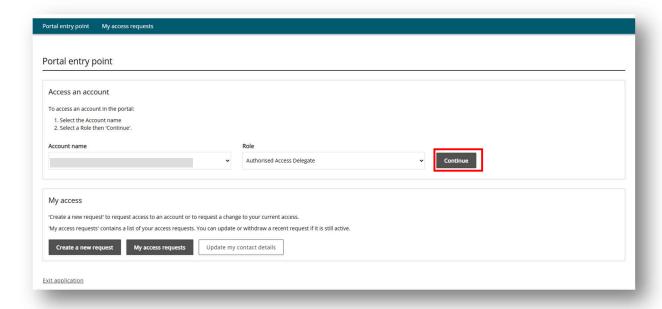
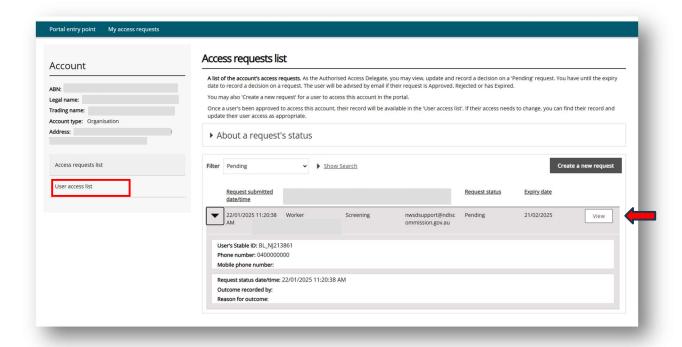
Approve or reject a request for access (as the Authorised Access Delegate)

- When an employee submits a request for access to the NDIS Worker Screening Database, the Authorised Access Delegate will receive an email. Click the link in the email to view the access request.
- 2. Log into **PRODA** and select the **Account name** and **Authorised Access Delegate** as the **Role**. Click **Continue**.



3. To view pending access requests, select **Access requests list.** Click **View** to see the request details and respond.



4. Review the roles that the applicant has selected and ensure the appropriate checkboxes are ticked and click **Approve**. If wish to edit the roles selected by the applicant, you can do so here by selecting/deselecting the boxes and clicking **Save** then **Approve**. You can also **Withdraw** or **Reject** the request. The applicant will receive an email advising them of the outcome.

