



## Quick reference guide: Request access to the NDIS Worker Screening Database (NWSD)

### Self-managed or plan-managed participant

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## Overview

1. The NDIS Worker Screening Database (NWSD) is a national database which stores NDIS Worker Screening Check information about workers who deliver NDIS supports and services.
2. Self-managed and plan-managed participants can decide whether they will require their workers to have a worker screening clearance. More information about this can be found on our website - [Worker Screening \(self-managed and plan managed participants\)](#).
3. When a worker applies for an NDIS Worker Screening Check they must nominate an employer/s to verify their application. Once verified, the worker will be *linked* to the employer. The employer can then view and receive updates about the worker's NDIS Worker Screening Check status e.g. whether they have an NDIS Worker Screening Clearance and when that clearance is due to expire.

4. For a worker to be able to nominate an employer/s, the employer must have registered for access to the NWSD. Each employer must only make one application for access to the NWSD, after which they can manage the access of their employees by using the self-service functions (refer to *Quick Reference Guide – SMP & PMP – Manage NWSD access & email preferences*).
5. This quick reference guide provides information for self-managed and plan-managed participants about how to register for NWSD access.

**For further information please refer to the NDIS Quality and Safeguards website - [Worker Screening \(self-managed and plan-managed participants\)](#). Alternatively, contact the NDIS Quality and Safeguards Commission on 1800 035 544 or by email [nwsd@ndiscommission.gov.au](mailto:nwsd@ndiscommission.gov.au)**

## Online form

6. To request access to the NWSO, begin the online form – [Register for Worker Screening](#).
7. Enter your email address and select ‘Save and continue’.

### Register for Worker Screening

#### Form Information

Fields marked with \* are required

#### Saving and submitting your form

Your reference number:

Each form has a unique reference number. This is located at the top right of every page.

Please enter your email below and we will send you a link to your saved form.

Your email address \*

Confirm email address \*

You can return to this form by using the link sent to your email or selecting ‘Resume a saved form’ and entering your reference number. If you do not update or submit this form within 60 days, it will be deleted.

Once you have submitted the form, you will receive an on-screen confirmation that the application has been lodged. This will also be sent to the email address you specify with a copy of your submission.

If your request to ‘Register for Worker Screening’ is approved, then the primary contact for your account will need to register for a PROvider Digital Access (PRODA) account.

8. There are a number of pages on the form which are indicated by the headings on the left hand side of the screen. You can navigate back to a previous page by using the ‘Back’ button or selecting the page you want to go to. When you have completed a page, select ‘Save and continue’.



**Tip 1** – You can exit the form at anytime. You will receive an email with a link to the partially completed form. You must submit the form within 60 days or it will be deleted.

## Use of information and the system

9. Read through the information on the ‘Use of information and the system’ page and select the checkbox if you agree.

I acknowledge that the NDIS Commission may revoke NDIS Worker Screening Database access rights for anyone who fails to comply with the user access responsibilities described above.\*

10. Select the radio button next to ‘I am an NDIS participant or their representative’ if you are a **self-managed participant, plan-managed participant or their representative**. Select ‘Save and continue’.



Who are you? \*

I am an NDIS Participant or their representative

I am the authorised representative of an organisation in the disability sector

## My NDIS Plan

11. On the ‘My NDIS Plan’ page select the options that apply to you. Select ‘Save and continue’.

**My NDIS Plan**

Fields marked with \* are required

**How do you manage your NDIS plan? (select all that apply) \***

Agency-managed

Plan-managed

Self-managed

## NDIS participant details

12. On the ‘NDIS Participant details’ page enter the required fields. Select ‘Save and continue’.

Please provide the NDIS Participant's details.

Title *		
First name	Middle name	Last name *
NDIS number *	Date of birth: dd/mm/yyyy *	Gender *
43		
Contact details		
Email address *	Phone number *	

## My key contacts

13. On the 'Our key contacts' page indicate whether the NDIS participant requires access to the NWSD by selecting 'Yes' or 'No'.



**Tip 3 –** If you select 'Yes', the NDIS participant will be considered the 'primary contact' who will receive email notifications about workers linked to the NDIS participant, such as the status of a worker's NDIS Worker Screening Clearance and requests to verify a worker's NDIS Worker Screening Check application.

**My key contacts**

Fields marked with \* are required

**Does the NDIS Participant require access to the NDIS Worker Screening Database? \***

For the purposes of Worker Screening, the participant will be considered the Primary Contact and will be responsible for managing their workers on the Database.

Yes

No

List one or more key contacts for the NDIS Participant

**Add a contact**

14. If you have selected 'Yes' you do not have to add any key contacts, but you may choose to.

15. If you have selected 'No' you must add at least one key contact. A key contact will receive email notifications about workers linked to the NDIS participant, such as the status of a worker's NDIS Worker Screening Clearance and requests to verify a worker's NDIS Worker Screening Check application.

Does the NDIS Participant require access to the NDIS Worker Screening Database? \*

For the purposes of Worker Screening, the participant will be considered the Primary Contact and will be responsible for managing their workers on the Database.

Yes

No

List one or more key contacts for the NDIS Participant

Add a contact

! Please add at least one contact for NDIS Worker Screening Database.

16. To add more the one key contact, select 'Add contact'. To remove a contact, select 'Remove contact'.

### Confirm details

17. On the 'Confirm details' page check that the information you entered on the 'My key contacts' page is the correct current legal name and correct email address for each person.

For each person, please double check that you have listed:

- their current legal name, as shown on their identity documents; and
- the correct email address.

If they only have a single name, please enter it in the 'Last name' field and leave the 'First name' field blank. Their legal name will be checked at a later date against the information listed on their PRODA account.

**Registering for PRODA is essential to gain access to the NDIS Worker Screening Database. However, it should be noted that registering for a PRODA account does not make you a registered NDIS provider.**

First name	Middle name	Last name *	Email address *
1 Example		SMP	
2 First		Key Contact	

### The primary contact

18. Select one primary contact from the list of key contacts you have entered, then select 'Save and continue'.



**Tip 5** – The primary contact will be able to access the NWSD on behalf of the NDIS participant and will be responsible for the NDIS participant’s NWSD account. This allows the primary contact to manage user access on behalf of the NDIS participant e.g. adding and removing additional key contacts to the account.

**If someone other than the NDIS participant is selected as the primary contact, the NDIS participant will not receive access to the NWSD. The primary contact will receive access (if approved) and access the NWSD on behalf of the participant.**

The primary contact will receive email notifications about workers linked to the NDIS participant, such as the status of a worker’s NDIS Worker Screening Clearance and requests to verify a worker’s NDIS Worker Screening Check application.

The other key contacts (those that are not the primary) will *not* receive these notifications.

Select one person from the list below: \*

Example SMP will become the access delegate.

First Key Contact

## Workers

19. On the ‘Workers’ page, select ‘Add a worker’ if your organisation is intending to engage any workers that have applied for or have made an application for an NDIS Worker Screening Check application.

If you do not want to add a worker, select ‘Save and continue’ and skip to step 21 below.

20. Enter the worker’s ‘Worker last name’ and ‘Application ID’ or ‘Worker Screening ID’ and select ‘Check’. The worker must be verified before you can progress.



**Tip 6** – The worker’s application ID is the reference number they received when they made their NDIS Worker Screening Check application. If the worker already has a worker screening clearance, they will have a Worker Screening ID.

Please Identify any workers that have applied for an NDIS Worker Screening Check

By linking to a worker:

- You indicate that this person does (or intends to) provide NDIS support services for you; and
- You or your nominated contacts will receive any updates on changes to their status; and
- You will be able to see the worker’s current status and eligibility to provide NDIS services.

Please input the worker’s last name and either their Application Id or Worker Screening Id, then select Check.

Add a worker

1.

Worker's last name *		Verified?
		NO
Application Id	OR	Worker Screening Id

**Add a worker**

**Check** **Remove**

## Summary and declaration

21. On the 'Summary and declaration' page check the details you have entered into the application, enter your name in the 'My full name' field and tick the two check box declarations if you agree, then select 'Submit'.

My full name *	My email address *
<input checked="" type="checkbox"/> I understand and agree to the above declaration *	
<input checked="" type="checkbox"/> I acknowledge that giving false or misleading information to the NDIS Commission is a serious offence under section 137.1 of the <i>Criminal Code Act 1995 (Cth)</i> *	
<b>Submit</b>	

## Submission received

22. Once the application is submitted you will receive a confirmation email with a copy of your application, and be taken to a confirmation screen.
23. From the confirmation screen you can also choose to email a copy of the completed application to a different email address or download a copy of the application to save.

Your form has been received by the NDIS Quality and Safeguards Commission. We will review your request to register for Worker Screening. Until then, you can [visit our website](#) for more information on Worker Screening.

NDIS Participant name	Reference number	Submission date
[REDACTED]	[REDACTED]	[REDACTED]

#### Next steps

1. We will review your request to register for Worker Screening and send you an email with the outcome.
2. If your request is approved, the primary contact will receive an email with instructions on how to login to the NDIS Worker Screening Database.

#### For your records

A copy of your submission has been sent to example@email.com

[Download a copy](#)

[Email another copy](#)

## PRODA Account

24. If your request for access to the NWSD is approved, you will receive an email prompting you to complete the access request.
25. Follow the link provided in the email which will take you to a PRODA sign in page. If you already have a PRODA account, log in. If you do not have a PRODA account register by following the link.



**Tip 7** - If you are having trouble registering for PRODA contact the PRODA Helpdesk on 1800 700 199.

The screenshot shows the PRODA Provider Digital Access login interface. At the top, there is a logo for the Australian Government Services Australia. Below the logo, the text "PRODA" and "Provider Digital Access" is displayed. The main heading is "Login". A sub-instruction says "If you have already created your PRODA account, login below.". There are two input fields: "Username" and "Password". Below the password field is a "Show" link. Underneath each field is a "Forgot your [field]?" link. At the bottom left is a blue "Login" button, and at the bottom right is a red-bordered link "Do not have a PRODA account? [Register now](#)".

26. On the 'Portal entry point' screen, select the correct 'Provider name' (which is the name of the NDIS participant) and 'Role'. Choose the '**Worker Screening for NDIS Participants**' to go directly to the NWSD.