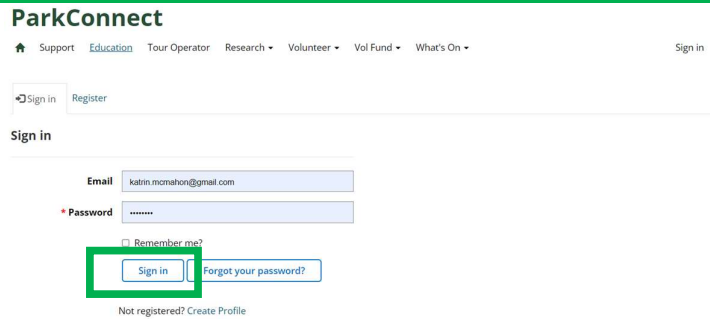


## 1 Sign in to your ParkConnect account



ParkConnect

Support Education Tour Operator Research Volunteer Vol Fund What's On Sign in

Sign in Register

Sign in

Email katin.momahon@gmail.com

Password .....

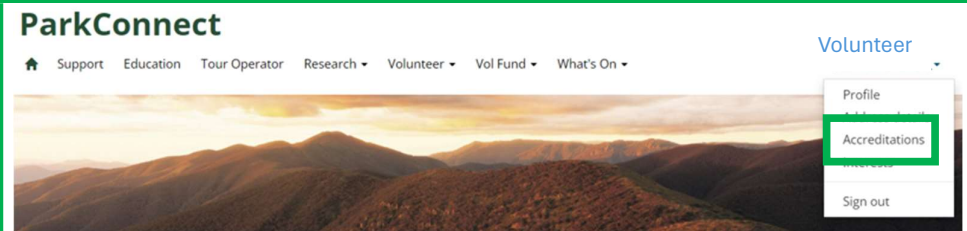
Remember me?

Sign in Forgot your password?

Not registered? Create Profile

- Navigate to ParkConnect  
<https://www.parkconnect.vic.gov.au>
- Select 'Sign In' from the navigation bar (top right)
- Enter your user email and password.
- Press the 'Sign in' button.

## 2 Navigate to accredited skills page



ParkConnect

Support Education Tour Operator Research Volunteer Vol Fund What's On Volunteer

Profile

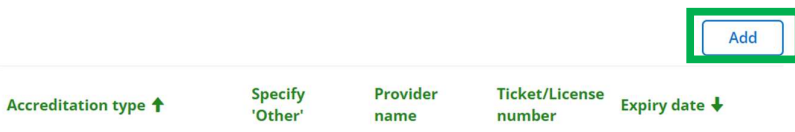
Accreditations

Sign out

- From the user menu of the navigation bar, select 'Accreditations'.

## 3 Add new Working with Children Check

### Accreditations

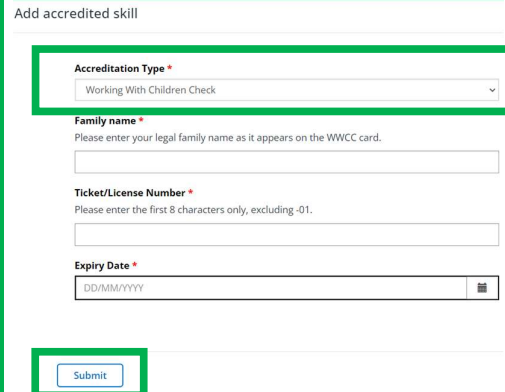


Add

Accreditation type ↑	Specify 'Other'	Provider name	Ticket/License number	Expiry date ↓
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- To add a new accredited skill/ Working with Children Check, click the 'Add' button on the right-hand side.

## 4 Submit the details



Add accredited skill

Accreditation Type \*  
Working With Children Check

Family name \*  
Please enter your legal family name as it appears on the WWCC card.

Ticket/License Number \*  
Please enter the first 8 characters only, excluding -01.

Expiry Date \*  
DD/MM/YYYY

Submit

- select 'Working with Children Check' from the drop-down list in 'Accreditation Type', complete the required fields and upload a copy of your Working with Children Check card by selecting 'Choose file'.
- Once complete, click 'Submit'.