

---

# Updating your WWC card details

---

As a homestay provider, if you have an existing WWC card then you may have applied for it as an employee or volunteer for another organisation.

If this is the case you are **required by the Department of Justice to update your details within 21 days** to include Macleod College, or update any other changed details for that matter.

It is very easy to do this, simply:

- Go the website Working with Children Checks Victoria
- Click on drop down tab 'Cardholders'
- Click on 'Update your details'
- If you already have accessed this you can login via 'My Check'. If you haven't already got a login or username/password you can request it by following the instructions and having it sent to your email.
- You can then login using the details in that email and the temporary password that is sent. You will need to change to a permanent password.
- Once logged in it will display your current details
- Scroll down to the section 'Organisation details'
- Click the button 'add an organisation'
- Type in Macleod College
- Carwarp Street
- Macleod
- 3085
- 03 9459 0222
- Click submit

Your details should then update to include Macleod College in your listing of organisations.

Once this is completed, could you please copy the screen showing the updated details and paste in to a word document.

It would be helpful if you could then email a copy of the updated organisation details to the school.

Email to: [cochrane.colleen.m@edumail.vic.gov.au](mailto:cochrane.colleen.m@edumail.vic.gov.au)

This document will be held on file showing your compliance with the Department of Justice regulations.

If you have any questions you are welcome to contact me by email or phone for advice.

Thank you for your continued involvement in making our International Student Program one which provides high quality care and support to our students.

Yours Sincerely

Colleen Cochrane  
International Student Coordinator

---

## International Student Program



**MACLEOD COLLEGE**  
A STATE Prep-Year 12 SCHOOL  
*Inspiring and supporting every child*  
WWW.MACLEOD.VIC.EDU.AU