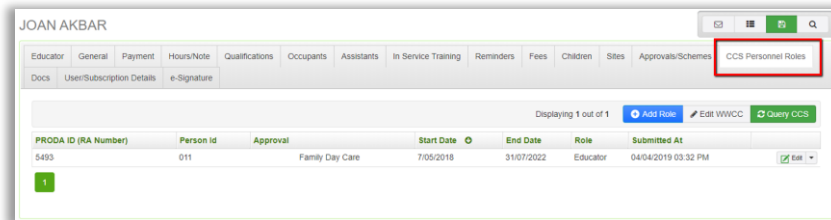


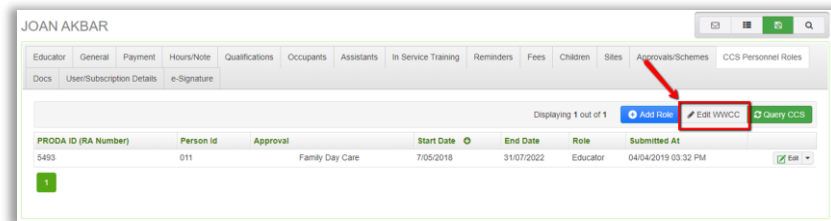
Updating Educators WWCC with CCSS

If an educators working with children check has changed in any way (e.g the end date or card number has changed), you are required to update CCS with the new information. Please follow the steps below to guide you through this process.

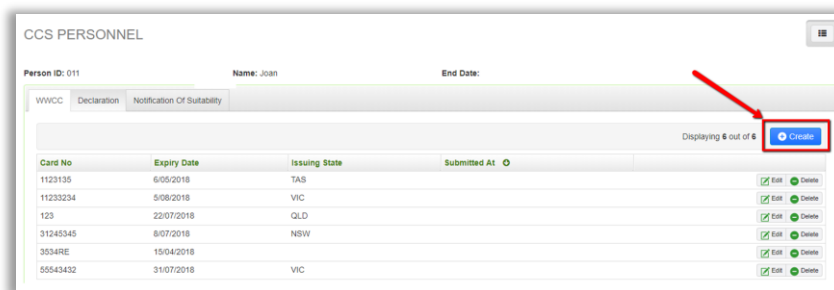
Navigate to the educator's record and click on the **CCS Personnel Roles** tab:



Click on the **Edit WWCC** button:



This will open up the following screen displaying the history of changes. Click on **Create**:



Fill in the form by selecting an **Authorised Person**, enter in **card number**, **expiry**, **issuing state**. Answer the question with **yes** or **no** then click **submit**

The screenshot shows the 'Create WWCC' form. It includes a dropdown for 'Authorised By' (Mark Lewis), a 'Declaration' section with a 'Have you sighted:' question, and input fields for 'Card No', 'Expiry', and 'Issuing State'. The 'Submit' button is at the bottom right.