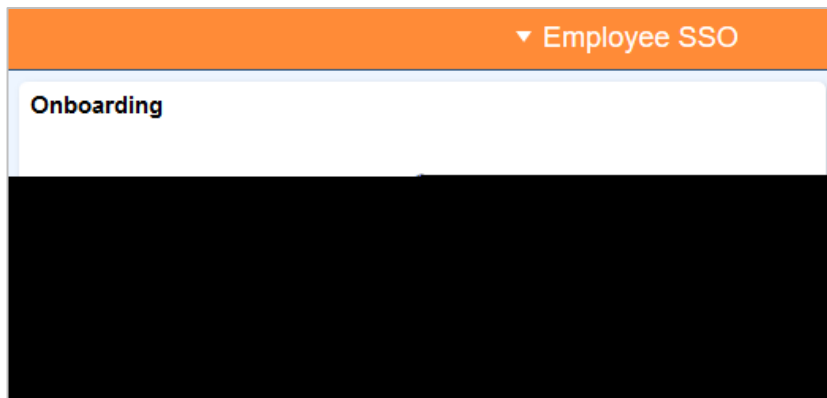


Onboarding – Add

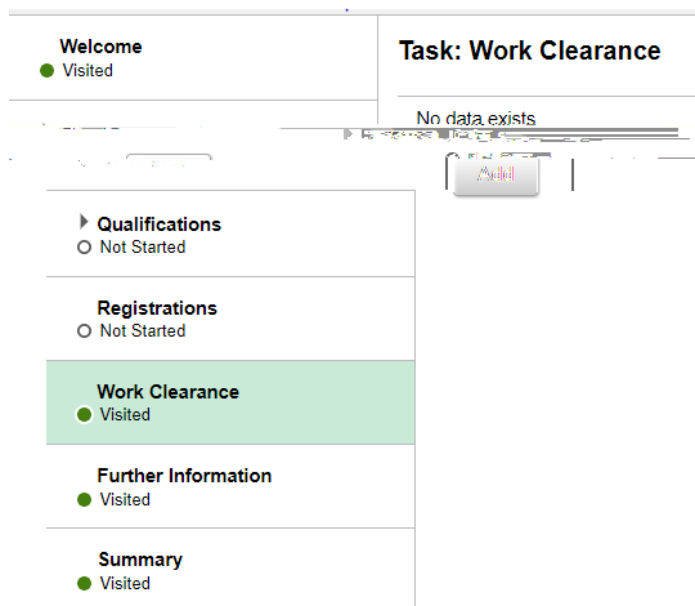
This guide describes how to add or update DCSI, Working with Children Check or Police Clearances.

Log in to SSO

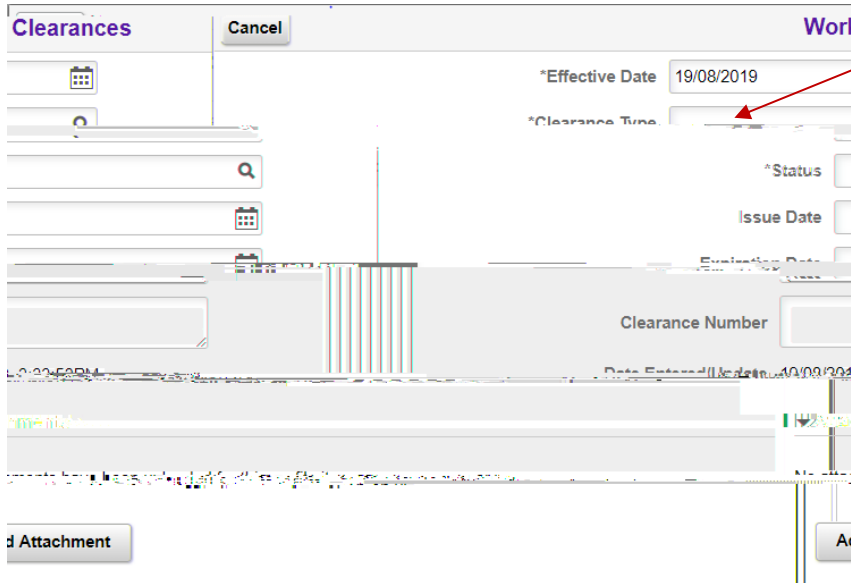
1. Click on the **Onboarding** tile.



2. Click on  and then

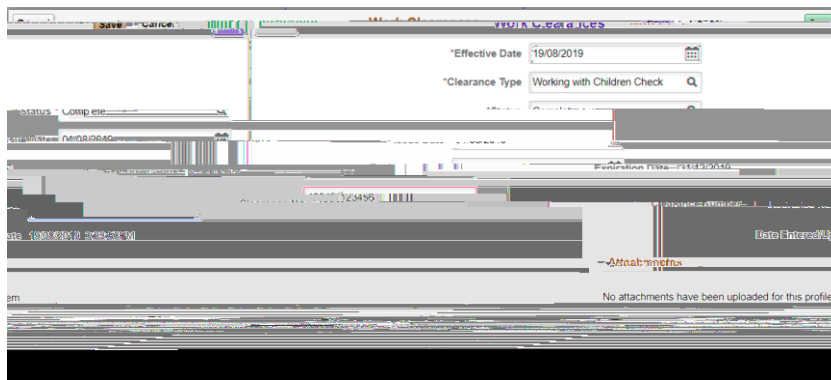


3. Complete all mandatory fields marked with an asterisk *

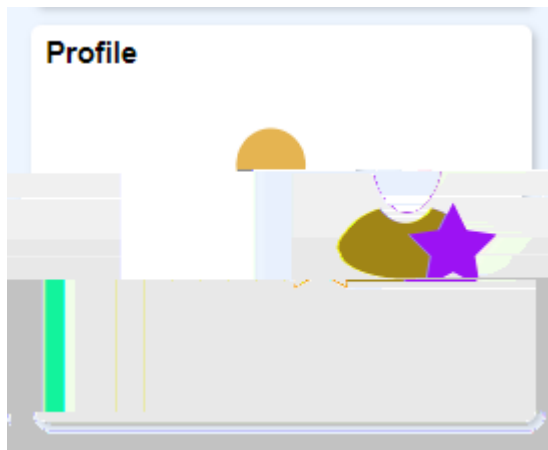


Click on the **look up** icon to select the relevant information from the drop down options

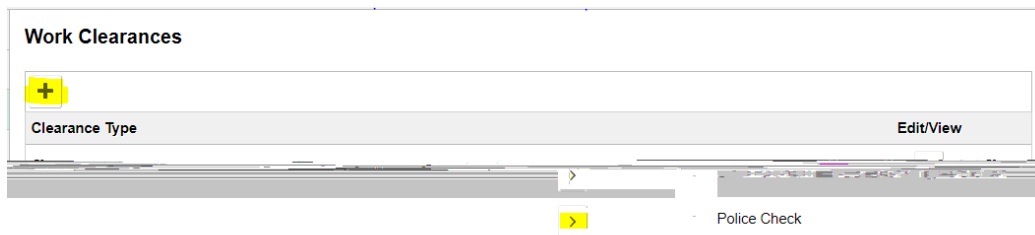
4. Upload supporting documentation if necessary.



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.



Contact Us

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