UPDATING YOUR SERVICE DETAILS WITH CCS

When a Service changes or updates information such as operating hours or days, address or contact information these details are required to be updated with CCSS. Additionally, the status and any operating conditions will be reported back for awareness.

Operational users can notify the Department of Education of changes regarding the service for which they are responsible, excluding bank account details and cessation of operations.

Bank account details and cessation of operations are to be completed by a user with Management or Control role.

Summary

- Click on the settings cog and select Approvals.
- Name, Address, Contact, Fees, Child Care Places, Weeks/Year, Financial, Trustee, External Management, Temporary Ceasing, Stop Operating Sale, Notifications, Serious Incidents, ACCS Cap Percentages and Location of Records are all tabs that have Create options.
- Approval Status and Approval Conditions are notification only tabs, they will contain information relevant to the Service sent by CCSS.
- Select the relevant tab for the information that is being updated
- Click Create
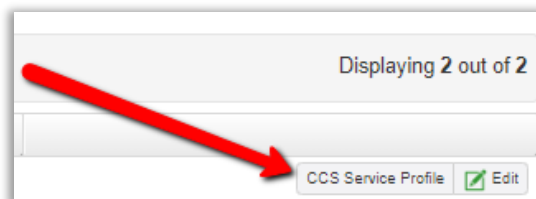- Enter the required information and click Submit

UPDATING YOUR SERVICE DETAILS WITH CCS

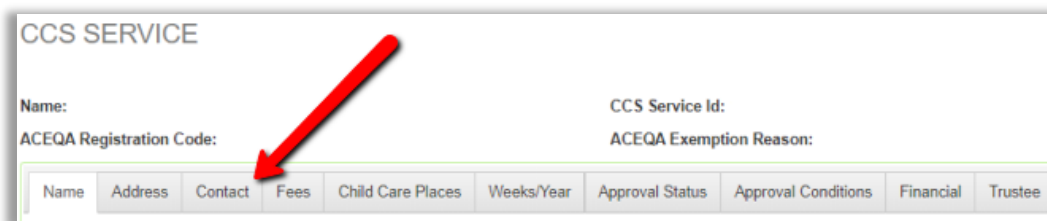## Detailed

Click on the settings **cog** and select **Approvals:**
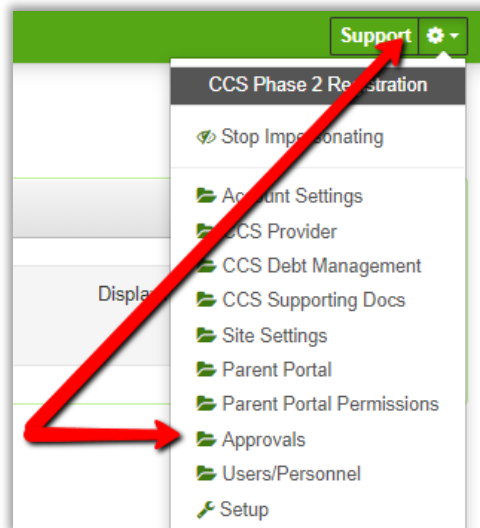
Next, click on the **CCS Service Profile** Button:

Updating CONTACT details

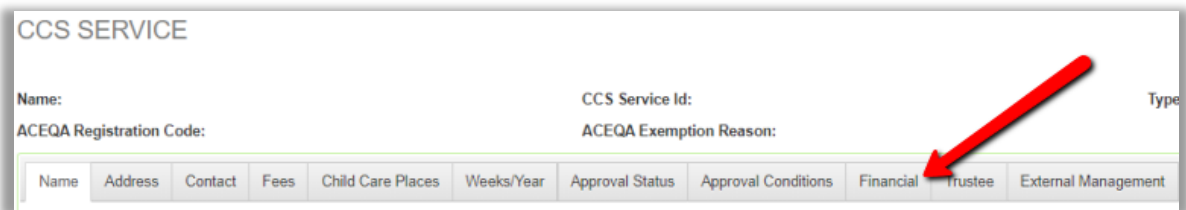When the page loads navigate to the **Contact** tab

Followed by the **Create** Button

Detailed cont.

When the following screen opens enter in the **start date** for when these details are to take effect from, enter in the new information into the fields **Phone**, **Mobile** or **Email** and authorised person then click **Submit**.
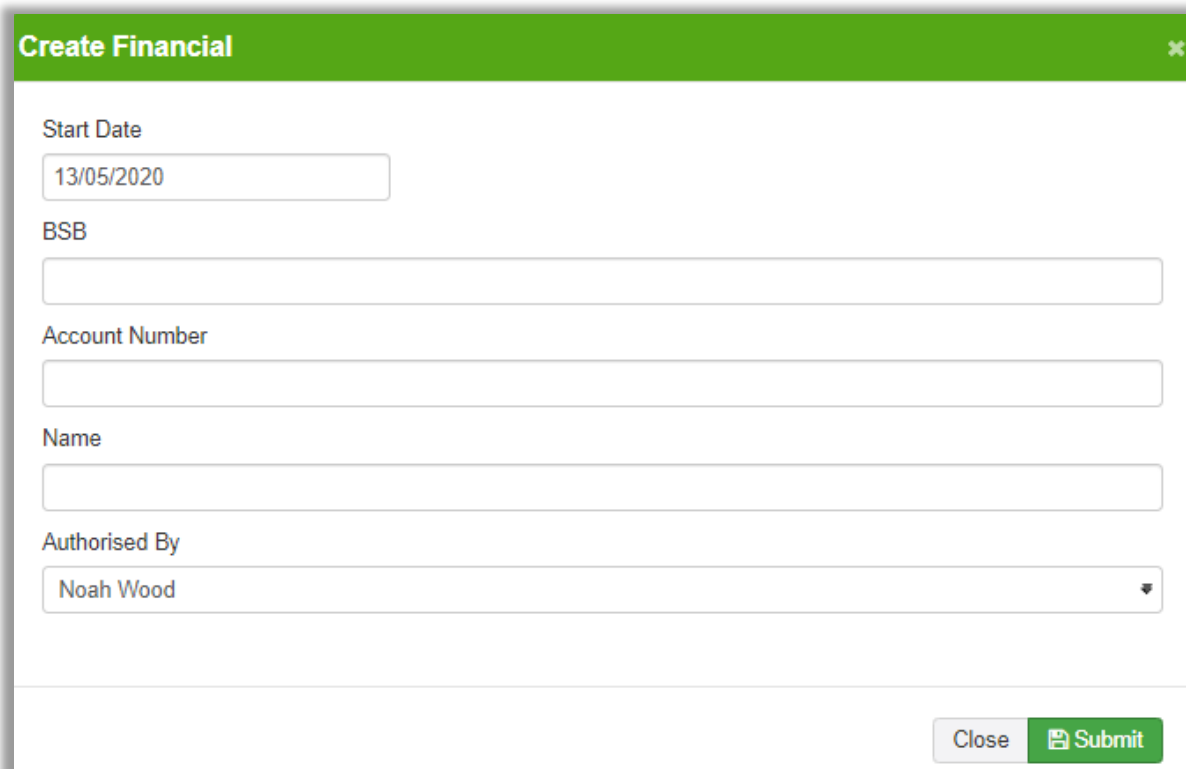
Updating FINANCIAL details

If you need to change your financial details then navigate to the financial tab:

Again, click on the Create Button **⊕ Create**

Now enter the **start date** for when these details are to take effect from, your new bank details, along with your authorised person and click on **Submit**:
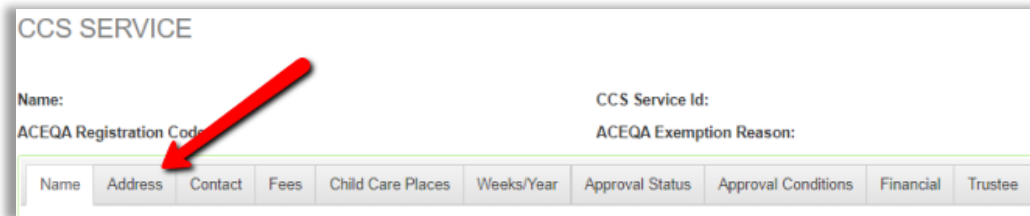
Detailed cont.

Updating Address details

Navigate to the Address Tab:

Click the **Create** Button.

The following screen will open where again you will enter the **start date**.

If it's only a temporary change you can so enter the **end date**.

You can update the Physical or Postal Address. Select the **Type** and continue on entering the information required followed by the submit button.

NOTE: Create a new record for each 'Type'

The same method can be used for the remaining tabs that have a Create option.

UPDATING YOUR SERVICE DETAILS WITH CCS

Troubleshooting

Issue: I cannot see the approval option within my cog settings

Resolution: You may not have access to the Approvals screen, this would be due to permissions on your user account. Contact your service administrator for assistance with this.