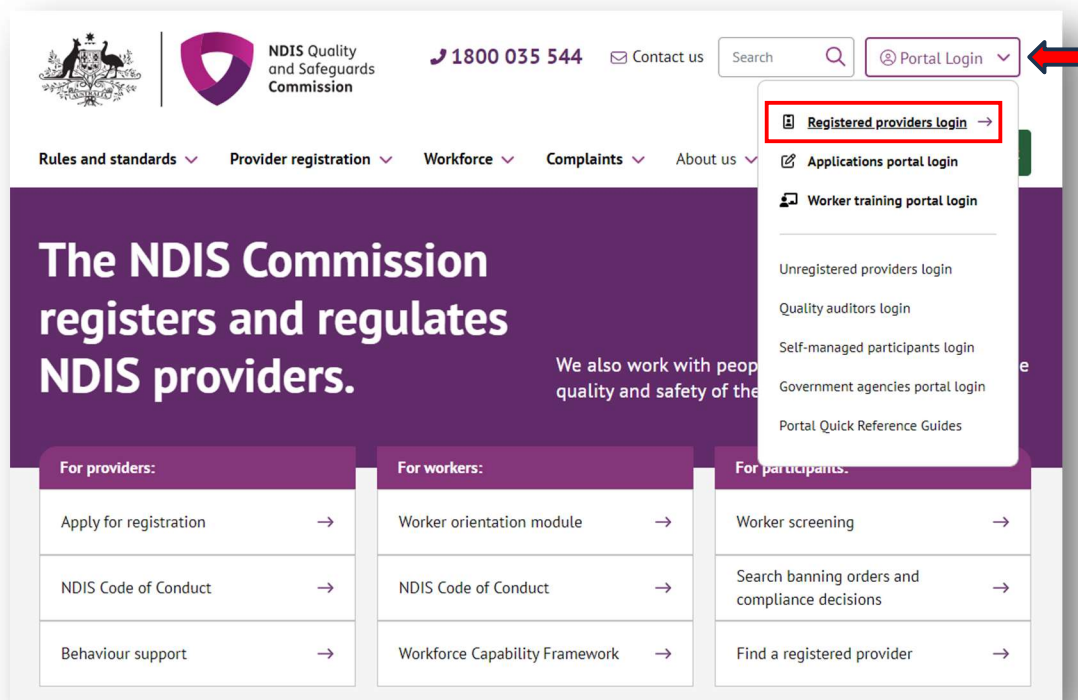


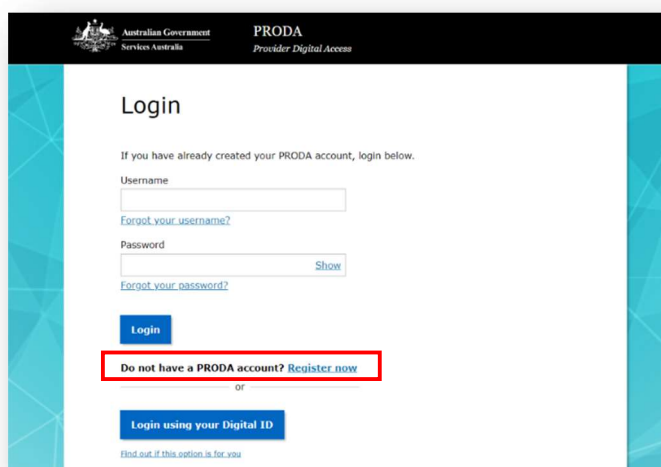
Log in to the NDIS Worker Screening Database for the first time

The **primary contact** on the registration application will automatically receive access as the registrant and Authorised Access Delegate role once the registration has been approved. Once the primary contact confirmation is approved, you will log in directly through the Registered Provider Portal.

1. To obtain access to the NDIS Worker Screening Database, visit the NDIS Commission website at www.ndiscommission.gov.au.
2. Navigate to **Portal Login > Registered providers login**.



3. You will be prompted to log into **PRODA**. If you do not have a PRODA account, please create one by selecting **register now**.



- Once registered with **PRODA** and logged in > navigate to the **Available services** > scroll down and click NDIS Quality and Safeguards Commission Provider Portal.

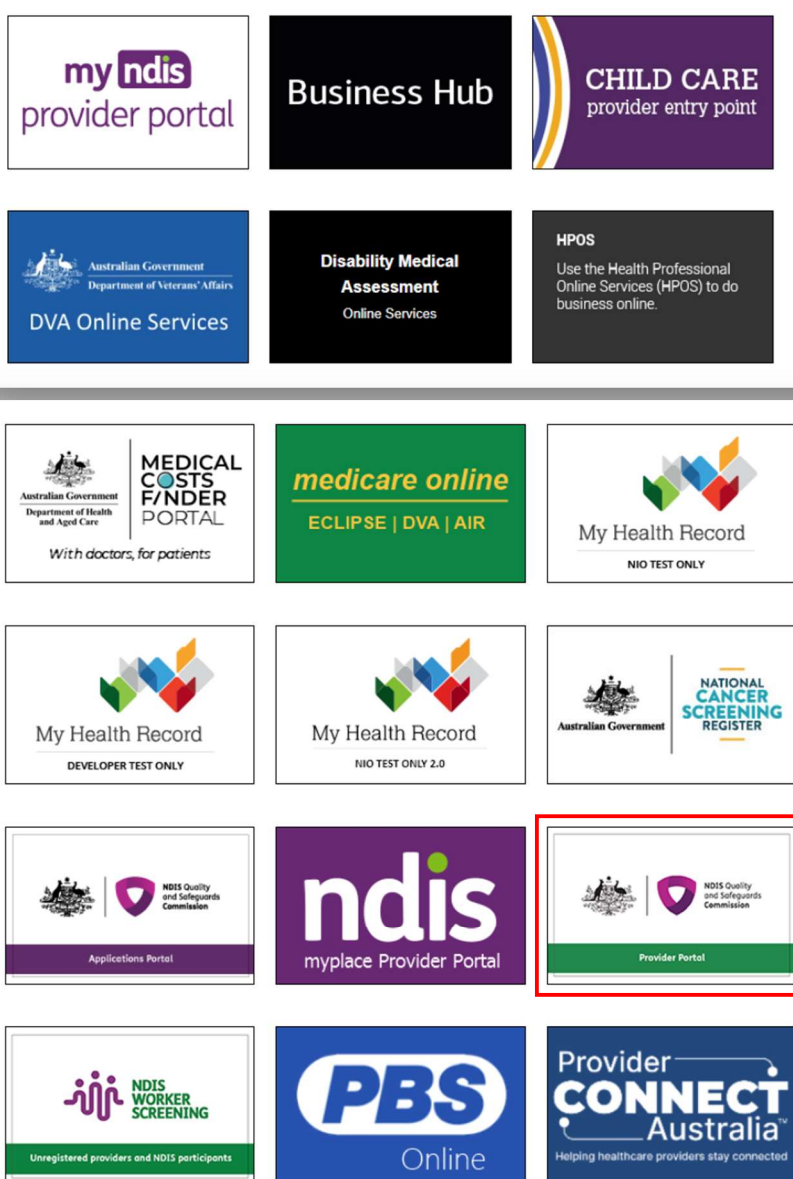
Privacy Notice

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



5. At the **Portal entry point** select **Create a new request**.

Portal entry point My access requests

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](#)

[Exit application](#)

6. Read the information on the page and select **I am ready to request access**.

Portal entry point My access requests

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.

User access responsibilities

The NDIS Quality and Safeguards Commission Portal - NTE04 is an Australian Government computer system managed by the Department of Social Services.

Data contained within the NDIS Quality and Safeguards Commission Portal - NTE04 is subject to the *Privacy Act 1988 (Act)*. Any unauthorised use or disclosure of data contained in the NDIS Quality and Safeguards Commission Portal - NTE04 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 NDIS Quality and Safeguards Commission Portal - NTE04.

You are also agreeing to:

- only access data relating directly to your organisation's responsibilities;
- only access data necessary to perform approved activities relating to your organisation's responsibilities.

You are advised that giving false or misleading information is a serious offence.

The NDIS Quality and Safeguard Commission may revoke NDIS Quality and Safeguards Commission Portal - NTE04 access rights for anyone who fails to comply with these requirements.

Security awareness

Once the NDIS Quality and Safeguard 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 Safeguard 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.

[Cancel](#) [I am ready to request access](#)

7. These details are pre-populated from your PRODA account. Ensure that your details are correct and click **Next**.

Portal entry point My access requests

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

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

8. Enter the **ABN only** (without spaces) and select **Run search**. In the results section **Select** your organisation.

Portal entry point My access requests

Request to create/update my access

2. 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

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Select](#)

9. Please read all the role descriptions, select the roles you require and click **Next**.

Portal entry point My access requests

Request to create/update my access

3. 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).

<input type="checkbox"/> Approved Quality Auditor 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 type="checkbox"/> Behaviour Support Practitioner Admin Provides data entry support to a Behaviour Support Practitioner to enter a behaviour support plan in the portal.
<input type="checkbox"/> Auditor An employee of an Audit organisation, this person is responsible for witnessing and submitting an assessment on a registration application.	<input type="checkbox"/> Behaviour Support Reporting Admin Provides data entry support to an Authorised Reporting Officer by entering reports on the use of an authorised restrictive practice.
<input type="checkbox"/> Authorised Reportable Incidents Approver Responsible for completing, reviewing and submitting a reportable incident to the NDIS Commission.	<input type="checkbox"/> Practitioner Profile 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 type="checkbox"/> Authorised Reportable Incidents Notifier Responsible for documenting a reportable incident in preparation for review and submission.	<input checked="" type="checkbox"/> Registrant Responsible for managing and varying an NDIS Provider's current scope of registration as well as managing email preferences for the organisation.
<input type="checkbox"/> Authorised Reporting Officer Responsible for accepting a behaviour support plan and submitting monthly reports on the use of an authorised restrictive practice.	<input checked="" type="checkbox"/> Worker Screening Officer Responsible for managing the provider's workers.
<input type="checkbox"/> Behaviour Support Practitioner 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"/> 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](#)

10. Ensure that the details provided are correct, select **I confirm the above details are correct** then click **Submit**.

Portal entry point My access requests

Request to create/update my access

4. Access request summary All fields marked with an asterisk (*) are required.

Your details

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

Account details

Legal name :
Trading name :
ABN : Primary location :

Access to roles

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

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.

5. Acknowledgement

☒ I confirm the above details are correct. *

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

11. Your request has now been submitted for approval, click **Finish**.

You can view the status of your access requests by selecting **My access requests** at the top of the screen. You will receive an email once your access has been approved.

Tip: Once your request has been submitted, it will generally take 24-48 hours to be approved in the database.

The screenshot shows a web interface for 'Request to create/update my access'. At the top, there's a teal header with 'Portal entry point' and 'My access requests'. Below the header, the title 'Request to create/update my access' is displayed. A green success message states: 'Access request submitted. Your access request details are shown below.' The status 'Finished' is shown. The form is divided into sections: 'Your details' (First name: Worker, Last name: Screening, Email address, Phone number, Mobile phone number), 'Account details' (Legal name, Trading name, ABN, Primary Location), and 'Access to roles' (Selected role(s)). Below these is a 'Next steps' section with a bulleted list of instructions. At the bottom right, there is a 'Finish' button, which is highlighted by a red arrow.

Portal entry point My access requests

Request to create/update my access

✓ Access request submitted. Your access request details are shown below.

Finished

Your details

First name : Worker Last name : Screening

Email address : Phone number : Mobile phone number :

Account details

Legal name : Trading name : ABN : Primary Location :

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) :

Next steps

- An email about this request has been sent to the Authorised Access Delegate for action.
- You won't be able to create another request for this account until this request reaches an outcome.
- 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.
- Your request will expire on Saturday, 01 February 2025 if it does not reach an outcome.

Request outcome - If your request is:

- Approved - Your access will be updated to reflect this request. You will be able to login to the portal with this account using the selected role(s). 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.

Finish