

## Approve or reject a request for access

As an Authorised Access Delegate, you will be:

- Responsible for approving system access requests for the database for your organisation
- Able to approve and remove user access requests or submit an access request for other users to this account

1. Select **your organisation** > select **Authorised Access Delegate** > **Continue**

Australian Government  
Department of Social Services

Logout

Portal entry point My access requests

NDIS Worker Screening Database

Portal entry point

Access an account All fields marked with an asterisk (\*) are required.

1. Select an account \*

Account name ^	Account type	Account sector
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Select a Role then Continue

Role

Authorised Access Delegate

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](#)

## 2. Pending access requests will be listed here > Action > Accept or Reject.

The screenshot shows the 'Access requests list' page in the NDIS Worker Screening Database. The page header includes the Australian Government logo, the Department of Social Services, and links for 'Change role / Manage access' and 'Logout'. The left sidebar contains links for 'Portal entry point', 'My access requests', 'Account', 'Access requests list', and 'User access list'. The main content area is titled 'Access requests list' and contains a description of the account's access requests, a 'Create a new request' button, and a filter dropdown menu. The filter dropdown menu is currently set to 'Pending' and shows a list of options: 'Pending', 'All active requests', 'Recent requests (last 30 days)', 'Awaiting email verification', 'Awaiting user', 'Approved', 'Rejected', 'Withdrawn', 'Expired', and 'All'. A red box highlights the filter dropdown menu, and a red arrow points to the 'Access requests list' link in the left sidebar.

**Account**

ABN: [Redacted]  
Legal name: [Redacted]  
Trading name: [Redacted]  
Account sector: Disability  
Account type: Organisation  
Address: [Redacted]

**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: Pending ▼

► [Show Search](#)

Create a new request

Access requests list

User access list

Filter dropdown menu options:

- Pending
- All active requests
- Recent requests (last 30 days)
- Awaiting email verification
- Awaiting user
- Approved
- Rejected
- Withdrawn
- Expired
- All