

**The Scout Association  
Northern Ireland Scout Council**

**Adding and Adult to Compass and carrying out the AccessNI online application Checklist**

In advance of your meeting with the new applicant you need

- The GSL's Compass Login Username and Password
- Invitation Letter (Handout 1)
- Information Form (Handout 2)
- A suitable venue with wifi/web access and a computer/laptop to use during the meeting.

<p>Make an appointment by talking to the new applicant and by using the Invitation Letter. Ask the new applicant to create an AccessNI NI Direct online account (step by step instructions on page 3). Give the new applicant the Invitation letter and ask them to bring the 7 items as detailed on the Invitation Letter to the meeting. Make sure they know to complete page 2 with details of their Referees.</p>	
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**During the meeting with the new applicant at a suitable venue with wifi/web access**

<p><b>Step 1</b> Check the new applicant's ID documents and if sufficient and appropriate complete <b>PART A</b> of the Information Form (Handout 2)</p>	
<p><b>Step 2</b> Complete <b>PART B</b> of the Information Form (Handout 2) with details of the Referees as provided by the applicant.</p>	
<p><b>Step 3</b> Sit with the new applicant and log on to <a href="https://compass.scouts.org.uk/login/User/Login">https://compass.scouts.org.uk/login/User/Login</a> using the <u>GSL's</u> username and password. Enter the new applicant's details and Scouting role onto Compass.</p>	
<p><b>Step 4</b> Before logging out of Compass complete <b>PART C</b> of the Information Form (Handout 2) with the new applicant's details from Compass.</p>	
<p><b>Step 5</b> This must be carried out immediately after adding the new applicant to Compass. Enter <a href="https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body">https://www.nidirect.gov.uk/services/apply-online-enhanced-check-through-registered-body</a> Then <b>Accessni applications</b>, then <b>apply for an enhanced check through a registered body</b>, then green button, <b>apply for an enhanced check through a registered body</b>. Enter the new <b>applicant's own</b> email address and password that they created themselves prior to the meeting. Complete the AccessNI online application. Step by step instructions are available on <a href="http://www.scoutsni.com">www.scoutsni.com</a> Step 1 PIN Number <b>2 3 8 2 6 8</b> Step 5 – <b>The Scout Association</b> The new applicant takes a note of the 10 digit case reference number so that they can trace their application on the AccessNI website.</p>	

**The meeting with the new applicant is now finished.**

**Following the meeting with the new applicant**

<p>Finalise the Information Form (Handout 2) by completing <b>PART D</b>. Email the completed Information Form to your Appointments Secretary.</p>	
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On receipt of the Information Form the Appointments Secretary is aware that the new applicant is on Compass and the AccessNI online application has been submitted. The Appointments Secretary can then contact the applicant and continue the Appointments Process.