

# 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.

Follow the steps below or watch the short video showing how to upload [here](#).

### 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 and upload a copy of your Working with Children Check card by selecting 'choose file'

Once complete, press 'Submit'