# 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.
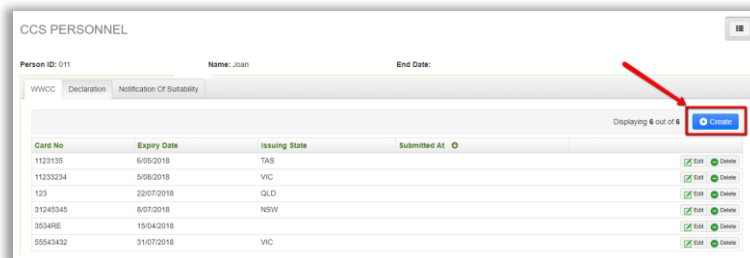
If the card number has changed:

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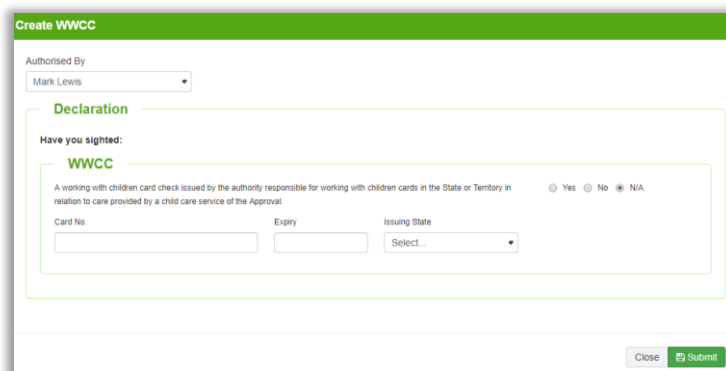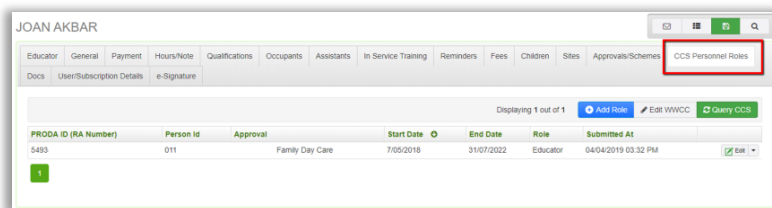

Click on the **Edit WWCC** button:
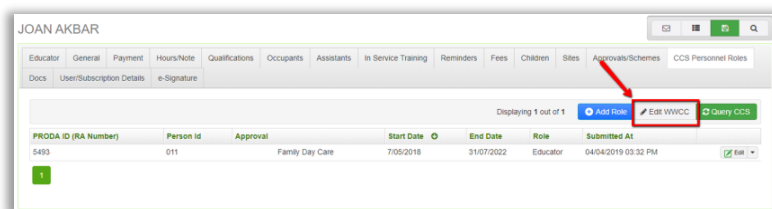
This will open up the following screen displaying the history of changes. Click on **Create**:

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**

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If the expiry date has changed:
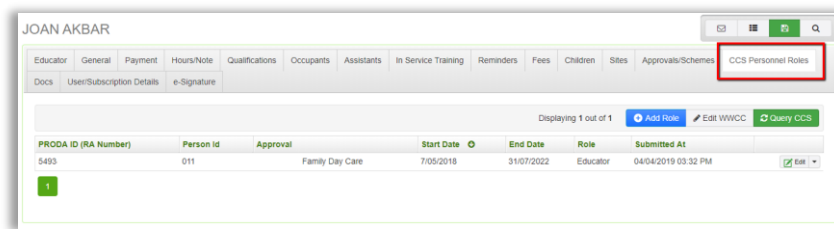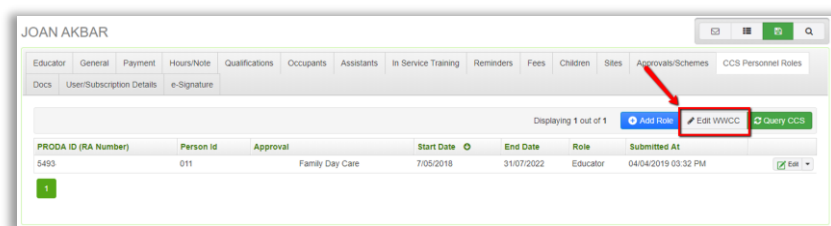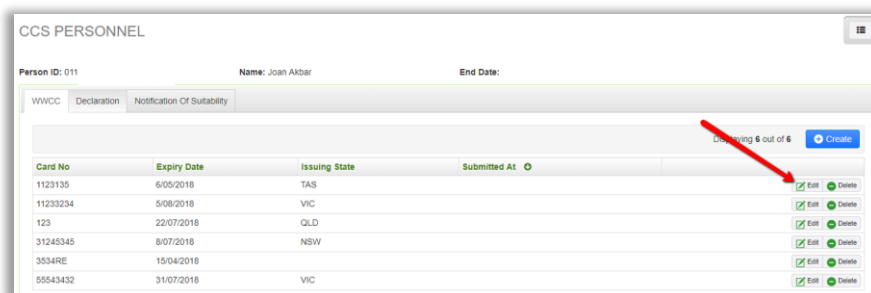
Navigate to the educator's record and click on the **CCS Personnel Roles** tab:

Click on the **Edit WWCC** button:

This will open up the following screen displaying the history of changes. Click **edit** on the entry you need to update

The following window will open where you can Fill in the form by selecting an **Authorised Person**, entering in new **expiry**, answer the question with **yes** or **no** then click **submit**

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