date of Birth, Name and Address of member

Note if a renewal you need the current certificate number.

Member receives a email from the system

Member completes electronic form online

Member chooses 'organisation will check my ID'

Member hits submit

Child protection officer sights ID at a Rotary meeting and records what it was (i.e. Passport number)

Go into the system, check and validate ID and application

Application confirmed – processing

7 - 60 days time

Hit submit.

Screening result emailed direct to member

Screening result summary to Child protection officer email

System shows screening outcome if you log in

Email Rick Henke, District 9500 Child Protection Advisor if you have tried and have issues.

Email rick.henke.23@gmail.com