



Australian Government



NDIS Quality and Safeguards Commission

NDIS Behaviour Support Practitioners

Quick reference guide – How to Update Practitioner Profile

When a behaviour support practitioner is considered suitable, their portal access moves from the Applications Portal to the NDIS Provider Portal.

Important note: An auto-generated verification email is sent when the application is approved. This appears in your spam or junk email folder. You must click on the link in this email to complete your practitioner profile access.

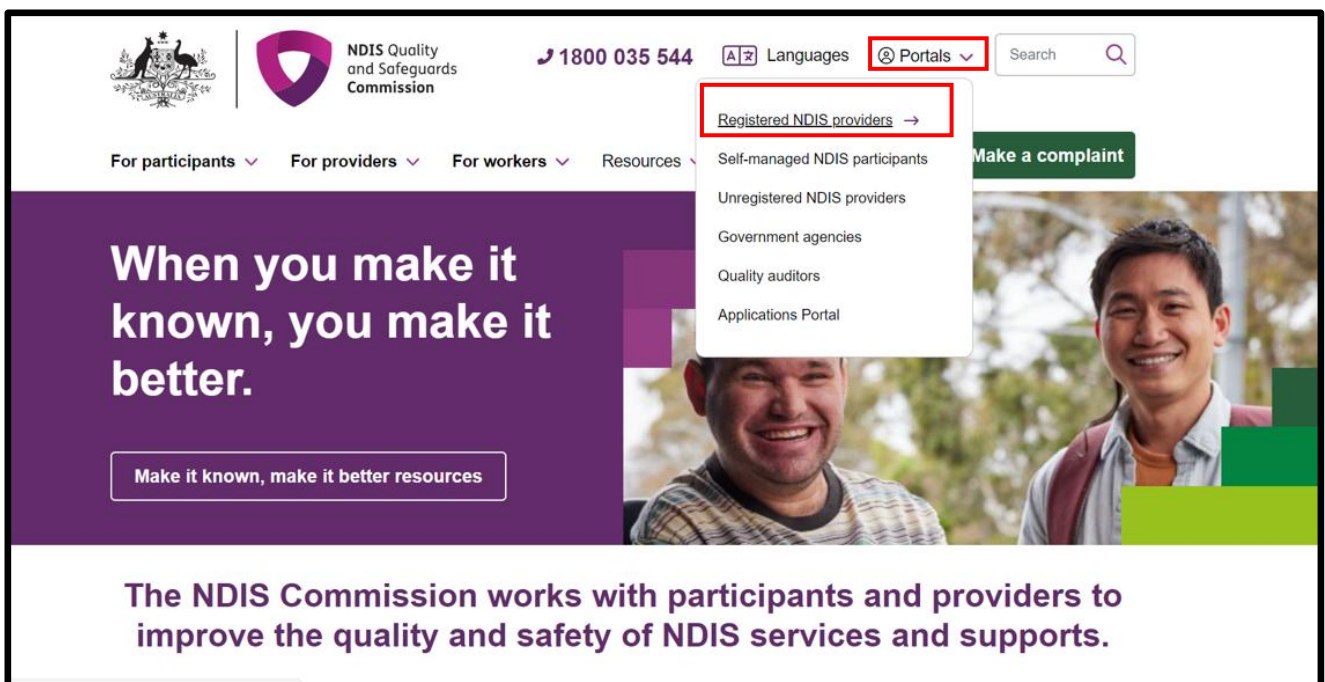
This Quick Reference Guide explains the step-by-step process of logging in to the NDIS Commission Practitioner Profile.

In this guide

- [Logging in to the NDIS Commission Provider Portal](#)
- [Updating the Practitioner Profile details](#)
- [Updating the contact details on the NDIS Commission website](#)
- [Accessing your outcome letter](#)
- [About Digital ID and myID app](#)

Logging in to the NDIS Commission portal

1. Select **Portals**. Then select **Registered NDIS providers**.



2. Once you enter the Registered Providers Portal Log in webpage, select **Log in**

Registered providers portal login

Home · Registered providers portal login

On this page:



- Access the portal
- First time users
- Help

Access the portal

Log in to [manage your registration](#).

Log in

3. Select **Continue with Digital ID**

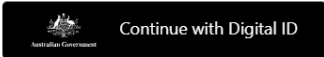
  NDIS Quality and Safeguards Commission

NDIS Quality and Safeguards Commission Portal

Login

Registered Provider

Act on behalf of an organisation,
You need to set up the organisational access in your Relationship Authorisation Manager (RAM) first.


 Continue with Digital ID

[Digital ID](#) is a secure, convenient and voluntary way to verify and reuse your ID online.

Don't have Digital ID and RAM? [Set up Digital ID and RAM](#) or [continue with PRODA](#)

Behaviour Support Practitioner Profile

Manage your Behaviour Support Practitioner profile.

 Continue with Digital ID

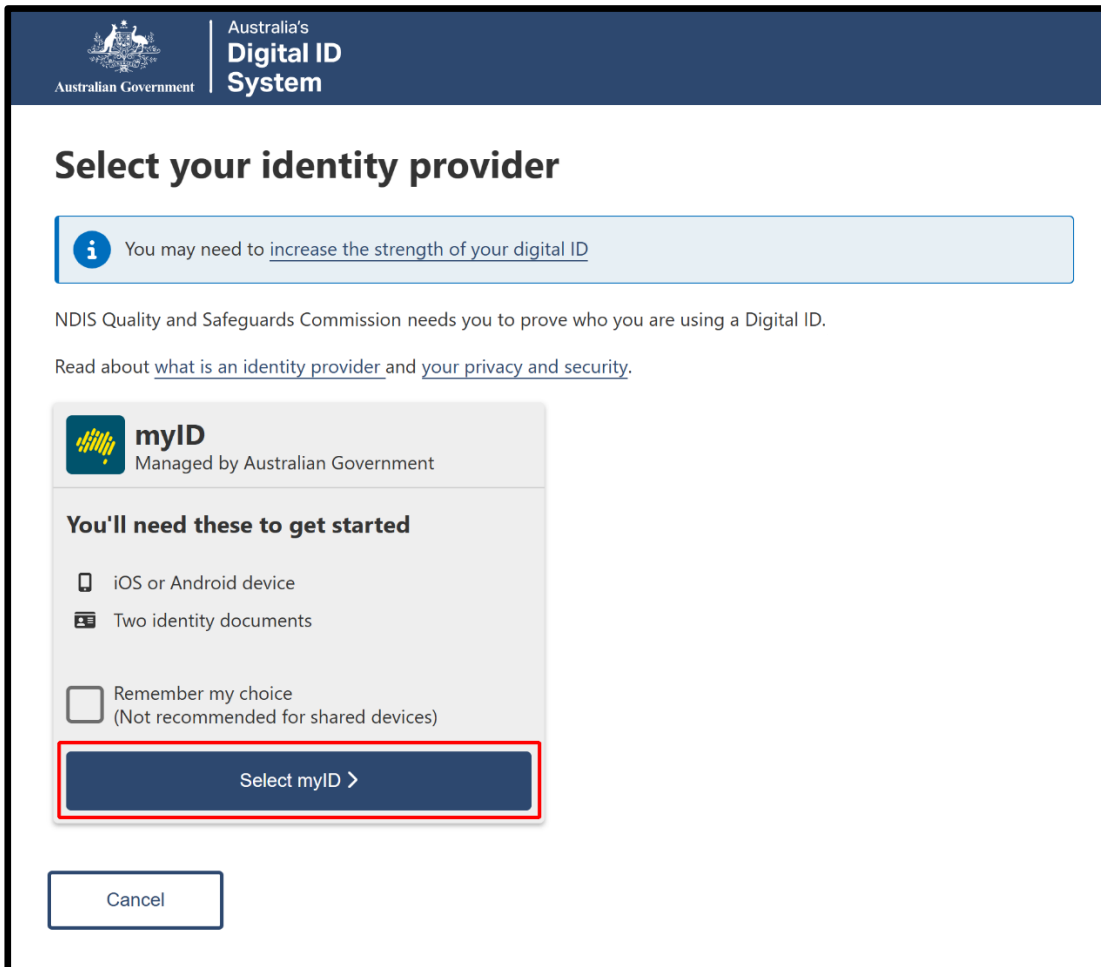
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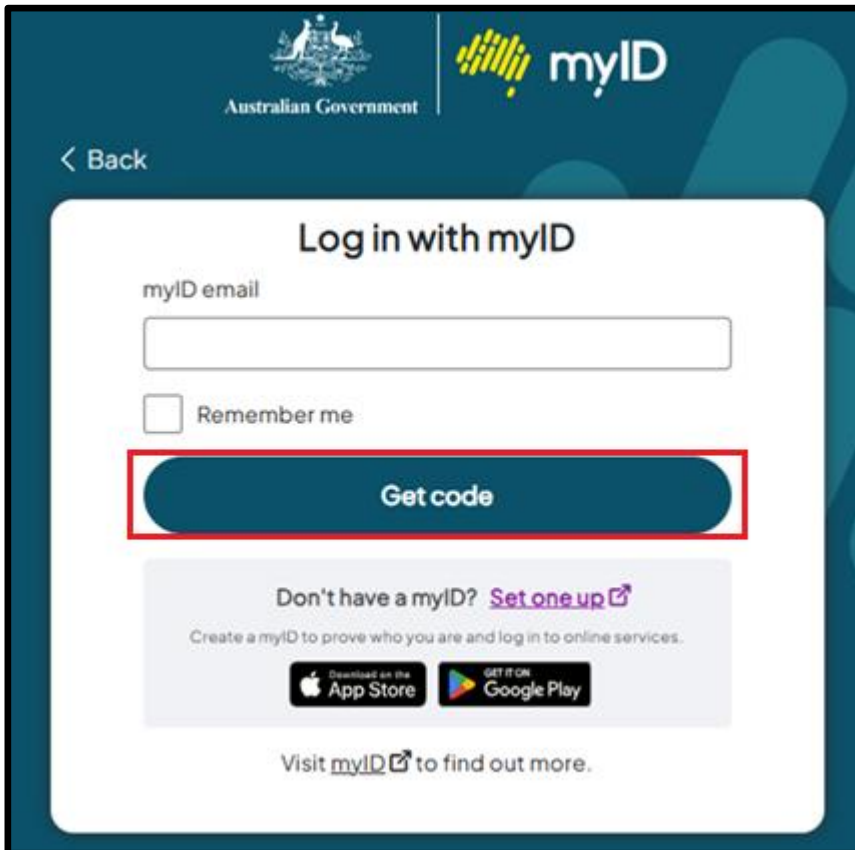
[Support](#) | [Feedback](#)

[Accessibility](#) | [Copyright & Disclaimer](#) | [Privacy Information](#)

4. Click **Select myID**



5. Enter your myID email and click **Get code**. If you don't have an account, you can [register for a Digital ID \(myID\)](#).



6. A code will be generated.



7. Open the **myID app** on your **phone** and either accept the request or enter the code.

8. Select **Your account** and the **Role** to log in and then Select **Continue**

Australian Government
Department of Social Services

Logout

Portal entry point My access requests

NDIS Quality and Safeguards Commission Portal

Portal entry point

Access an account

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

1. Select an account *

Account name	Account type	ABN
<input type="radio"/> Johns, Dylan	Behaviour Support Practitioner	N/A

2. Select a Role then Continue *

Role

Select an account first

My access

To request/update access to an organisation's account, you should [login with the organisation's ABN](#) via Digital ID and Relationship Authorisation Manager (RAM)



Don't have the ABN set up in your RAM? [learn more](#) or [login with PRODA](#)

[Exit application](#)

Support Feedback
Accessibility | Copyright & Disclaimer | Privacy information

9. Select **I agree**.

BETA This is beta. Help us make it better for you - please [give feedback](#)

NDIS Quality and Safeguards Commission

Logging on to the NDIS Commission Portal

You are now entering the NDIS Commission Portal. Data contained on this system is subject to the Privacy Act 1988. Any unauthorised use or disclosure of data contained on this system may be a breach of the Privacy Act 1988.

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 continuing, you are representing yourself as an authorised user of the NDIS Quality & Safeguards Portal. You are also agreeing to:

1. Only access data relating directly to your agency's responsibilities.
2. Only access data necessary to perform approved activities relating to your agency's responsibilities.

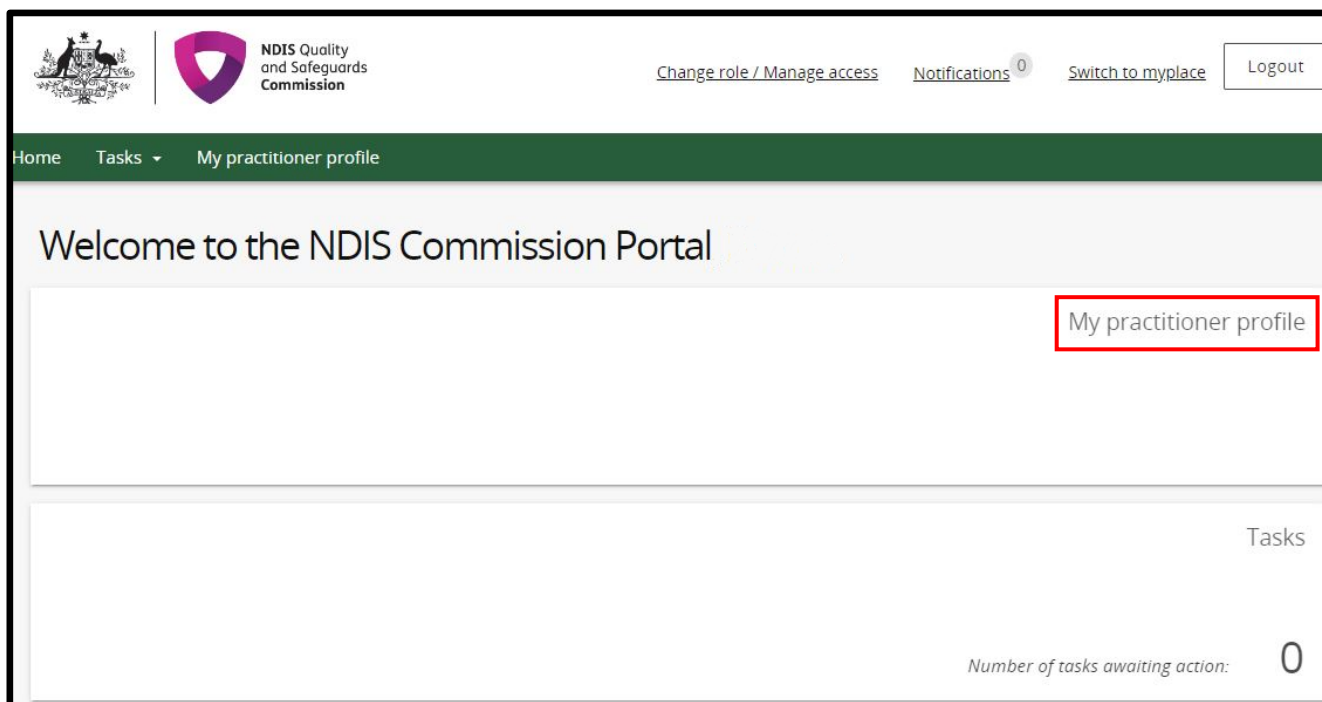
You are advised that giving false or misleading information is a serious offence.

The Department may revoke NDIS Quality & Safeguards Portal access rights for anyone who fails to comply with these requirements.

[Exit application](#)

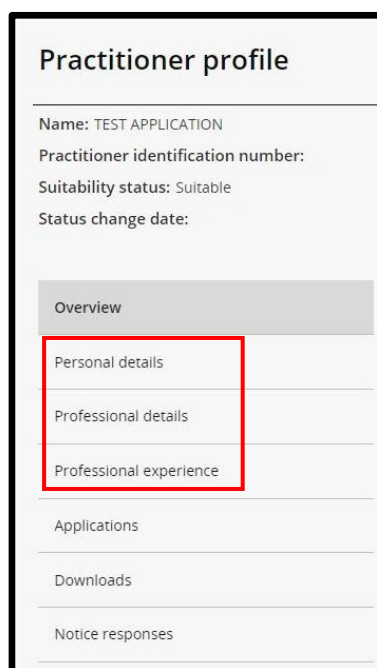
This should successfully log you on to the Portal.

10. Select My Practitioner Profile.



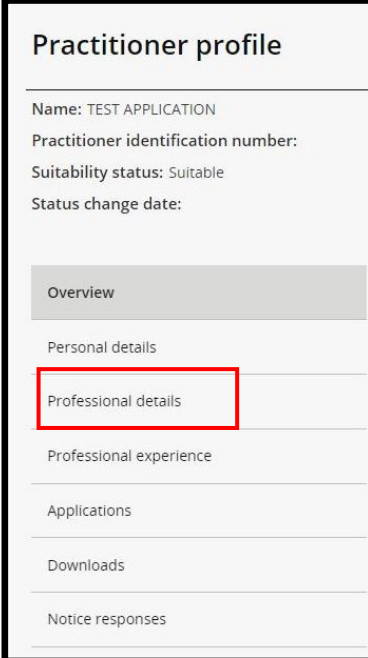
Updating the Practitioner Profile details

1. Select **Personal details / Professional details / Professional experience** to make any changes. Ensure your email address listed within your Personal Details is your personal account not work-related account.



Updating the contact details on the NDIS Commission website

1. Select **Professional details**.



The image shows a screenshot of a web interface titled "Practitioner profile". At the top, there are several fields: "Name: TEST APPLICATION", "Practitioner identification number:", "Suitability status: Suitable", and "Status change date:". Below these fields is a vertical menu of options: "Overview", "Personal details", "Professional details", "Professional experience", "Applications", "Downloads", and "Notice responses". The "Professional details" option is highlighted with a red rectangular border.

2. Select **update** (this will allow you to consent to your name, email address, phone number and postcode being placed on a list of suitable NDIS behaviour support practitioners to be published on the NDIS Commission's website).

Publishing contact details on the NDIS Commission website

If the NDIS Commission determines your application as suitable, then (with your consent) your details may be published on the NDIS Commission website in the NDIS Behaviour Support Practitioner Register.

Update

First name: Last name: Phone number:

Email address: Postcode:

Agreement to publish

I **DO** consent to my name, email address, phone number and postcode being placed on a list of NDIS behaviour support practitioners to be published on the NDIS Quality and Safeguards Commission's website if the Commissioner (or delegate) decides that I am suitable to undertake behaviour support assessments (including functional behaviour assessments) and to develop behaviour support plans that may contain the use of regulated restrictive practices.

I have read the statement above and I **DO** consent to publishing my details.

Help with accessing your Practitioner Suitability Outcome letter.

1. Login to the NDIS Commission Provider Portal.
2. In the Portal entry point, select your name under the provider drop down (please note this is for technical purposes only and you are not considered a provider in this context).
3. Select **Practitioner Profile** under the Role drop down box.
4. Select **My practitioner profile**.
5. Select **Applications** in the left menu.
6. Select **Actions** on your completed application from the drop-down list and select **View**.
7. Select **Downloads** on the left menu then download the latest **Application Outcome Letter** from the list.

About Digital ID and myID app

Digital ID is a whole-of-government digital identity solution which can be used by Australians to prove who they are online and provide an identity that can be used to access participating government online services.

To gain access to the **NQSC Application Portal**, you will need to have set up your Digital identity in myID app. Using Digital ID to log into the NQSC portals provides a high level of assurance that only the appropriately identified and authorised people are accessing NQSC systems.

To learn more about **Digital ID**, visit [What is Digital ID? | Digital ID System](#) website.

The Australian Government's **Digital ID app** is called **myID**. To access government services using a Digital ID, you need to [set up a myID](#) account. please visit the Help section on the [myID](#) website.

Further information or support

Contact the NDIS Quality and Safeguards Commission

Email: ndispractitioners@ndiscommission.gov.au