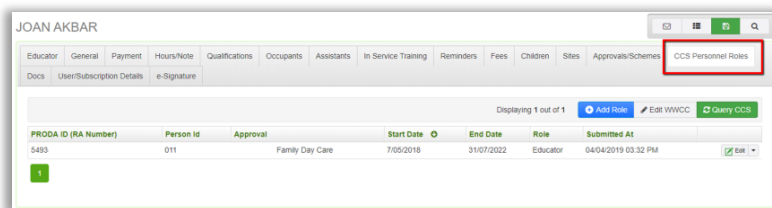


## Updating Educators WWCC with CCSS

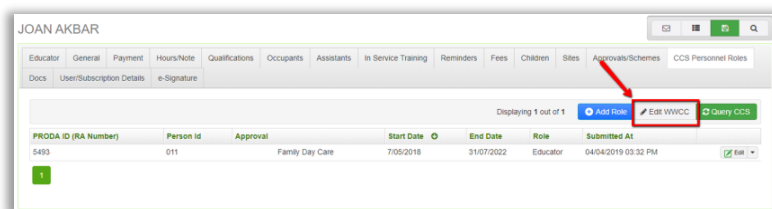
If an educators working with children check has changed in any way (e.g the end date or card number has changed), you are required to update CCS with the new information. Please follow the steps below to guide you through this process.

### [If the card number has changed:](#)

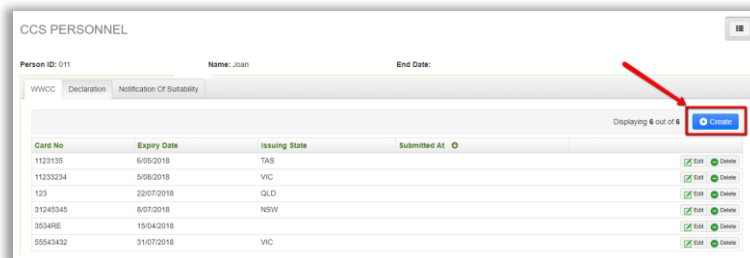
Navigate to the educator's record and click on the **CCS Personnel Roles** tab:



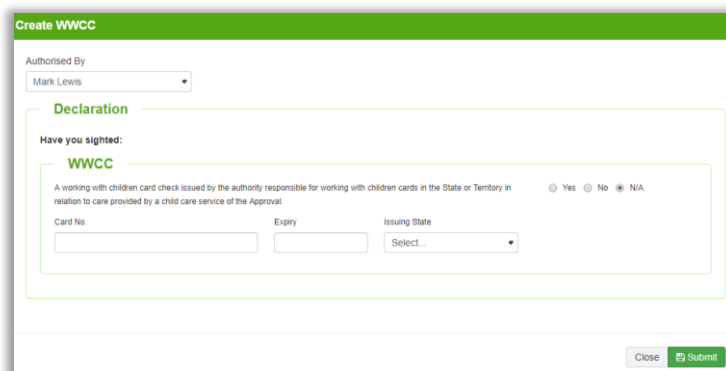
Click on the **Edit WWCC** button:



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**



Authorised By: Mark Lewis

**Declaration**

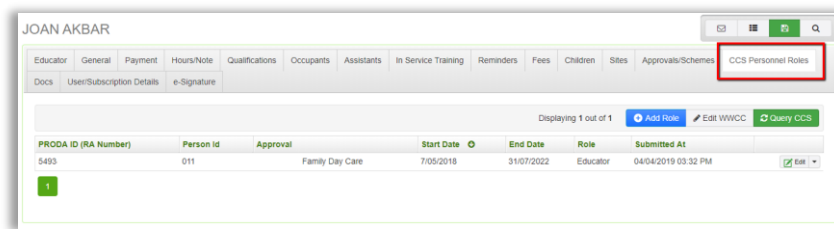
Have you sighted:  
**WWCC**  
 A working with children card check issued by the authority responsible for working with children cards in the State or Territory in relation to care provided by a child care service of the Approval.  Yes  No  N/A

Card No:  Expiry:  Issuing State:

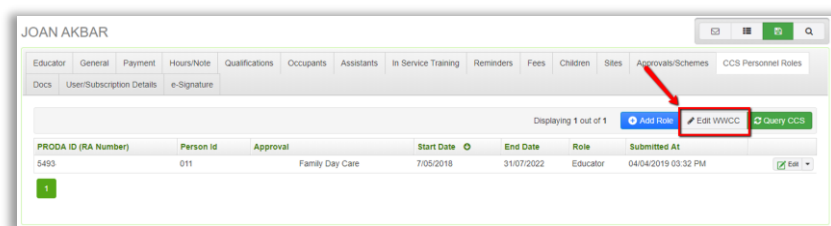
Close

**If the expiry date has changed:**

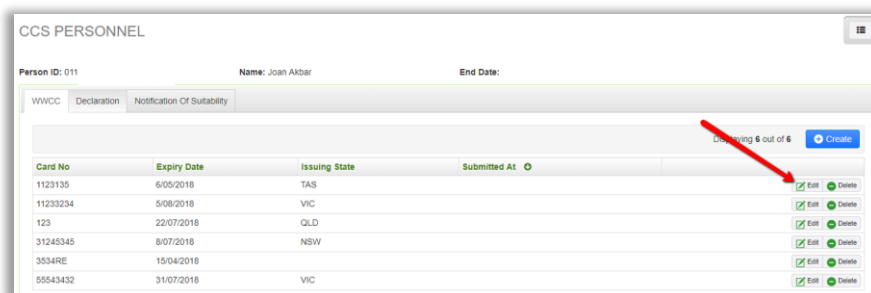
Navigate to the educator's record and click on the **CCS Personnel Roles** tab:



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**

**Edit WWCC**

Authorised By

**Declaration**

Have you sighted:  
**WWCC**

A working with children card check issued by the authority responsible for working with children cards in the State or Territory in relation to care provided by a child care service of the Approval.  Yes  No  N/A

Card No.       Expiry       Issuing State