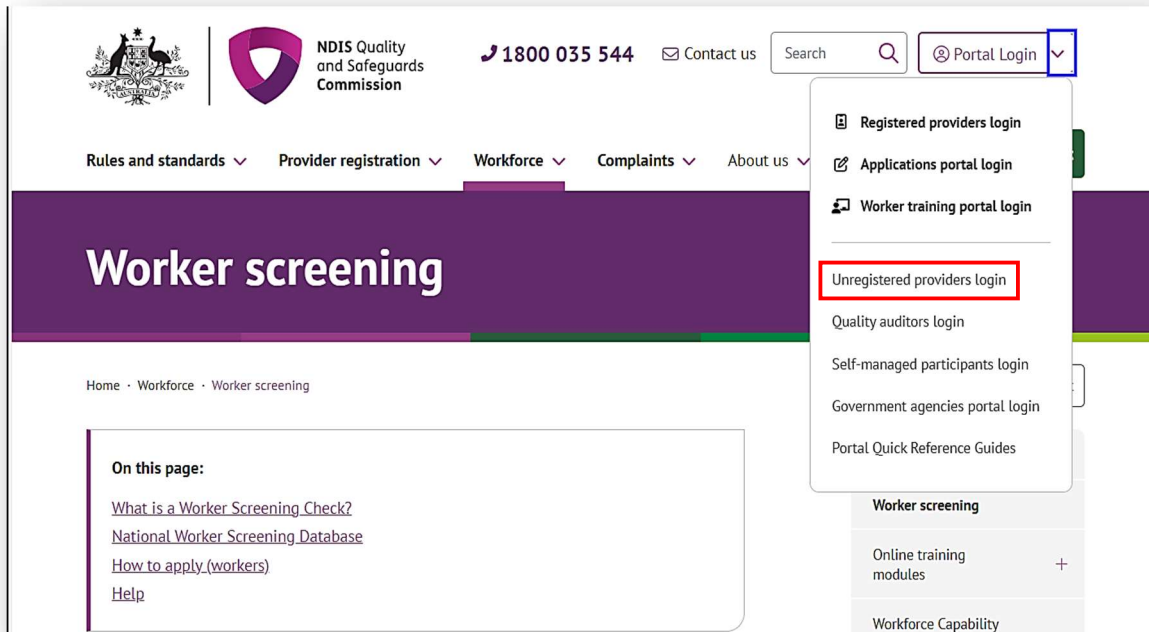


Log in to the NDIS worker screening database once your access has been finalised

1. Go to the 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 **Unregistered providers 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), a search bar, and a 'Portal Login' dropdown. A navigation menu contains links for Rules and standards, Provider registration, Workforce, Complaints, and About us, along with a 'Make a complaint' button. The main heading is 'Unregistered providers portal login'. Below this, there's a section '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.

3. **Login to your PRODA Account**

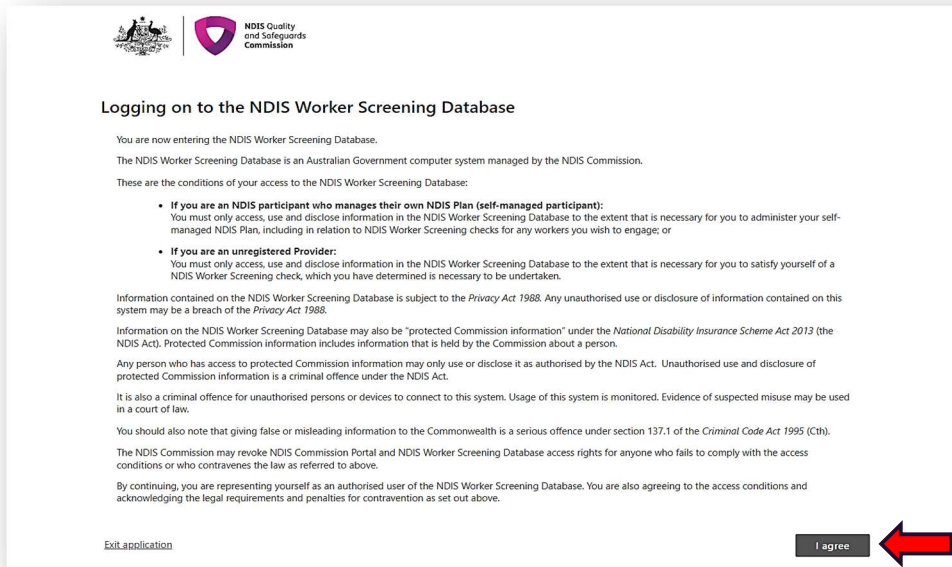
The screenshot shows the PRODA login page. The header includes the Australian Government Services Australia logo and the PRODA title. The main heading is 'Login'. Below it, a message states: 'If you have already created your PRODA account, login below.' A red box highlights the 'Username' and 'Password' input fields, with links for 'Forgot your username?' and 'Forgot your password?'. A red arrow points to the 'Login' button. Below the login fields, there's a link for 'Register now' for those without a PRODA account, and a 'Login using your Digital Identity' button with a link to 'Find out if this option is for you'.

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



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

The screenshot displays the 'Portal entry point' page for the 'NDIS Worker Screening Database'. At the top, it shows the Australian Government logo and a 'Logout' button. Below the navigation bar, the 'Access an account' section is active. It includes a note: 'All fields marked with an asterisk (*) are required.' The first step is '1. Select an account *', which contains a table with columns for 'Account name', 'Account type', and 'Account sector'. The 'Account name' dropdown is highlighted with a red box. The second step is '2. Select a Role then Continue', which features a 'Role' dropdown menu. This menu is open, showing 'Authorised Access Delegate' and 'Worker Screening for organisations'. A red arrow points to the 'Continue' button next to the role selection.

6. 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.

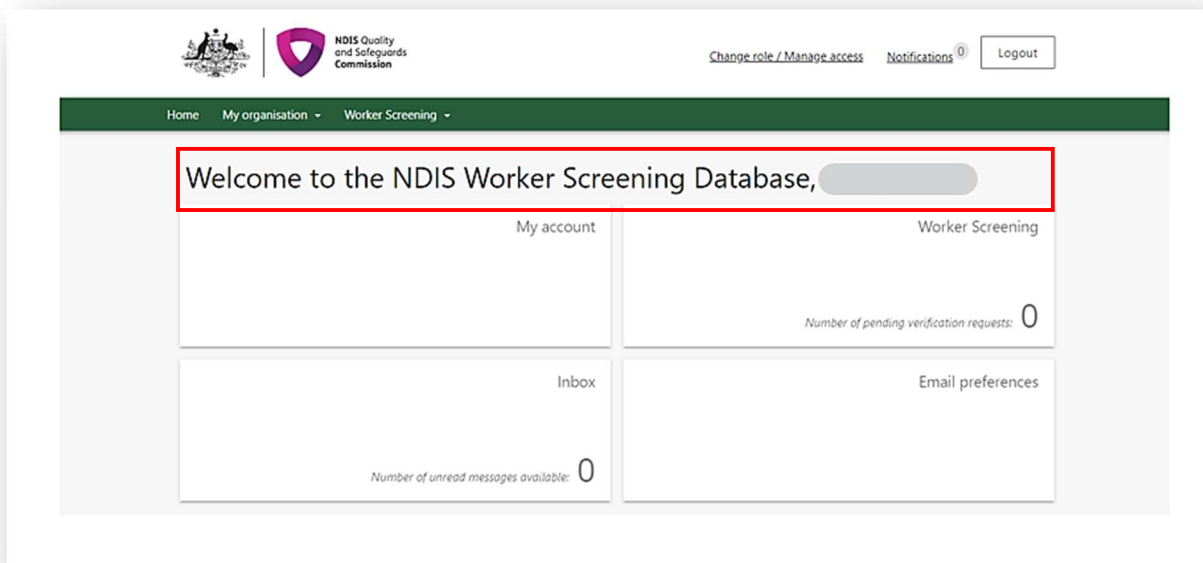
You should also note that giving false or misleading information to the Commonwealth is a serious offence under section 137.1 of the *Criminal Code Act 1995* (Cth).

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 Worker Screening Database



Welcome to the NDIS Worker Screening Database, [User Name]

[Change role / Manage access](#) [Notifications ⁰](#) [Logout](#)

Home My organisation Worker Screening

My account	Worker Screening Number of pending verification requests: 0
Inbox Number of unread messages available: 0	Email preferences