

Finalise access to the database once your application has been approved

You will receive an email with a link to continue the finalisation of access, if your link expires or is not working, please follow the below steps.

1. Log into your **PRODA** account.

Australian Government
Services Australia

PRODA
Provider Digital Access

Login

If you have already created your PRODA account, login below.

Username

[Forgot your username?](#)

Password

[Show](#)

[Forgot your password?](#)

Login

Do not have a PRODA account? [Register now](#)

or

Login using your Digital Identity

[Find out if this option is for you](#)

2. Scroll down to **Available Services** > Click on **NDIS Quality and Safeguards Commission – Worker Screening for Unregistered Providers and NDIS Participants**.

Privacy Notice
By linking to any of the online services below, you agree that your personal and / or your organisation's information (including your organisations' personnel details) may be shared with the relevant department or agency to determine appropriate access to their online system.

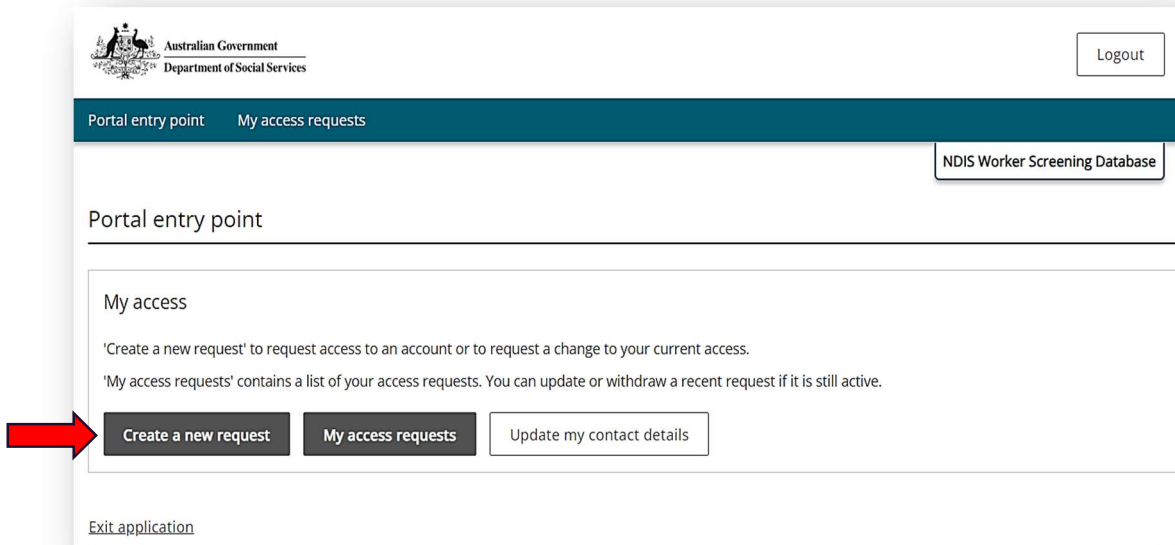
My linked services

You have not added any services. Select a service from the Available services section below to begin the matching process.

Available services

Aged Care Provider Portal	Business Hub	CHILD CARE provider entry point
MyOrg	DVA Online Services	Disability Medical Assessment Online Services
Health Professional Online Services	CHILD CARE inclusion support portal	My Health Record

NATIONAL CANCER SCREENING REGISTER	ndis myplace Provider Portal	ndis Partner Portal
NDIS Quality and Safeguards Commission Provider Portal	National Redress Scheme	NDIS WORKER SCREENING
PBS Online	VCF Connect	TCSI Support
NDIS Quality and Safeguards Commission Applications Portal		

3. Click **Create a new request**.


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Logout

Portal entry point My access requests

NDIS Worker Screening Database

Portal entry point

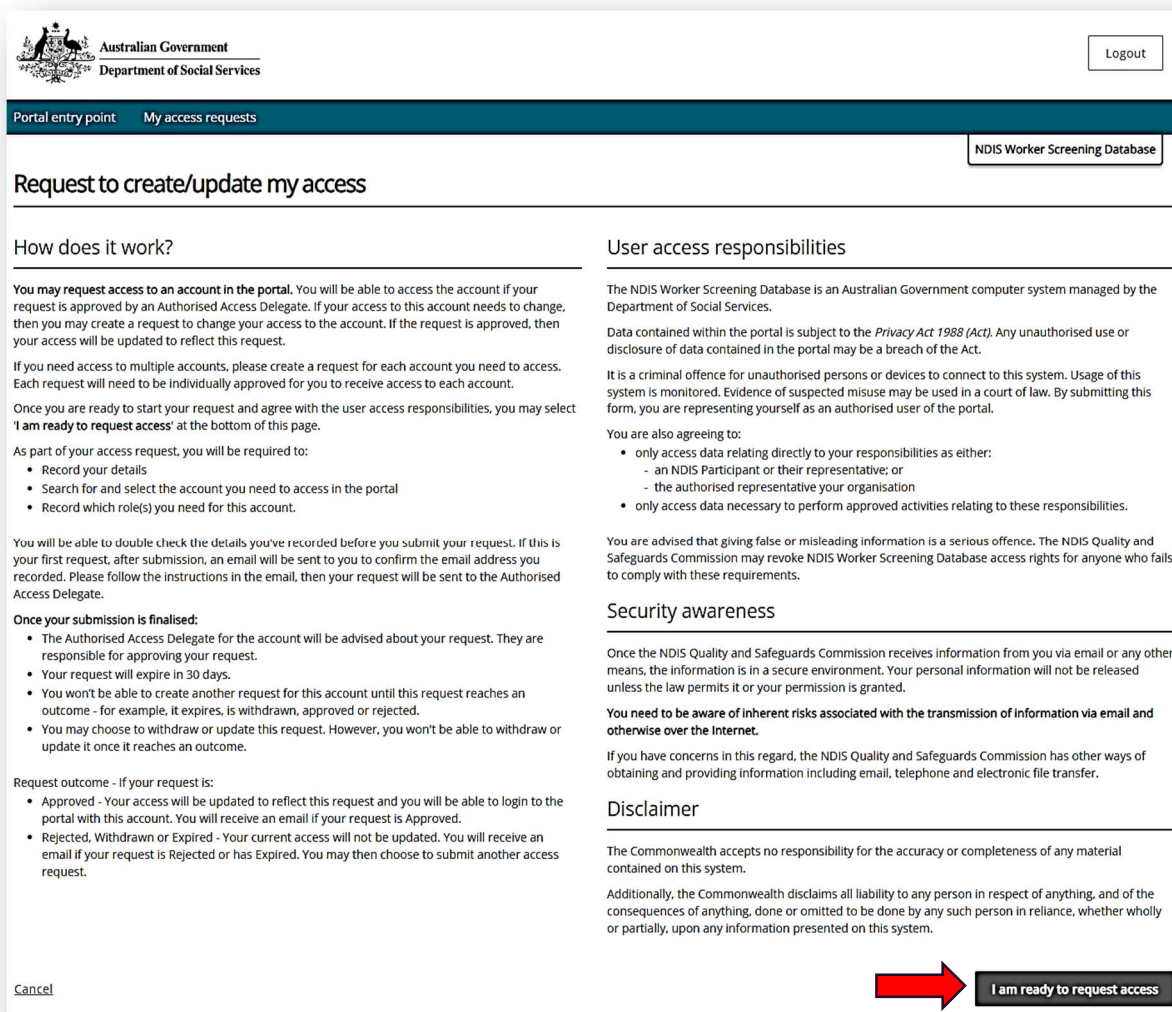
My access

'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](#)

4. Click **I am ready to request access**.


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Request to create/update my access

How does it work?

You may request access to an account in the portal. You will be able to access the account if your request is approved by an Authorised Access Delegate. If your access to this account needs to change, then you may create a request to change your access to the account. If the request is approved, then your access will be updated to reflect this request.

If you need access to multiple accounts, please create a request for each account you need to access. Each request will need to be individually approved for you to receive access to each account.

Once you are ready to start your request and agree with the user access responsibilities, you may select 'I am ready to request access' at the bottom of this page.

As part of your access request, you will be required to:

- Record your details
- Search for and select the account you need to access in the portal
- Record which role(s) you need for this account.

You will be able to double check the details you've recorded before you submit your request. If this is your first request, after submission, an email will be sent to you to confirm the email address you recorded. Please follow the instructions in the email, then your request will be sent to the Authorised Access Delegate.

Once your submission is finalised:

- The Authorised Access Delegate for the account will be advised about your request. They are responsible for approving your request.
- Your request will expire in 30 days.
- You won't be able to create another request for this account until this request reaches an outcome - for example, it expires, is withdrawn, approved or rejected.
- You may choose to withdraw or update this request. However, you won't be able to withdraw or update it once it reaches an outcome.

Request outcome - If your request is:

- Approved - Your access will be updated to reflect this request and you will be able to login to the portal with this account. You will receive an email if your request is Approved.
- Rejected, Withdrawn or Expired - Your current access will not be updated. You will receive an email if your request is Rejected or has Expired. You may then choose to submit another access request.

Cancel

User access responsibilities

The NDIS Worker Screening Database is an Australian Government computer system managed by the Department of Social Services.

Data contained within the portal is subject to the *Privacy Act 1988 (Act)*. Any unauthorised use or disclosure of data contained in the portal may be a breach of the Act.

It is a criminal offence for unauthorised persons or devices to connect to this system. Usage of this system is monitored. Evidence of suspected misuse may be used in a court of law. By submitting this form, you are representing yourself as an authorised user of the portal.

You are also agreeing to:

- only access data relating directly to your responsibilities as either:
 - an NDIS Participant or their representative; or
 - the authorised representative your organisation
- only access data necessary to perform approved activities relating to these responsibilities.

You are advised that giving false or misleading information is a serious offence. The NDIS Quality and Safeguards Commission may revoke NDIS Worker Screening Database access rights for anyone who fails to comply with these requirements.

Security awareness

Once the NDIS Quality and Safeguards Commission receives information from you via email or any other means, the information is in a secure environment. Your personal information will not be released unless the law permits it or your permission is granted.

You need to be aware of inherent risks associated with the transmission of information via email and otherwise over the Internet.

If you have concerns in this regard, the NDIS Quality and Safeguards Commission has other ways of obtaining and providing information including email, telephone and electronic file transfer.

Disclaimer

The Commonwealth accepts no responsibility for the accuracy or completeness of any material contained on this system.

Additionally, the Commonwealth disclaims all liability to any person in respect of anything, and of the consequences of anything, done or omitted to be done by any such person in reliance, whether wholly or partially, upon any information presented on this system.

I am ready to request access

5. Click **Organisation for Worker Screening employer** > **Next**

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Portal entry point My access requests

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Request to create/update my access

1. Record your details All fields marked with an asterisk (*) are required.

First name

Last name

Email address

Phone number*

Mobile phone number

2. Request access to which account? *

I would like to request access to the account of an:

☐ NDIS Participant who is a Worker Screening employer

☐ Organisation who is a Worker Screening employer

Back [Discard request](#) **Next**

6. Enter your **ABN only** - Account Sector – **Disability** > **Run search**

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Request to create/update my access

3. Search for and select the organisation's account

Search for the organisation's account using their ABN, Legal name, Trading name or Organisation address.

Organisation details

Legal name

Trading name

ABN

Account sector

Please select

Please select

Disability

Veterans

Aged Care

Address line 1

Address line 2

Suburb/town

State

Postcode

Back [Clear search](#) [Discard request](#) **Run search**

7. Select the Organisation.

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Portal entry point: My access requests

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3. Search for and select the organisation's account

Search for the organisation's account using their ABN, Legal name, Trading name or Organisation address.

Organisation details

Legal name Trading name ABN

Account sector
Disability

Address details

Address line 1

Address line 2

Suburb/town State Postcode

Back Clear search Discard request Run search

Results (1)

ABN	Legal name ^	Trading name	Primary location	Account sector	
				Disability	Select

8. Select **Worker Screening for Organisation** and **Authorised Access Delegate** as the roles > click **next**.

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Portal entry point: My access requests

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Request to create/update my access

4. Access to roles

Select one or more roles to specify the access you need to this account. If this request is Approved, you will only receive access to the selected role(s).

☐ **Worker Screening for NDIS Participants**
I am an NDIS Participant or their representative, and I am responsible for managing the participant's workers. Select this role if you intend to request access to the account of an 'NDIS Participant who is a Worker Screening employer'.

☐ **Worker Screening for organisations**
Responsible for managing the organisation's workers. Select this role if you intend to request access to the account of an 'Organisation who is a Worker Screening employer'.

☐ **Authorised Access Delegate**
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 Discard request Next

9. Tick - **I confirm the above details are correct** > click **submit**.

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5. Access request summary

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

Your details

First name : Last name :
 Email address : Phone number : Mobile phone number :

Account details

Legal name :
 Trading name :
 ABN : Primary location : Account sector : Disability

Access to roles

If this request is Approved, you will be able to access the account with the selected role(s) only.
 Selected role(s) : Worker Screening for organisations

Next steps

- Once this request is submitted, an email about this request will be sent to the Authorised Access Delegate for the account. They are responsible for approving your request.
- If this is your first portal request, after you click 'Submit' an email will be sent to confirm your email address. Please follow the email's instructions to finalise this request and progress the next steps.

6. Acknowledgement

☐ I confirm the above details are correct. *

[Back](#) [Discard request](#) [Submit](#)

10. Click **Finish**. This access request will generally take **24-48 hours** to be updated in the database.