

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**.

Portal entry point My access requests

Portal entry point

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

1. Select an account *

Account name ^	Account type	ABN
<div></div>		

Other organisational accounts
To access your other organisation's accounts: [switch ABN](#) or [login with PRODA](#).

Account name ^	Account type	ABN
<div></div>		
<div></div>		

2. Select a Role then Continue

Role

Authorised Access Delegate

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

Portal entry point My access requests

My access

Name:
Email address:
Phone number:
Mobile phone number:
Stable ID:

My access requests

You may request access to an account in the portal. You will be able to access the account if your request is approved by an Authorised Access Delegate. If you need access to multiple accounts, please create a request for each account you need to access. Each request will need to be individually approved for you to receive access to each account. You won't be able to create another request for the account until the initial request reaches an outcome. However, you may choose to withdraw or update this request from the list below.

► About a request's status

My access requests list

Your access requests are listed below. You may choose to withdraw or update the details on your request. However, you won't be able to withdraw or update it once it reaches an outcome - for example, it has Expired, is Withdrawn, Approved or Rejected. A request will expire 30 days after submission.

While your request is 'Pending', the Authorised Access Delegate will be able to review, update and record a decision on your request. The Delegate has until the expiry date to record a decision on your request.

Filter All active requests Show Search

Request submitted date/time ^	Account name	Request status	Expiry date	
20/11/2025 01:44:43 PM		Pending	20/12/2025	<div><input type="button" value="View"/></div>

Request status date/time: 20/11/2025 1:44:43 PM

Request email address:

Roles:

Authorised Reportable Incidents Approver, Authorised Reportable Incidents Notifier, Authorised Reporting Officer, Behaviour Support Practitioner, Registrant, Worker Screening Officer, Authorised Access Delegate

Outcome recorded by:

Reason for outcome:

Legal name:

Trading name:

ABN:

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.

- | | |
|---|--|
| <input type="checkbox"/> Approved Quality Auditor :
An employee of an Audit organisation, this person has the same responsibility of an 'Auditor' role and more. They are responsible for witnessing and submitting an assessment on a registration application, and providing an audit recommendation. | <input type="checkbox"/> Behaviour Support Practitioner Admin :
Provides data entry support to a Behaviour Support Practitioner to enter a behaviour support plan in the portal. |
| <input type="checkbox"/> Auditor :
An employee of an Audit organisation, this person is responsible for witnessing and submitting an assessment on a registration application. | <input type="checkbox"/> Behaviour Support Reporting Admin :
Provides data entry support to an Authorised Reporting Officer by entering reports on the use of an authorised restrictive practice. |
| <input type="checkbox"/> Authorised Reportable Incidents Approver :
Responsible for completing, reviewing and submitting a reportable incident to the NDIS Commission. | <input type="checkbox"/> Practitioner Profile :
A role provided to an NDIS Behaviour Support Practitioner to allow them to manage their profile. A practitioner should contact the NDIS Commission if they require access to this role. Note 'Behaviour support practitioner' role should be requested to lodge behaviour support plans in the portal. |
| <input type="checkbox"/> Authorised Reportable Incidents Notifier :
Responsible for documenting a reportable incident in preparation for review and submission. | <input checked="" type="checkbox"/> Registrant :
Responsible for managing and varying an NDIS Provider's current scope of registration as well as managing email preferences for the organisation. |
| <input type="checkbox"/> Authorised Reporting Officer :
Responsible for accepting a behaviour support plan and submitting monthly reports on the use of an authorised restrictive practice. | <input checked="" type="checkbox"/> Worker Screening Officer :
Responsible for managing the provider's workers. |
| <input type="checkbox"/> 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. | <input type="checkbox"/> Authorised Access Delegate :
Responsible for approving system access requests for the account. Can also remove user access or submit an access request for other users to this account. |

Back

Resend link email

Withdraw

Save

Reject

Approve