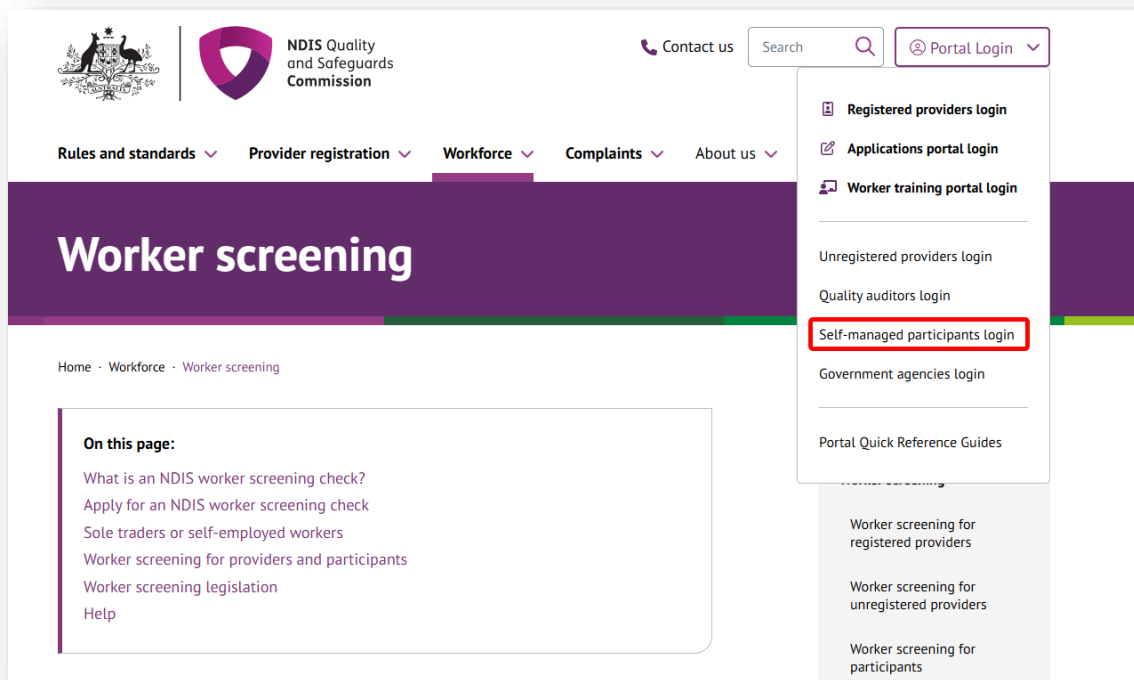


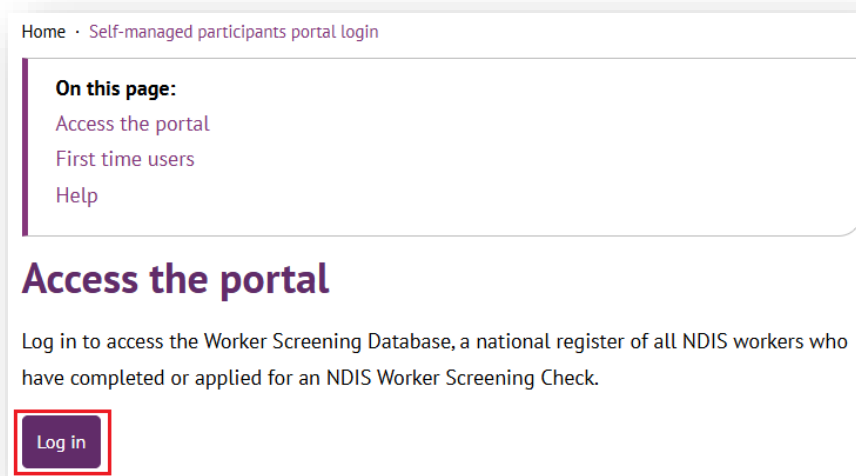
Finalise access to the NWSD once your application has been approved: Participants

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. Go to the [Homepage | NDIS Quality and Safeguards Commission](#)
2. Go to **Portal Login > Self-managed participants login**.





3. Once you get to the Self-managed participants portal login webpage, click **Login**



4. You can log in to the Applications Portal by clicking either **Login to PRODA** or **Continue with Digital ID**.

The screenshot shows the 'Worker Screening Employer Portal' login page. At the top left, there are logos for the Australian Government and the NDIS Quality and Safeguards Commission. The page title is 'Worker Screening Employer Portal'. Below the title is a 'Login' section. The first section is 'Unregistered NDIS provider', which includes instructions on how to log in and a 'Continue with Digital ID' button. The second section is 'Self-Managed Participant', which includes instructions on how to log in and buttons for 'Login with PRODA' and 'Continue with Digital ID'. A red border highlights the 'Self-Managed Participant' section.

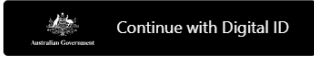
 

Worker Screening Employer Portal

Login

Unregistered NDIS provider

Log in to access the Worker Screening Database, a national register of all NDIS workers who have completed or applied for an NDIS Worker Screening Check.
You need to set up the organisational access in your Relationship Authorisation Manager (RAM) first.

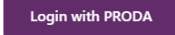


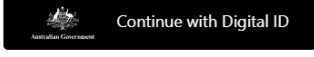
[Digital ID](#) is a secure, convenient and voluntary way to verify and reuse your ID online.

Do not have Digital ID and RAM? [Set up Digital ID and RAM](#) or [continue with PRODA](#)

Self-Managed Participant

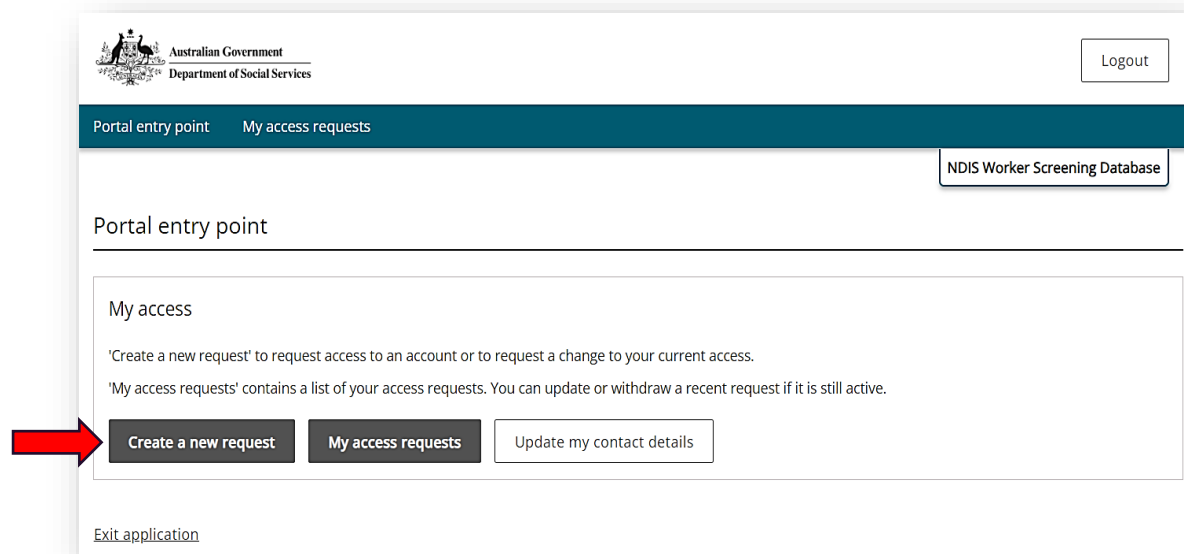
Log in to access the Worker Screening Database, a national register of all NDIS workers who have completed or applied for an NDIS Worker Screening Check.





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

1. 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

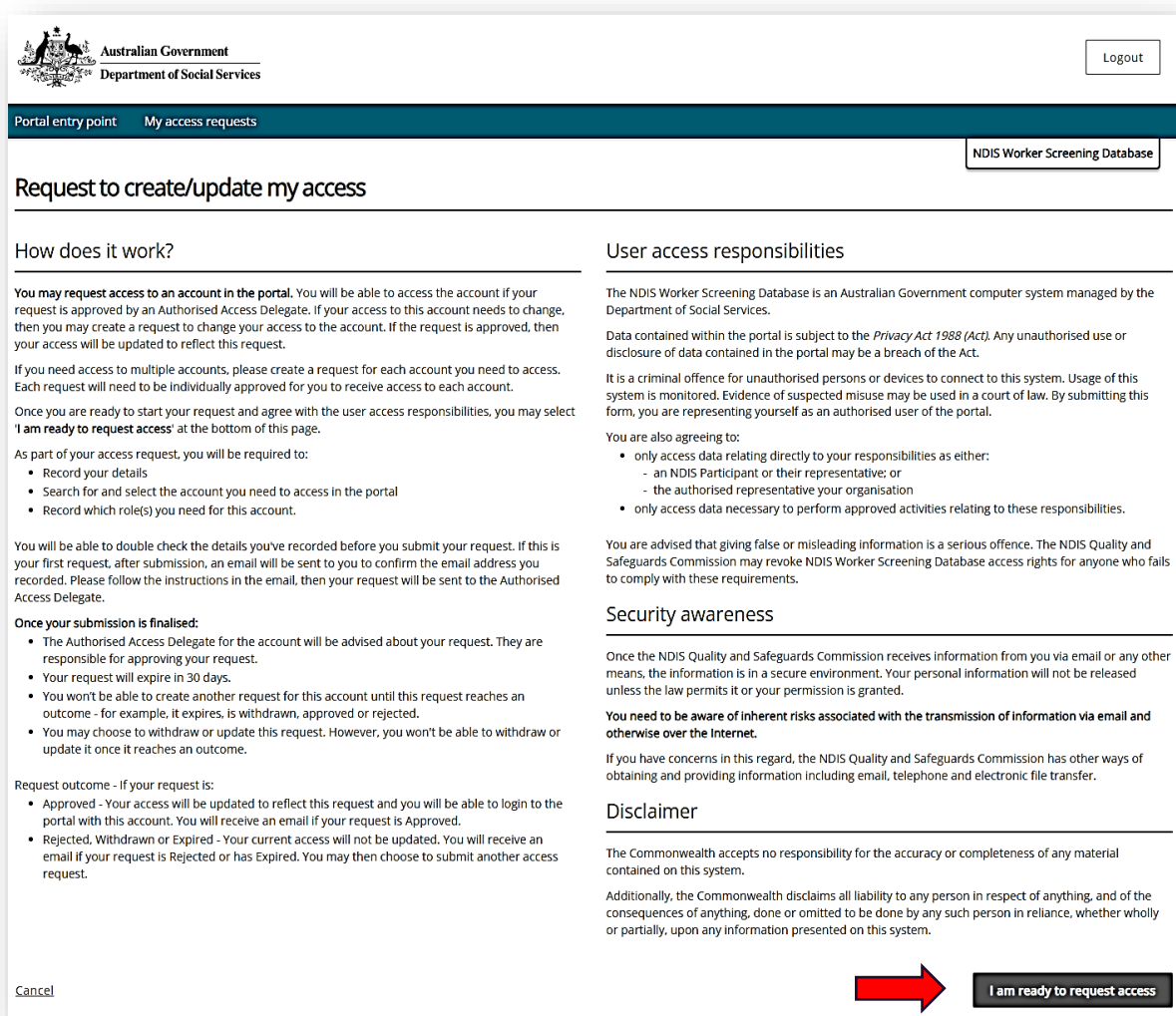
'Create a new request' to request access to an account or to request a change to your current access.

'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](#)

2. 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**

3. 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

Back Discard request

Next

4. Enter your **Participant WS ID** and **Last Name > Run search**

Portal entry point My access requests

Request to create/update my access

3. Search for the NDIS Participant's account

Search for the NDIS Participant's account using their Worker Screening details. These details are necessary to find and request access to their account. If an account is found that matches the details entered then you may proceed through to the next steps.

The NDIS Participant (or their representative or nominee) have access to their Worker Screening details.

Participant WS ID: *

NDIS Participant Last Name: *

Run search

Back Discard request

5. Confirm these are your participant details and click **Next**.

Portal entry point My access requests

Request to create/update my access

3. Search for the NDIS Participant's account

Search for the NDIS Participant's account using their Worker Screening details. These details are necessary to find and request access to their account. If an account is found that matches the details entered then you may proceed through to the next steps.

The NDIS Participant (or their representative or nominee) have access to their Worker Screening details.

Participant WS ID: *

NDIS Participant Last Name: *

I would like to access the portal on behalf of:

Name:

Participant WS ID:

[Discard request](#)

6. Select **Worker Screening for NDIS Participants** and **Authorised Access Delegate** as the roles > click next.

Portal entry point My access requests

Request to create/update my access

4. Access to roles

You currently have access to the account. . Update the below to request a change to your existing access. Ensure you select at least one role on this request. If this request is Approved, you will only receive access to the selected role(s) going forward.

Worker Screening for NDIS Participants
Responsible for managing the participant's workers.

Worker Screening for organisations
Responsible for managing the organisation's workers.

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.

[Discard request](#)

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

Portal entry point My access requests

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

Name : Participant WS ID : 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 NDIS Participants, Authorised Access Delegate

6. Acknowledgement

I confirm the above details are correct. *

[Discard request](#)

Click **Finish**. You will receive an email once your access has been finalised. This access request will generally take **24-48 hours** to be updated in the database.