



Government  
of South Australia

Department for Communities  
and Social Inclusion



## START YOUR APPLICATION

DSCI Screening Online is an organisation-led process.

All online screening applications **MUST** be initiated by an organisation. As an employee, volunteer or student you will be unable to start a DCSI screening on your own - an organisation must initiate an application on your behalf.

Please contact your organisation to discuss. You will need to speak with a **Requesting Officer**. Requesting Officers are responsible for initiating all online screening applications for their organisation.

### To start your application

You will need to provide your organisation with your full name, date of birth and a current email address.

Your organisation will select the

- Select the type of screening is required i.e. Child related, Disability Services, Aged Care Sector etc
- The applicant type i.e. Volunteer, contractor, employee
- Nominate who will be paying for the Screening i.e. the organisation or you, the applicant
- Indicate the role that you currently perform i.e. employed as a bus driver for an aged care service, Administrative Officer for a disability service, volunteer at childcare centre etc.

This information will pre-populate your application form. You will **NOT** be able to change this information without consulting with the organisation.

When the organisation has successfully initiated an application on your behalf, you will receive the first of two emails from the DCSI Screening Unit (refer example below) advising that your organisation has initiated an application on your behalf. **CLICK ON [Activate My Account](#)** in your email.

#### **NEW APPLICATION**

Dear cher

This is the first of two emails that you will receive from the DCSI Screening Unit.

DCSI Pty Ltd has initiated a screening application for you.

Please use the following link to activate your account:

[Activate My Account](#)

You will then receive a second email providing you with your personal account LOGIN details, username and password.

Please use this information to login to the system.

Once you have successfully logged in, you will then be asked to provide a new password of your own choice.

You will then receive a second email from the DCSI online system that looks like this.  
LOG IN using the website address provided.

Dear Elizabeth Pitt,

Thank you for contacting customer support.  
Your new Customer Portal password can be found below.

Thank you,

DCSI Screening - UAT Customer Support

Log in using  
<https://uat-screening.cs5.force.com>

Username: [julee.coomber1@sa.gov.au](mailto:julee.coomber1@sa.gov.au)  
Password: t4DONkRH

You will be taken to a screen that looks like this:

**WELCOME TO DCSI SCREENING**

This new on-line system will assist in streamlining and improving employment screening in South Australia.

In South Australia, screening is an employer-driven process, so the first step is the registration of all relevant organisations within the new online system.

**TO START:** Please click on [Register My Organisation](#)

For more information about employment screening in South Australia, please visit the website [Screening and background checks](#)

**Login**

Username\*

Password\*

[Forgot Your Password?](#)

Enter the username and password provided to you in your second email.

You will then be asked to create your own unique password. This ensures that the information you provide online remains confidential.

You can then proceed to complete your application form online.

**Please note:** Your requesting organisation will NOT be able to view the specific content of your screening application or assessment outcomes. The organisation will however be able to view the status of your application i.e. whether it has been started, verified, paid for etc.

If you require additional information, please email the screening unit via [DCSI.Screeningonline@sa.gov.au](mailto:DCSI.Screeningonline@sa.gov.au)

OR visit the website at: <http://www.dcsi.sa.gov.au/services/screening>

