



Updating your details and adding The Melbourne Anglican Diocese as the Organisation and Linking to your Parish

With the changes to Volunteers and Clearances it is now ever more important to get the Organisation details correct.

Home > Cardholders > Update your details

Update your details

By law, you must keep your details up to date.

You must notify the Department of Justice and Regulation within 21 days of any changes to your personal, contact and organisation's details.

Register for access to MyCheck then login to update your:

- address
- phone numbers (work, home or mobile)
- email address
- organisation details
- occupational fields

Update my details



To update your details you will need to be registered for My Check, if you have not registered you will need to apply by entering in your email account and creat a password.

Please remember these details as this will allow you to manage and update your Working with Children account.

MyCheck

Access to MyCheck allows you to manage your Check online.

Register for MyCheck

You were not automatically given access to MyCheck when you applied.

If you have not yet registered, do so below.

Register now



If you have forgotten your MyCheck details use the forgotten email address link and forgotten password link and follow the prompts to retrieve these details.

If you have already registered for MyCheck, login here.

Email

Password

[Login](#)

[Forgotten email address?](#)

[Forgotten password?](#)

Once logged in you will be shown your details – please check that these are correct.

[Home](#) > [MyCheck](#) > [Change my details](#)

Change my details

To save changes, you must:

- Tick the declaration that the information is correct
- Click the Submit button

Your details

Current card number

Current card type

Name

To update your organisation details and link it to your Parish you will need to remove the current Organisation details all together – by clicking on the remove link – please see arrow below:

Organisation details

Organisation name	ANGLICAN DIOCESE OF MELBOURNE
Postal number and street	209 FLINDERS LANE
Suburb	MELBOURNE
State	VIC
Postcode	3000
Phone	9653 4220
	remove 

[add an organisation](#)

You must completely remove as the Working with Children Site will not save edited details.

Once the old details of the Diocese has been removed you will need to add the Diocese again as the organisation

Organisation details

[add an organisation](#)

With the new clearance for service for Volunteers, it is important that all Volunteers are correctly linked to their Parish. To do this you cannot just add the Parish as another organisation or just edit and add the name of the Parish to the Organisation name line, but you must completely remove all the details and then add all the details again with the Parish in the same line as the Anglican Diocese of Melbourne as below:

Please see example below on correct and incorrect way to link your Parish

Organisation details

Organisation name	ANGLICAN DIOCESE OF MELBOURNE
Postal number and street	209 FLINDERS LANE
Suburb	MELBOURNE
State	VIC
Postcode	3000
Phone	9653 4220
	remove

This is the incorrect details for Volunteers

Organisation name	ANGLICAN DIOCESE OF MELBOURNE - ST ANDREWS, BRIGHTON
Postal number and street	209 FLINDERS LANE
Suburb	MELBOURNE
State	VIC
Postcode	3000
Phone	03 9653 4220
	remove

This is the correct details for Volunteers

Why is this so important?

This is so if there is a negative outcome the Diocese will be notified by the Assessment Notice and Kooyoora can then notify the Parish in the Correct manner and guide the Parish on what will need to be done.

