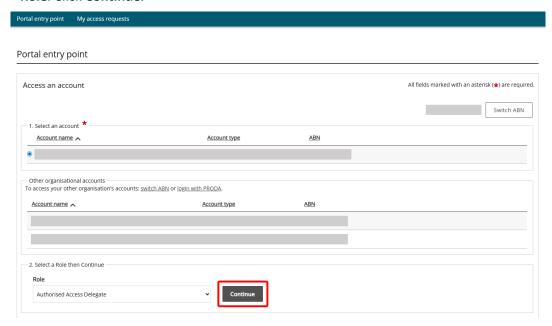
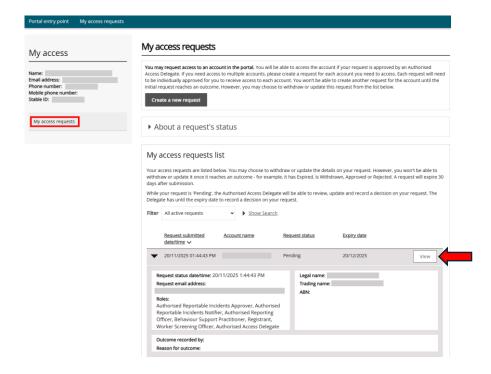
## Approve or reject a request for access (as the Authorised Access Delegate)

- 1. When an employee submits a request for access to the **NWSD**, the **Authorised Access Delegate** will receive an email. **Click the link** in the email to view the access request.
- 2. Log in by selecting Continue with Digital ID.
- 3. At the **Portal entry point**, select the **Account name** and **Authorised Access Delegate** as the **Role**. Click **Continue**.



4. To view pending access requests, select **Access requests list.** Click **View** to see the request details and respond.



5. Review the roles that the applicant has selected and ensure the appropriate checkboxes are ticked and click **Approve**. If wish to edit the roles selected by the applicant, you can do so here by selecting/deselecting the boxes and clicking **Save** then **Approve**. You can also **Withdraw** or **Reject** the request. The applicant will receive an email advising them of the outcome.

Access to roles *  You may update the role(s) selected on this request if it is pending or awaiting action. If this request is Approved, the user will only receive access to the selected role(s) going forward.	
application, and providing an audit recommendation.  Auditor: An employee of an Audit organisation, this person is responsible for	<ul> <li>Behaviour Support Reporting Admin:</li> <li>Provides data entry support to an Authorised Reporting Officer by entering reports on the use of an authorised restrictive practice.</li> </ul>
witnessing and submitting an assessment on a registration application.	<ul> <li>Practitioner Profile:</li> <li>A role provided to an NDIS Behaviour Support Practitioner to allow them to manage their profile. A practitioner should contact the NDIS</li> </ul>
<ul> <li>Authorised Reportable Incidents Approver:</li> <li>Responsible for completing, reviewing and submitting a reportable incident to the NDIS Commission.</li> </ul>	Commission if they require access to this role. Note 'Behaviour support practitioner' role should be requested to lodge behaviour support plans in the portal.
<ul> <li>Authorised Reportable Incidents Notifier:</li> <li>Responsible for documenting a reportable incident in preparation for review and submission.</li> </ul>	Registrant: Responsible for managing and varying an NDIS Provider's current scope of registration as well as managing email preferences for the organisation.
☐ Authorised Reporting Officer:  Responsible for accepting a behaviour support plan and submitting monthly reports on the use of an authorised restrictive practice.	Worker Screening Officer: Responsible for managing the provider's workers.
☐ 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.	<ul> <li>☐ Authorised Access Delegate:</li> <li>Responsible for approving system access requests for the account.</li> <li>Can also remove user access or submit an access request for other users to this account.</li> </ul>
Back	Resend link email Withdraw Save Reject Approve