

Verify or reject an NDIS Worker Screening Check

1. Log in as the **Registrant** or **Worker Screening Officer** role following the instructions as above in [How to log in once your access has been approved.](#)

Portal entry point

Access an account

To access an account in the portal:

1. Select the Account name
2. Select a Role then 'Continue'.


Account name

Role

Continue

Worker Screening Officer

2. If you have a pending verification request it will be shown on the Worker Screening tile, Select **Worker Screening**. You will also get a notification to the NDIS Worker Screening Database inbox to the nominated email address.



NDIS Quality and Safeguards Commission

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

Home Applications My registration Tasks Worker Screening Participants

Welcome to the NDIS Commission Portal, Worker.

My applications

My registration

Worker Screening

Participants

Tasks

Inbox

Email preferences

Number of pending verification requests: 3

Number of tasks awaiting action: 0

Number of unread messages available: 25

3. Under Pending verification requests, select **Actions > Respond > Reject** or **Verify**.

If this is **NOT** your employee, please reject verification.

The screenshot displays the NDIS Worker Screening Database interface. The left sidebar shows the 'Worker Screening' section with 'Screening verification requests' highlighted. The main content area is titled 'Screening verification requests' and includes a 'Pending requests' section. A table lists pending requests with columns for Application Id, First name, Last name, Date of birth, Date requested, and Request expiry date. A red arrow points to the 'Actions' dropdown menu for a request, which includes 'Respond'. Below the table, there is a 'Screening verification request' modal form with fields for 'Name' and 'Date of birth', and buttons for 'Reject' and 'Verify'.

Worker Screening

- Screening verification requests (Pending action)
- My workers
- About my role as an employer
- Screened workers audit report

Screening verification requests

The NDIS Worker Screening Check assesses a worker's eligibility to provide supports or services to people with disability.

A person applying for the NDIS Worker Screening Check must nominate an employer who can verify whether the person is currently working (or is expected to begin working) with one or more of these cohorts. Provide your employer details to your workers so they can nominate you as an employer on their application. This information can be found on the page 'About my role as an employer' in the left navigation. Once they've nominated you and submitted their application, you will receive a screening verification request.

Pending requests

As the nominated employer, please respond to each request by indicating if the person identified will provide these services for you or your organisation. Ensure you provide a response by the expiry date. Once responded the request will be displayed as a 'Past request' below.

By verifying, this worker will be added to 'My workers' and you will receive notifications if their status changes. If you reject their request, then this person won't be listed as your worker and you won't receive notifications if their status changes.

If you accidentally reject a request, then you may choose to link to the worker by:

1. Copying the details recorded in the past request, including the 'Application Id' and 'Last name' (if available)
2. Navigate to 'My workers' via the left navigation
3. Select 'Link to worker' then enter their 'Application Id' and 'Last name'
4. If the search is successful, then you will be able to link to the worker. Once you confirm the link, their application will automatically be verified.

Note, the automatic verification will not be reflected on the 'Screening verification request' page. You will receive notifications if their status changes.

If a worker requires employment verification but the verification request is not listed below, navigate to the 'My workers' list, find the worker and verify their employment by selecting the 'Verify employment' action button.

| Application Id | First name | Last name | Date of birth | Date requested | Request expiry date | Actions |
|----------------|------------|-----------|---------------|----------------|---------------------|---------|
| | | | | | | Respond |

Select Format, Press Export, and Save Download

Format: Tab Separated Export

Screening verification request

As the nominated employer, please indicate if the person below will provide the identified supports/ services for you. By verifying, this worker will be added to 'My workers' and you will receive notifications if their status changes.

Name: _____ Date of birth: _____

Reject Verify