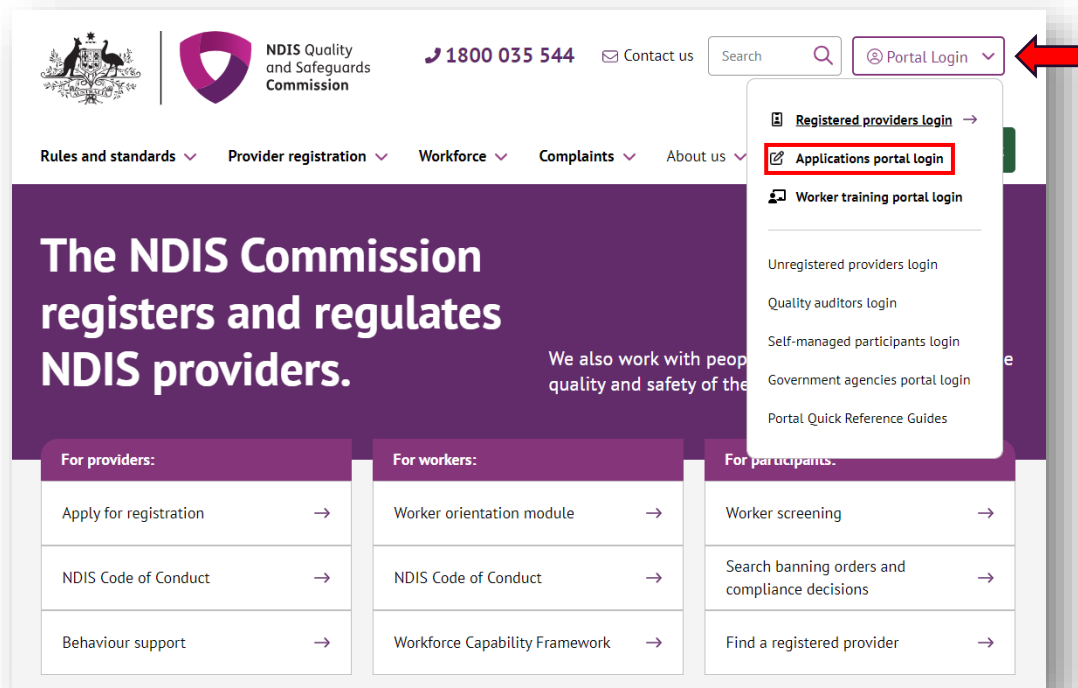


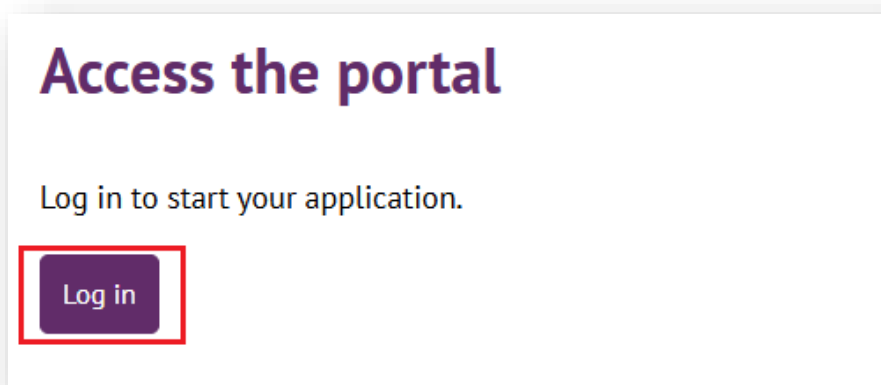
Finalise access to the database once your application has been approved: Unregistered provider

You will receive an email with a link to continue the finalisation of access, if your link expires or is not working, please follow the below steps.

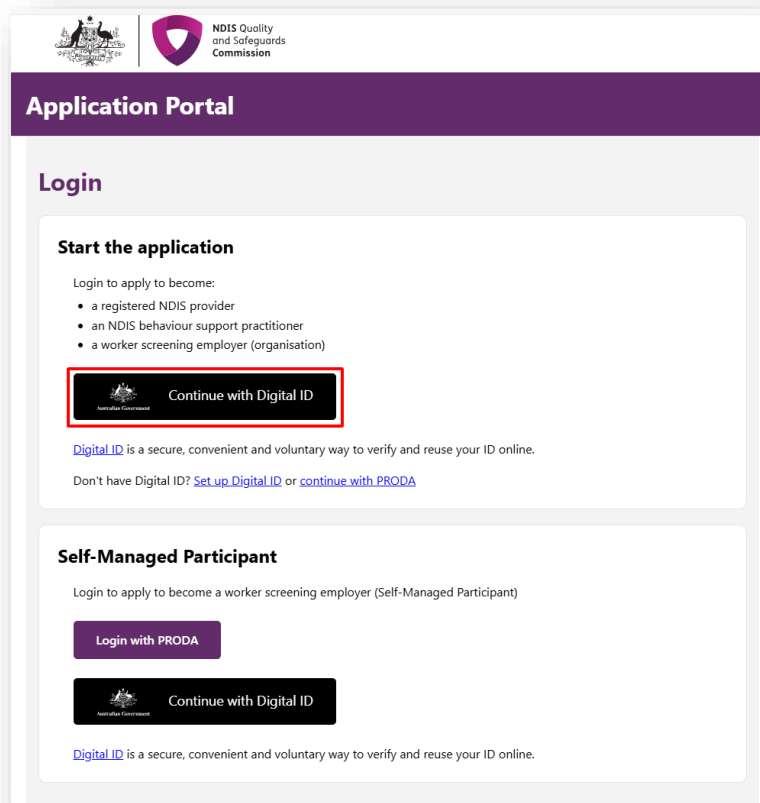
1. Navigate to the Commission's website at www.ndiscommission.gov.au
2. Navigate to **Portal Login > Applications portal login**.



3. Once you get to the Applications Portal webpage, click **Login**



4. Click **Continue with Digital ID**



The screenshot shows the 'Application Portal' for the NDIS Quality and Safeguards Commission. Under the 'Login' section, there is a 'Start the application' box. It lists roles: registered NDIS provider, NDIS behaviour support practitioner, and worker screening employer. A button 'Continue with Digital ID' is highlighted with a red rectangle. Below it, text explains Digital ID and provides links for setup or PRODA. A 'Self-Managed Participant' section follows, with a 'Login with PRODA' button and another 'Continue with Digital ID' button, also highlighted with a red rectangle.

Application Portal

Login

Start the application

Login to apply to become:

- a registered NDIS provider
- an NDIS behaviour support practitioner
- a worker screening employer (organisation)

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? [Set up Digital ID](#) or [continue with PRODA](#)

Self-Managed Participant

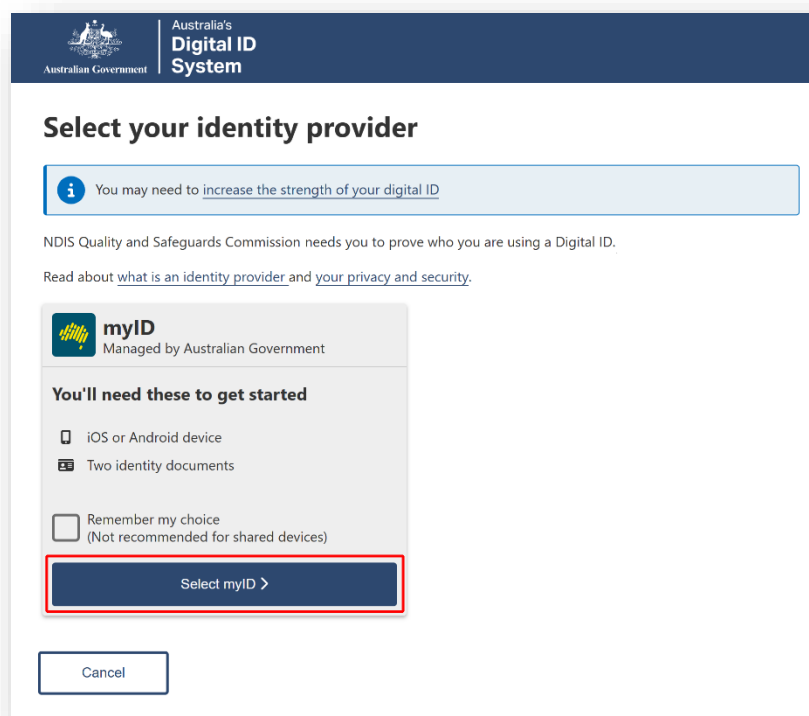
Login to apply to become a worker screening employer (Self-Managed Participant)

Login with PRODA

Continue with Digital ID

Digital ID is a secure, convenient and voluntary way to verify and reuse your ID online.

5. Click **Select myID**



The screenshot shows the 'Australia's Digital ID System' interface. It prompts the user to 'Select your identity provider'. An information box states that the user may need to increase the strength of their digital ID. A message from the NDIS Quality and Safeguards Commission asks for proof of identity. Below, the 'myID' option is presented as managed by the Australian Government. A list of requirements includes an iOS or Android device and two identity documents. There is an unchecked checkbox for 'Remember my choice'. A 'Select myID >' button is highlighted with a red rectangle, and a 'Cancel' button is at the bottom.

Australia's Digital ID System

Select your identity provider

i You may need to [increase the strength of your digital ID](#)

NDIS Quality and Safeguards Commission needs you to prove who you are using a Digital ID.

Read about [what is an identity provider](#) and [your privacy and security](#).

myID
Managed by Australian Government

You'll need these to get started

- ☒ iOS or Android device
- ☒ Two identity documents
- ☐ Remember my choice
(Not recommended for shared devices)

Select myID >

Cancel

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



The screenshot shows the myID login interface. At the top, there is the Australian Government logo and the myID logo. Below the logos, there is a 'Back' button. The main heading is 'Log in with myID'. Underneath, there is a text input field labeled 'myID email'. Below the input field is a checkbox labeled 'Remember me'. A red rectangular box highlights the 'Get code' button. Below the button, there is a section for users who don't have a myID, with the text 'Don't have a myID? Set one up' and a link. Below this, there are links to download the app from the App Store and Google Play. At the bottom, there is a link to visit myID to find out more.

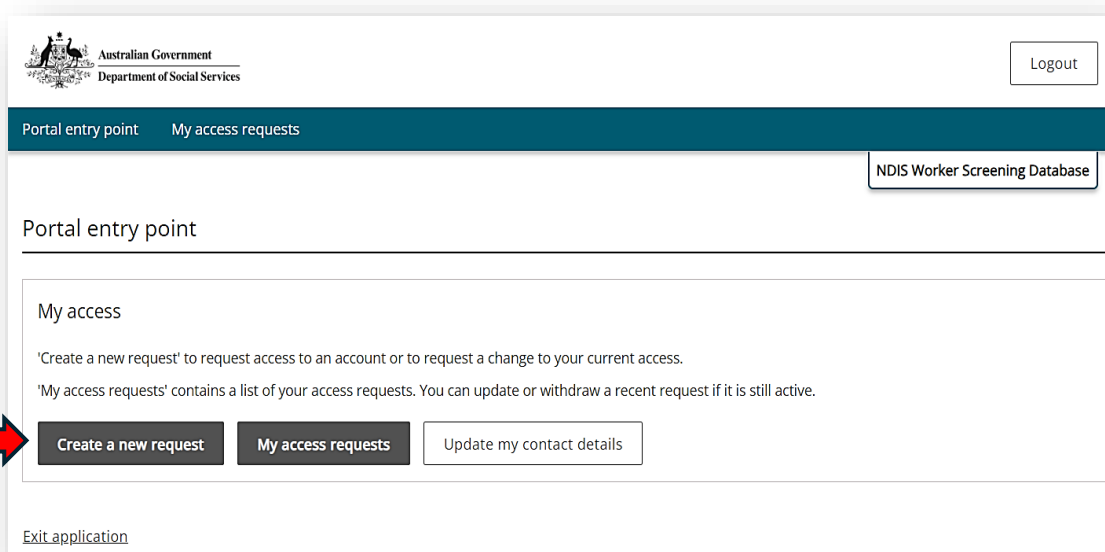
7. A code will be generated.



The screenshot shows the myID login interface with a generated code. The heading is 'Log in with myID'. Below the heading, there are two numbered steps: '1. Open the myID app on your phone' and '2. Accept or enter the code'. Below the steps, there is a code display area with the code '9 8 6 0' highlighted by a red rectangular box. Below the code, there is a text prompt: 'Didn't get a code? Ensure you have entered the email associated with your myID.' Below this, there is a third step: '3. Come back and log in'. At the bottom, there is a link to visit myID to find out more.

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

9. Click **Create a new request**.



Australian Government
Department of Social Services

Logout

Portal entry point My access requests

NDIS Worker Screening Database

Portal entry point

My access

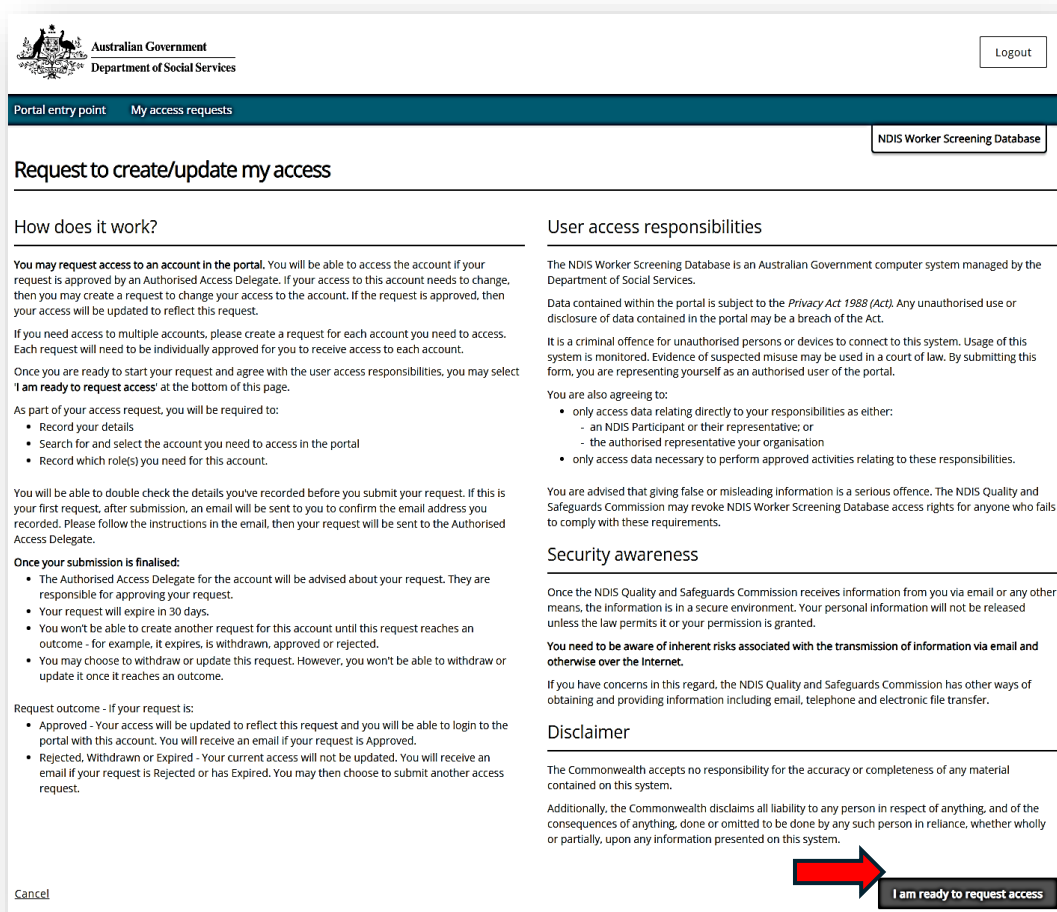
'Create a new request' to request access to an account or to request a change to your current access.

'My access requests' contains a list of your access requests. You can update or withdraw a recent request if it is still active.

Create a new request My access requests Update my contact details

[Exit application](#)

10. Click **I am ready to request access**.



Australian Government
Department of Social Services

Logout

Portal entry point My access requests

NDIS Worker Screening Database

Request to create/update my access

How does it work?

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 your access to this account needs to change, then you may create a request to change your access to the account. If the request is approved, then your access will be updated to reflect this request.

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.

Once you are ready to start your request and agree with the user access responsibilities, you may select 'I am ready to request access' at the bottom of this page.

As part of your access request, you will be required to:

- Record your details
- Search for and select the account you need to access in the portal
- Record which role(s) you need for this account.

You will be able to double check the details you've recorded before you submit your request. If this is your first request, after submission, an email will be sent to you to confirm the email address you recorded. Please follow the instructions in the email, then your request will be sent to the Authorised Access Delegate.

Once your submission is finalised:

- The Authorised Access Delegate for the account will be advised about your request. They are responsible for approving your request.
- Your request will expire in 30 days.
- You won't be able to create another request for this account until this request reaches an outcome - for example, it expires, is withdrawn, approved or rejected.
- You may choose to withdraw or update this request. However, you won't be able to withdraw or update it once it reaches an outcome.

Request outcome - If your request is:

- Approved - Your access will be updated to reflect this request and you will be able to login to the portal with this account. You will receive an email if your request is Approved.
- Rejected, Withdrawn or Expired - Your current access will not be updated. You will receive an email if your request is Rejected or has Expired. You may then choose to submit another access request.

User access responsibilities

The NDIS Worker Screening Database is an Australian Government computer system managed by the Department of Social Services.

Data contained within the portal is subject to the *Privacy Act 1988 (Act)*. Any unauthorised use or disclosure of data contained in the portal may be a breach of the Act.

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 submitting this form, you are representing yourself as an authorised user of the portal.

You are also agreeing to:

- only access data relating directly to your responsibilities as either:
 - an NDIS Participant or their representative; or
 - the authorised representative your organisation
- only access data necessary to perform approved activities relating to these responsibilities.

You are advised that giving false or misleading information is a serious offence. The NDIS Quality and Safeguards Commission may revoke NDIS Worker Screening Database access rights for anyone who fails to comply with these requirements.

Security awareness

Once the NDIS Quality and Safeguards Commission receives information from you via email or any other means, the information is in a secure environment. Your personal information will not be released unless the law permits it or your permission is granted.

You need to be aware of inherent risks associated with the transmission of information via email and otherwise over the Internet.

If you have concerns in this regard, the NDIS Quality and Safeguards Commission has other ways of obtaining and providing information including email, telephone and electronic file transfer.

Disclaimer

The Commonwealth accepts no responsibility for the accuracy or completeness of any material contained on this system.

Additionally, the Commonwealth disclaims all liability to any person in respect of anything, and of the consequences of anything, done or omitted to be done by any such person in reliance, whether wholly or partially, upon any information presented on this system.

[Cancel](#)

I am ready to request access

11. Click **Organisation for Worker Screening employer** > **Next**

Australian Government
Department of Social Services

Portal entry point My access requests

NDIS Worker Screening Database

Request to create/update my access

1. Record your details All fields marked with an asterisk (*) are required.

First name

Last name

Email address

Phone number*

Mobile phone number

2. Request access to which account? *

I would like to request access to the account of an:

☐ NDIS Participant who is a Worker Screening employer

☒ Organisation who is a Worker Screening employer

[Discard request](#)

12. Enter your **ABN only** - Account Sector – **Disability** > **Run search**

Australian Government
Department of Social Services

Portal entry point My access requests

NDIS Worker Screening Database

Request to create/update my access

3. Search for and select the organisation's account

Search for the organisation's account using their ABN, Legal name, Trading name or Organisation address.

Organisation details

Legal name

Trading name

ABN

Account sector

Please select

Disability

Veterans

Aged Care

Address line 1

Address line 2

Suburb/town

State

Postcode

[Discard request](#)

13. Select the Organisation.

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Logout

Portal entry point My access requests

NDIS Worker Screening Database

Request to create/update my access

3. Search for and select the organisation's account

Search for the organisation's account using their ABN, Legal name, Trading name or Organisation address.

Organisation details

Legal name Trading name ABN

Account sector
Disability

Address details

Address line 1

Address line 2

Suburb/town State Postcode
Please select

Back Clear search Discard request Run search

Results (1)

ABN	Legal name	Trading name	Primary location	Account sector	
					Select

14. Select **Worker Screening for Organisation** and **Authorised Access Delegate** as the roles > click next.

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Department of Social Services

Logout

Portal entry point My access requests

NDIS Worker Screening Database

Request to create/update my access

4. Access to roles

Select one or more roles to specify the access you need to this account. If this request is Approved, you will only receive access to the selected role(s).

☐ **Worker Screening for NDIS Participants**
I am an NDIS Participant or their representative, and I am responsible for managing the participant's workers. Select this role if you intend to request access to the account of an 'NDIS Participant who is a Worker Screening employer'.

☐ **Worker Screening for organisations**
Responsible for managing the organisation's workers. Select this role if you intend to request access to the account of an 'Organisation who is a Worker Screening employer'.

☐ **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 Discard request Next

15. Tick - **I confirm the above details are correct** > click **submit**.

Australian Government
Department of Social Services

Portal entry point My access requests

Logout

NDIS Worker Screening Database

Request to create/update my access

5. Access request summary

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

Your details

First name : Last name :
Email address : Phone number : Mobile phone number :

Account details

Legal name :
Trading name :
ABN : Primary location : Account sector : Disability

Access to roles

If this request is Approved, you will be able to access the account with the selected role(s) only.
Selected role(s) : Worker Screening for organisations

Next steps

- Once this request is submitted, an email about this request will be sent to the Authorised Access Delegate for the account. They are responsible for approving your request.
- If this is your first portal request, after you click 'Submit' an email will be sent to confirm your email address. Please follow the email's instructions to finalise this request and progress the next steps.

6. Acknowledgement

☐ I confirm the above details are correct. *

Back Discard request

Submit

16. Click **Finish**. This access request will generally take **24-48 hours** to be updated in the database.