

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

1. 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**.

Portal entry point   My access requests

Portal entry point

Access an account

To access an account in the portal:

1. Select the Account name
2. Select a Role then 'Continue'.

Account name  Role  **Continue**

My access

'Create a new request' to request access to an account or to request a change to your current access.

'My access requests' contains a list of your access requests. You can update or withdraw a recent request if it is still active.

**Create a new request**   **My access requests**   Update my contact details

[Exit application](#)

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

Portal entry point   My access requests

Account

ABN:

Legal name:

Trading name:

Account type: Organisation

Address:

Access requests list

**User access list**

Access requests list

A list of the account's access requests. As the Authorised Access Delegate, you may view, update and record a decision on a 'Pending' request. You have until the expiry date to record a decision on a request. The user will be advised by email if their request is Approved, Rejected or has Expired.

You may also 'Create a new request' for a user to access this account in the portal.

Once a user's been approved to access this account, their record will be available in the 'User access list'. If their access needs to change, you can find their record and update their user access as appropriate.

► About a request's status

Filter  [Show Search](#) **Create a new request**

Request submitted date/time	Request status	Expiry date
22/01/2025 11:20:38 AM	Pending	21/02/2025

**View**

User's Stable ID: BL\_NJ213861

Phone number: 0400000000

Mobile phone number:

Request status date/time: 22/01/2025 11:20:38 AM

Outcome recorded by:

Reason for outcome:

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.

### Access to roles

You may update the role(s) selected on this request if it is pending or awaiting action. If this request is Approved, the user will only receive access to the selected role(s) going forward.

<input checked="" type="checkbox"/> <b>Approved Quality Auditor :</b> An employee of an Audit organisation, this person has the same responsibility of an 'Auditor' role and more. They are responsible for witnessing and submitting an assessment on a registration application, and providing an audit recommendation.	<input checked="" type="checkbox"/> <b>Behaviour Support Practitioner Admin :</b> Provides data entry support to a Behaviour Support Practitioner to enter a behaviour support plan in the portal.
<input checked="" type="checkbox"/> <b>Auditor :</b> An employee of an Audit organisation, this person is responsible for witnessing and submitting an assessment on a registration application.	<input checked="" type="checkbox"/> <b>Behaviour Support Reporting Admin :</b> Provides data entry support to an Authorised Reporting Officer by entering reports on the use of an authorised restrictive practice.
<input checked="" type="checkbox"/> <b>Authorised Reportable Incidents Approver :</b> Responsible for completing, reviewing and submitting a reportable incident to the NDIS Commission.	<input checked="" type="checkbox"/> <b>Practitioner Profile :</b> A role provided to an NDIS Behaviour Support Practitioner to allow them to manage their profile. A practitioner should contact the NDIS Commission if they require access to this role. Note 'Behaviour support practitioner' role should be requested to lodge behaviour support plans in the portal.
<input checked="" type="checkbox"/> <b>Authorised Reportable Incidents Notifier :</b> Responsible for documenting a reportable incident in preparation for review and submission.	<input checked="" type="checkbox"/> <b>Registrant :</b> Responsible for managing and varying an NDIS Provider's current scope of registration as well as managing email preferences for the organisation.
<input checked="" type="checkbox"/> <b>Authorised Reporting Officer :</b> Responsible for accepting a behaviour support plan and submitting monthly reports on the use of an authorised restrictive practice.	<input checked="" type="checkbox"/> <b>Worker Screening Officer :</b> Responsible for managing the provider's workers.
<input checked="" type="checkbox"/> <b>Behaviour Support Practitioner :</b> Responsible for developing and lodging a behaviour support plan for a person with disability. This role requires approval as an NDIS behaviour support practitioner.	<input checked="" type="checkbox"/> <b>Authorised Access Delegate :</b> Responsible for approving system access requests for the account. Can also remove user access or submit an access request for other users to this account.

Back

Withdraw

Save

Reject

Approve