Flow chart for National Active Support Unit Managers to add new members to Compass and process Disclosure checks



NSASU Manager will enter the applicant's identity document information into Atlantic Data and will then send an email with log in details to the applicant for them to complete remotely.

Applicant will need to complete their application and submit it on Atlantic Data. Once the information is submitted and the applicant has passed the national vetting process, the status on the Disclosure page of their record in Compass goes from "Application submitted" to "Disclosure issued". This will show that the process has been completed.

