

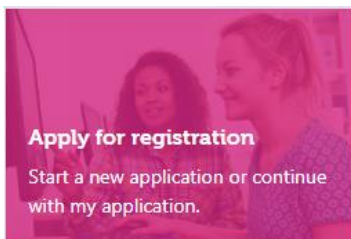
## Registered workers guide – changes to MySSSC

In February 2019, a number of changes will take place in MySSSC.

This describes the changes, so you familiarise yourself with the developments and enhancements we have made to help you maintain your registration.

### Layout

The look and feel of MySSSC is different. You now have access to a number of tiles to help you find specific information. Tiles specific to you will be displayed on your homepage, for example Apply for registration, My fees and My registration with the SSSC.



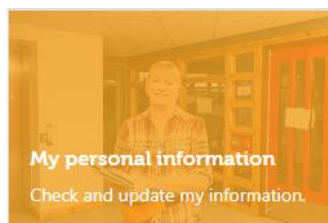
### My fees

This section allows you to view fees due and make payments online.

### My personal information


This section will enable you to tell us about changes to your contact details, work address and other relevant changes.

You can now see a list of changes you told us about, what is complete and what is still outstanding.





## My registration conditions

There is now a specific section to help you manage conditions on your registration.

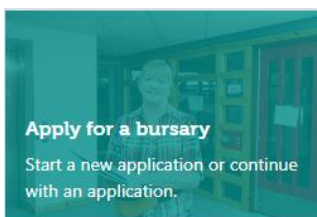
Click on  to update your condition and provide us with a copy of your qualification certificate.



Condition Start Date 	Condition End Date	Condition Type	Details 
03/12/2018	02/12/2023	Qualification	Qualification Condition – please refer to the qualification criteria guidance on our Website to see the relevant qualifications for registration with the SSSC

## Students only

This section allows you to apply for a bursary through MySSSC (Please note, eligibility criteria applies).






## Post registration training and learning (PRTL)

This section allows you to record PRTL, categorise and upload evidence your learning.



## Applying for registration

- The application is shorter and easier to complete, for example we have removed the employment history section.
- The registration number is your seven digit number only, it no longer contains SCR.
- You can now see the progress of an application at key stages, such as when it has been allocated for processing.
- You can now apply for any number of Register parts in one application (excluding social workers and students parts).
- You can add and remove Register parts before submitting it for endorsement.
- The application is automatically submitted to us when you make your payment.

Reference No. ↑	Register parts	Status	Status Details	Created On	Application Received Date
A-00245425	Residential Child Care Workers	Submitted to SSSC	We have received your application. We will begin processing it soon.	04/12/2018 10:36 AM	04/12/2018 
A-00245482	Social Workers	In Progress	Please continue by completing all necessary sections.	05/12/2018 4:05 PM	
A-00245501	Residential Child Care Workers with Supervisory Responsibilities	Awaiting Endorsement Decision	Awaiting Endorsement	11/12/2018 11:54 AM	

## Other relevant changes

The new MySSSC may not include some of the functionality users might be used to when it first launches. We will continue to make developments after the initial launch.