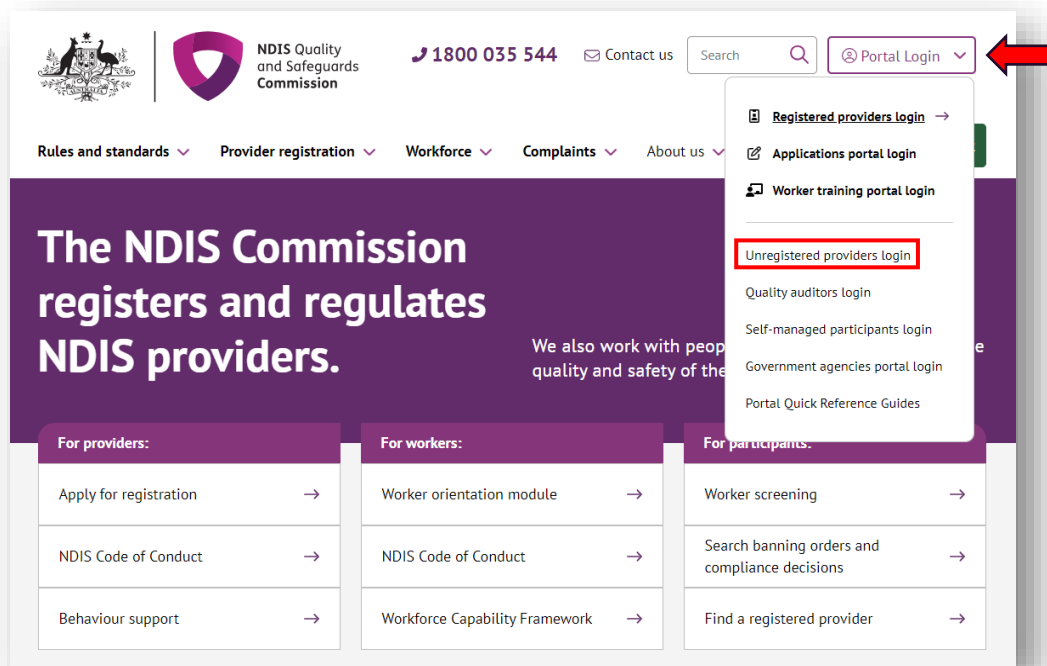


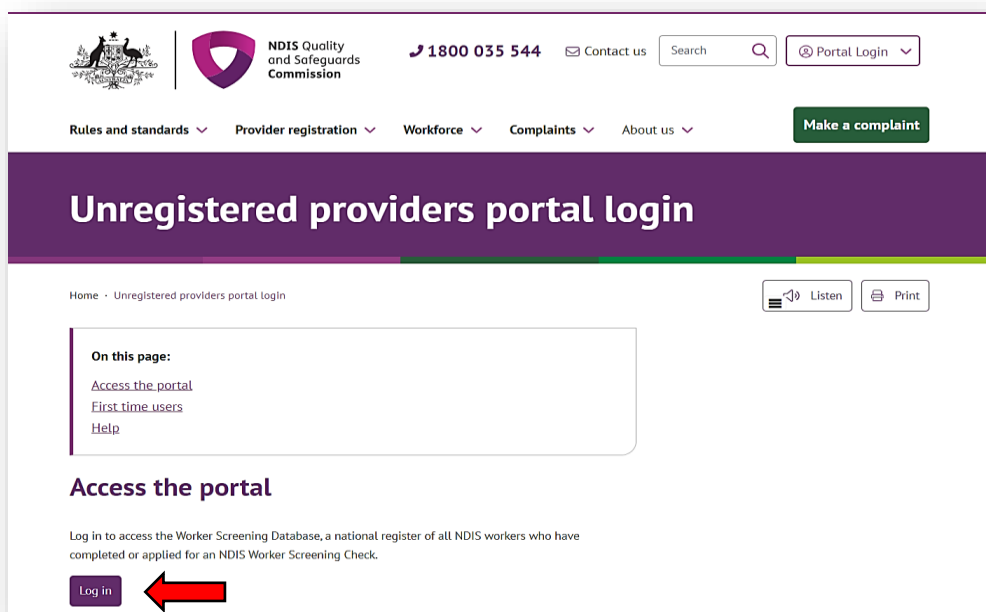
## Finalise access to the database once your application has been approved: Unregistered provider

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](http://www.ndiscommission.gov.au)
2. Navigate to **Portal Login > Unregistered Providers login.**



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



#### 4. Click Continue with Digital ID

The screenshot shows the 'Worker Screening Employer Portal' login page. At the top, there are logos for the Australian Government and the NDIS Quality and Safeguards Commission. The page title is 'Worker Screening Employer Portal'. Below this, the 'Login' section is divided into two main categories: 'Unregistered NDIS provider' and 'Self-Managed Participant'. In the 'Unregistered NDIS provider' section, there is a red box highlighting the 'Continue with Digital ID' button. Below this button, there is a link to 'Digital ID' and a link to 'Set up Digital ID and RAM or continue with PRODA'. In the 'Self-Managed Participant' section, there is a 'Login with PRODA' button and a 'Continue with Digital ID' button. Below this button, there is a link to 'Digital ID'.

**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.

[Continue with Digital ID](#)

[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.

[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' 'Select your identity provider' page. At the top, there are logos for the Australian Government and 'Australia's Digital ID System'. Below this, the 'Select your identity provider' section is displayed. A blue box with an information icon contains the text: 'You may need to increase the strength of your digital ID'. Below this, there is a paragraph: '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](#).' Below this, there is a card for 'myID' managed by the Australian Government. The card has a section titled 'You'll need these to get started' with a list of requirements: 'iOS or Android device', 'Two identity documents', and 'Remember my choice (Not recommended for shared devices)'. A red box highlights the 'Select myID >' button. Below the card, there is a 'Cancel' button.

**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 >](#)

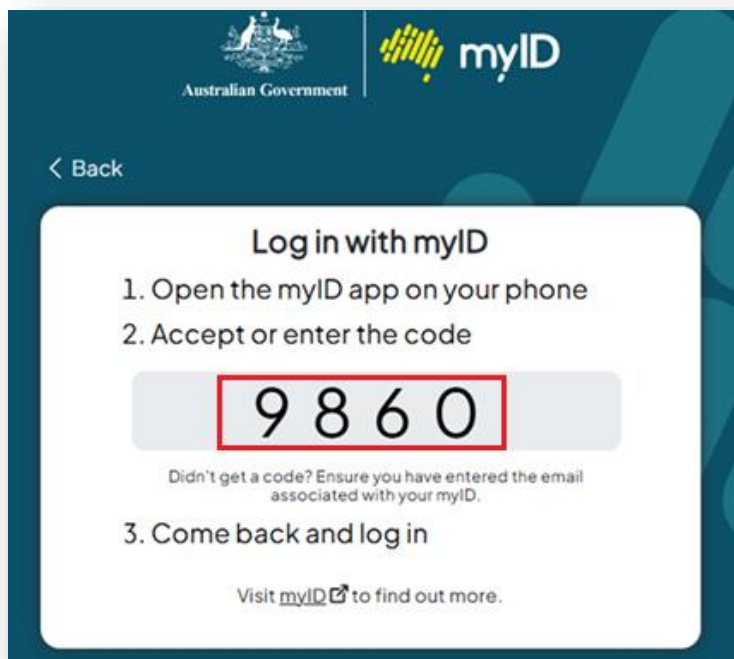
[Cancel](#)

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 'Log in with myID' screen. At the top, there is the Australian Government logo and the myID logo. Below the logos is a '< Back' link. The main content area is titled 'Log in with myID' and contains a 'myID email' input field. 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 link 'Don't have a myID? Set one up' with an external link icon. Underneath this is the text 'Create a myID to prove who you are and log in to online services.' followed by 'Download on the App Store' and 'GET IT ON Google Play' buttons. At the bottom, there is a link 'Visit myID' with an external link icon and the text 'to find out more.'

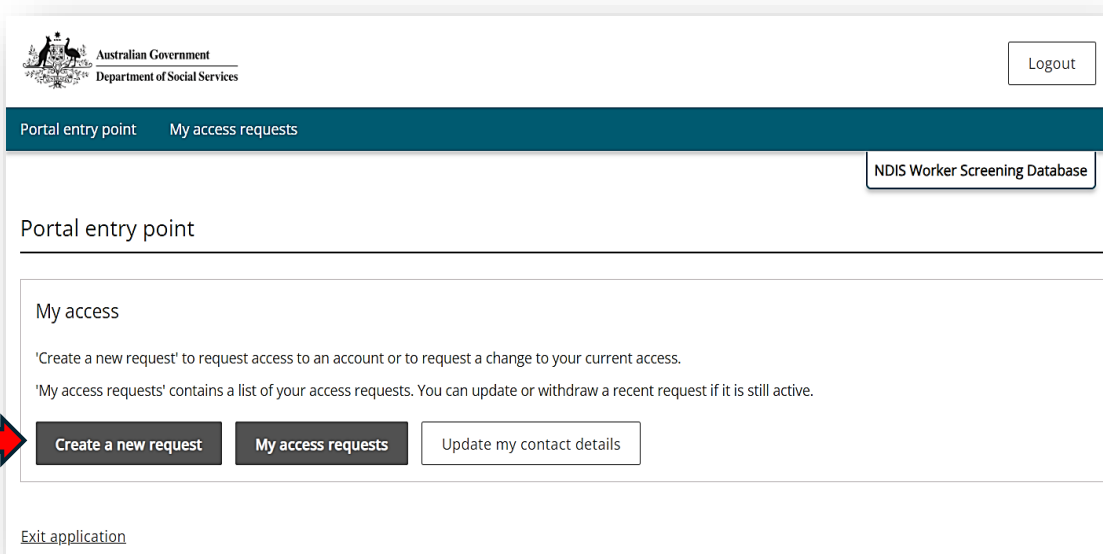
7. A code will be generated.



The screenshot shows the 'Log in with myID' screen. At the top, there is the Australian Government logo and the myID logo. Below the logos is a '< Back' link. The main content area is titled 'Log in with myID' and contains a list of instructions: '1. Open the myID app on your phone' and '2. Accept or enter the code'. Below the instructions is a grey rounded rectangle containing the code '9860', which is highlighted with a red rectangular box. Below the code is the text 'Didn't get a code? Ensure you have entered the email associated with your myID.' followed by '3. Come back and log in'. At the bottom, there is a link 'Visit myID' with an external link icon and the text '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

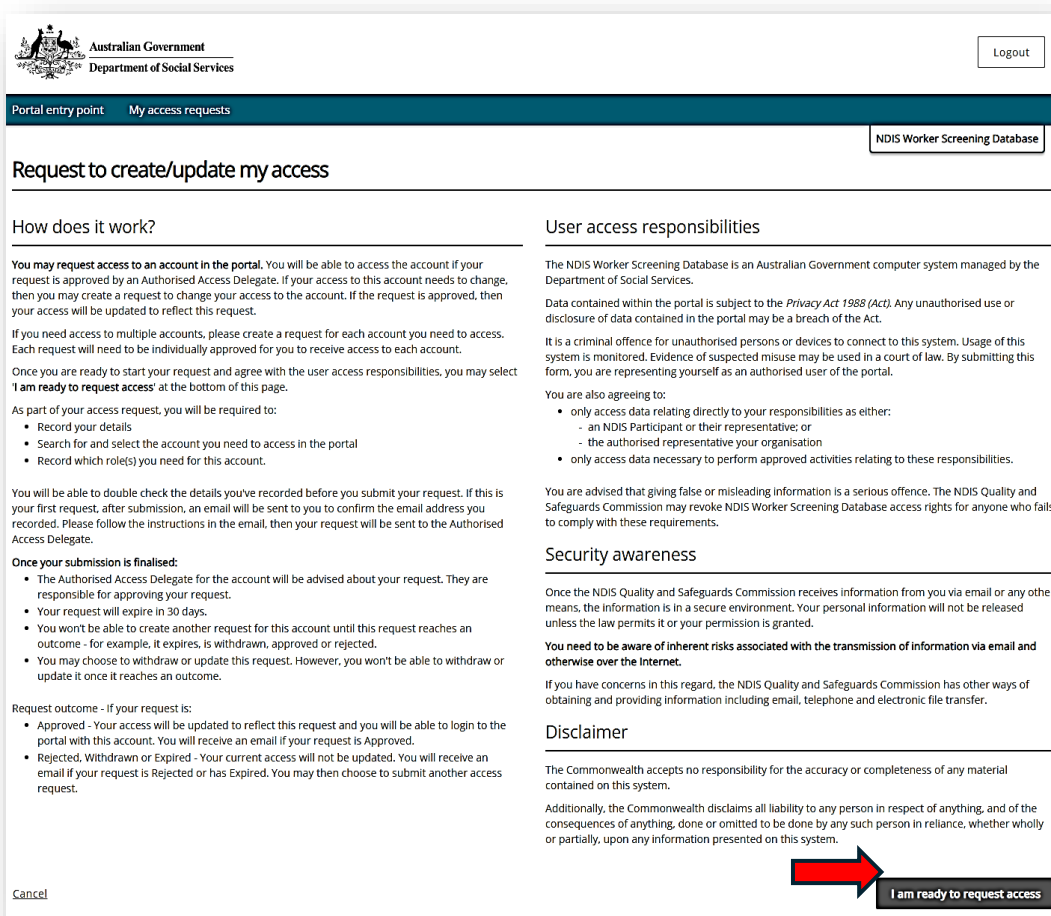
'Create a new request' to request access to an account or to request a change to your current access.

'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

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

### 13. Select the Organisation.

Australian Government  
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Portal entry point My access requests

Logout

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

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.

Australian Government  
Department of Social Services

Portal entry point My access requests

Logout

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.

The screenshot shows a web page from the Australian Government Department of Social Services. The page title is "Request to create/update my access" and it is for the "NDIS Worker Screening Database". The page is divided into sections: "5. Access request summary" and "6. Acknowledgement".

**5. Access request summary** (All fields marked with an asterisk (\*) are required.)

**Your details**

First name: [input] Last name: [input]  
Email address: [input] Phone number: [input] Mobile phone number: [input]

**Account details**

Legal name: [input]  
Trading name: [input]  
ABN: [input] Primary location: [input] 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. \*

Buttons: Back, Discard request, Submit

A red arrow points to the "Submit" button.

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