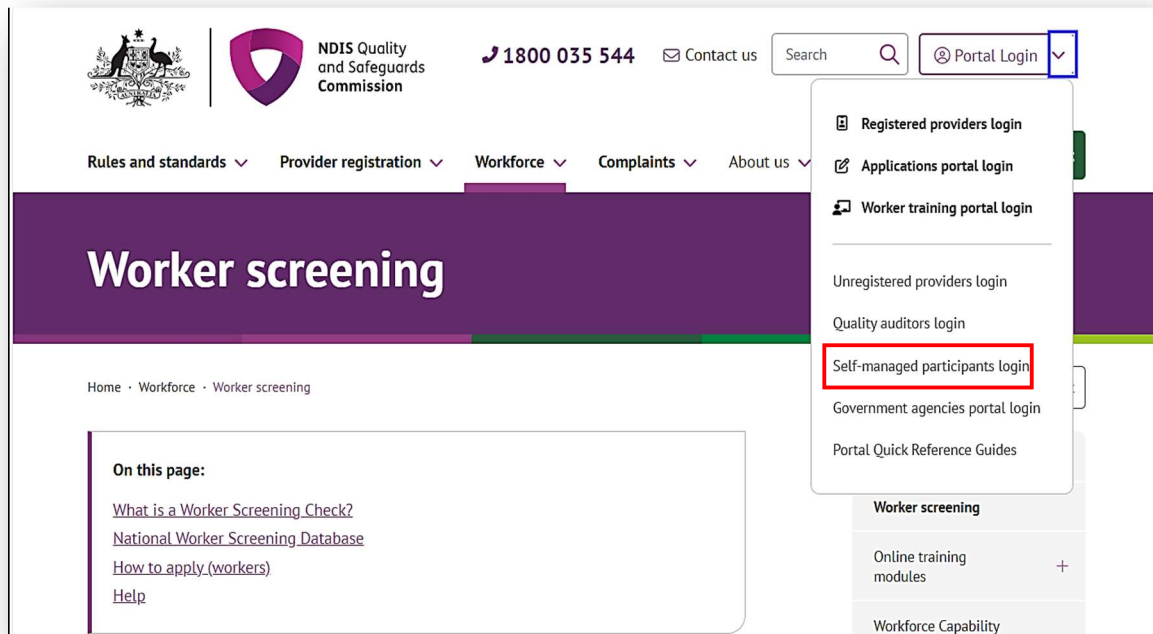


Log in to the NDIS worker screening database once your access has been finalised

1. Go to www.ndiscommission.gov.au

Once you have access to the Worker Screening Database you will select the **below login** option

Go to **Portal Login** > select **NDIS Participants login**



2. Click **Log in** (this will take you to your **PRODA** Account)

The screenshot shows the NDIS Quality and Safeguards Commission website. The header includes the commission's logo, contact information (1800 035 544), and a search bar. A navigation menu contains links for Rules and standards, Provider registration, Workforce, Complaints, and About us. A green button labeled 'Make a complaint' is also present. The main heading is 'Unregistered providers portal login'. Below this, there is a section titled 'On this page:' with links for 'Access the portal', 'First time users', and 'Help'. The 'Access the portal' section explains that logging in provides access to the Worker Screening Database. A red arrow points to the 'Log in' button at the bottom of this section.

3. Login to your **PRODA** Account

The screenshot shows the PRODA login page. The header includes the Australian Government Services Australia logo and the PRODA logo. The main heading is 'Login'. Below this, there is a section titled 'If you have already created your PRODA account, login below.' which contains a red box around the 'Username' and 'Password' input fields. There are links for 'Forgot your username?' and 'Forgot your password?'. A red arrow points to the 'Login' button. Below the login fields, there is a link for 'Do not have a PRODA account? Register now' and a button for 'Login using your Digital Identity'.

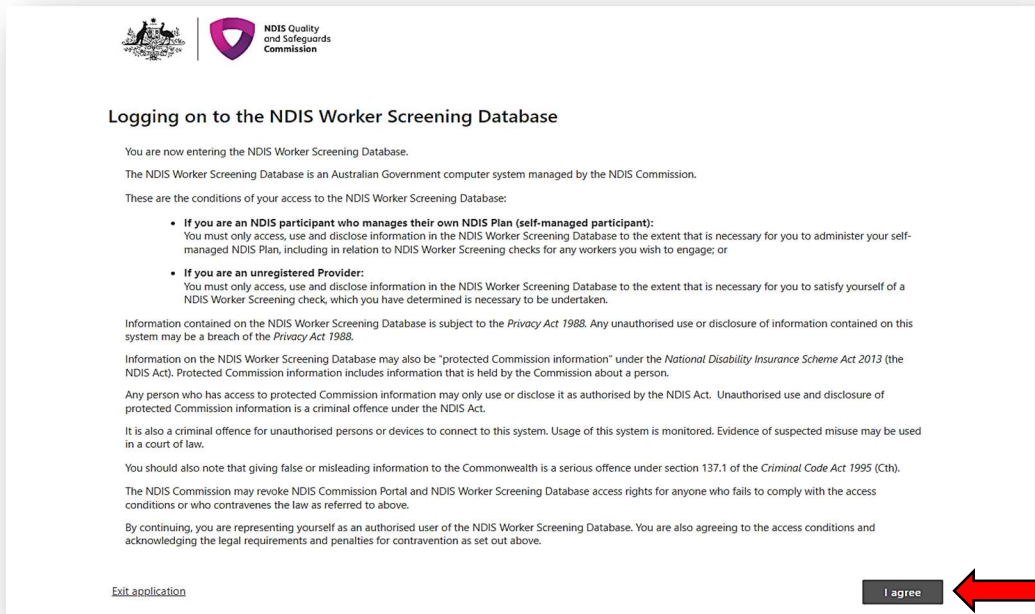
4. Scroll down and click on **Worker Screening Unregistered Provider and NDIS Participants**.



5. Select your **Name**, use the dropdown and select **Worker Screening for NDIS Participants OR Authorised Access Delegate** role > **Continue**.

Please refer to roles on page 2

6. Read the declaration and click **I Agree**.



Logging on to the NDIS Worker Screening Database

You are now entering the NDIS Worker Screening Database.

The NDIS Worker Screening Database is an Australian Government computer system managed by the NDIS Commission.

These are the conditions of your access to the NDIS Worker Screening Database:

- **If you are an NDIS participant who manages their own NDIS Plan (self-managed participant):**
You must only access, use and disclose information in the NDIS Worker Screening Database to the extent that is necessary for you to administer your self-managed NDIS Plan, including in relation to NDIS Worker Screening checks for any workers you wish to engage; or
- **If you are an unregistered Provider:**
You must only access, use and disclose information in the NDIS Worker Screening Database to the extent that is necessary for you to satisfy yourself of a NDIS Worker Screening check, which you have determined is necessary to be undertaken.

Information contained on the NDIS Worker Screening Database is subject to the *Privacy Act 1988*. Any unauthorised use or disclosure of information contained on this system may be a breach of the *Privacy Act 1988*.

Information on the NDIS Worker Screening Database may also be "protected Commission information" under the *National Disability Insurance Scheme Act 2013* (the NDIS Act). Protected Commission information includes information that is held by the Commission about a person.

Any person who has access to protected Commission information may only use or disclose it as authorised by the NDIS Act. Unauthorised use and disclosure of protected Commission information is a criminal offence under the NDIS Act.

It is also 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.

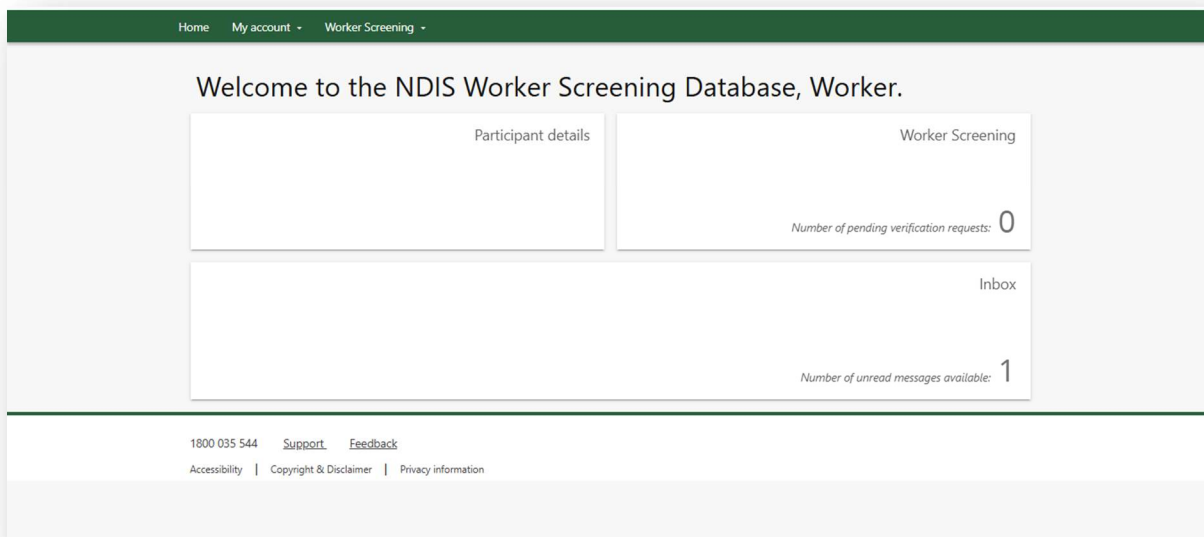
You should also note that giving false or misleading information to the Commonwealth is a serious offence under section 137.1 of the *Criminal Code Act 1995* (Cth).

The NDIS Commission may revoke NDIS Commission Portal and NDIS Worker Screening Database access rights for anyone who fails to comply with the access conditions or who contravenes the law as referred to above.

By continuing, you are representing yourself as an authorised user of the NDIS Worker Screening Database. You are also agreeing to the access conditions and acknowledging the legal requirements and penalties for contravention as set out above.

[Exit application](#) **I agree**

7. You are now in the NDIS Worker Screening Database.



Home My account Worker Screening

Welcome to the NDIS Worker Screening Database, Worker.

| Participant details | Worker Screening |
|---------------------|--|
| | Number of pending verification requests: 0 |

Inbox

Number of unread messages available: 1

1800 035 544 [Support](#) [Feedback](#)

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