

This guide describes how to add or update DCSI, Working with Children Check or Police Clearances.

Log in to SSO

1. Click on the **Onboarding** tile.

	Employee SSO
Onboarding	

and then

2. Click on



3. Complete all mandatory fields marked with an asterisk *

Clearances	Cancel	Work	Click on the
		*Effective Date 19/08/2019	look up icon to
0			relevant
	Q	*Status	information from the drop
		Issue Date	down options
		Clearance Number	
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4. Upload supporting documentation if necessary.

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	*Effective Date	19/08/2019
	Clearance Type	Working with Children Check Q
Status - Complete	• • • • • • • • • • • • • • • • • • •	
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em.		No attachments have been uploaded for this profile it

- 5. Review the information in the box and click
- 6. In order to update existing DCSI, Working with Children Checks or Police Clearances, log into SSO and select the Profile tile.



7. Select Work Clearances from the list on the left. You can then Add using the + at the top or Edit/View the existing clearances by selecting the > on the right of the page.

	Work Clearances		
	+		
	Clearance Type		Edit/View
- 10		>	
		>	Police Check

Contact Us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or hrservicecentre@adelaide.edu.au