

How to upload your Working with Children Check details onto ParkConnect

For volunteers

Upload your WWCC details onto ParkConnect



After receiving your WWCC card in the mail, you will need to upload the details and a photo of the card onto ParkConnect. It is important that the Parks Victoria Volunteer team have a record of your WWCC information.

1 Sign in to your ParkConnect account

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



From the user menu of the navigation bar, select 'Accredited skills'

3 Add new Working with Children Check

To add a new accredited skill/Working with Children Check, press the 'Add' button on the right hand side

4 Submit the details

Complete the required fields
Once complete, press 'Submit'