



Australian Government



NDIS Quality and Safeguards Commission

## NDIS Behaviour Support Practitioners

### Quick reference guide – How to Update Practitioner Profile

When a behaviour support practitioner is considered suitable, their portal access moves from the Applications Portal to the NDIS Provider Portal.

**Important note:** An auto-generated verification email is sent when the application is approved. This appears in your spam or junk email folder. You must click on the link in this email to complete your practitioner profile access.

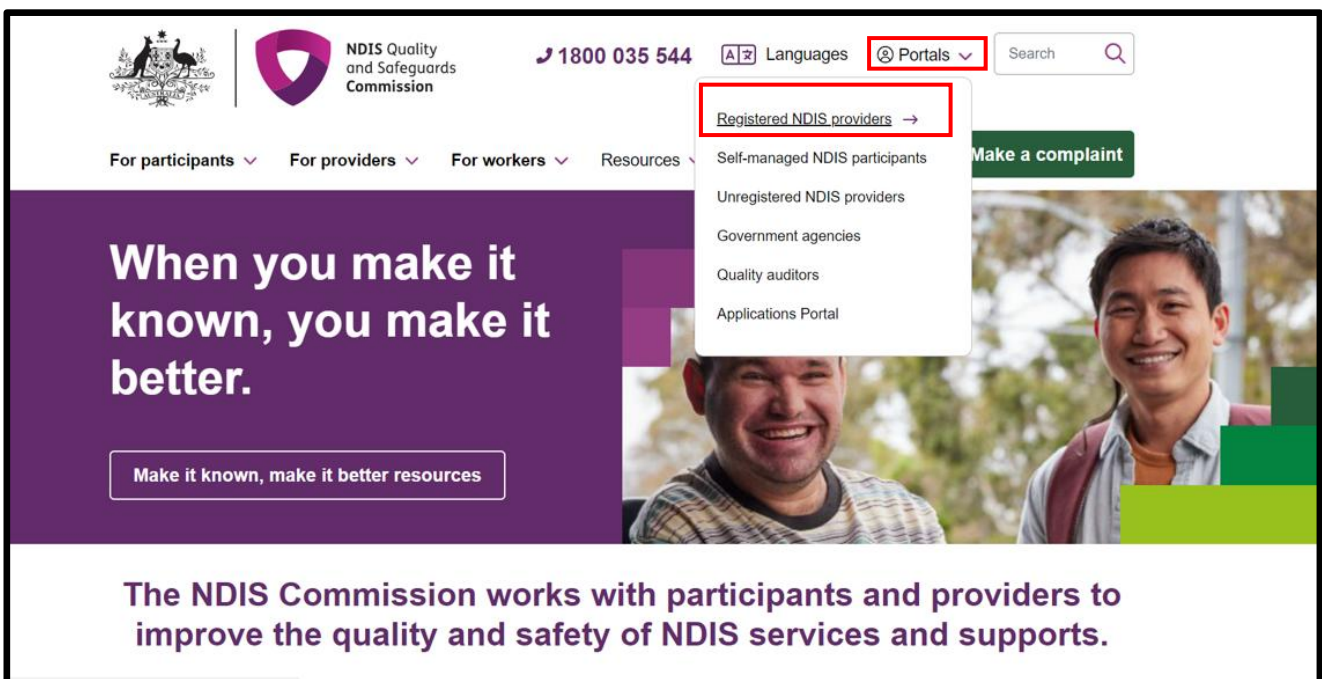
This Quick Reference Guide explains the step-by-step process of logging in to the NDIS Commission Practitioner Profile.

#### In this guide

1. [Logging in to the NDIS Commission Provider Portal](#)
2. [Updating the Practitioner Profile details](#)
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#### Logging in to the NDIS Commission portal

1. Select **Portals**. Then select **Registered NDIS providers**.



2. Once you enter the Registered Providers Portal Log in webpage, select **Log in**

# Registered providers portal login

Home · Registered providers portal login

**On this page:**



- Access the portal
- First time users
- Help

## Access the portal

Log in to [manage your registration](#).

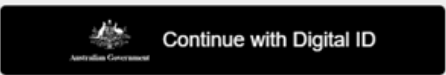
[Log in](#)

3. Select **manage your profile without RAM**

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## NDIS Quality and Safeguards Commission Portal

To login as a provider, you need to have a authorisation to act on behalf of the organisation through Relationship Authorisation Manager (RAM).



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

**Don't have Digital ID and RAM set up?**

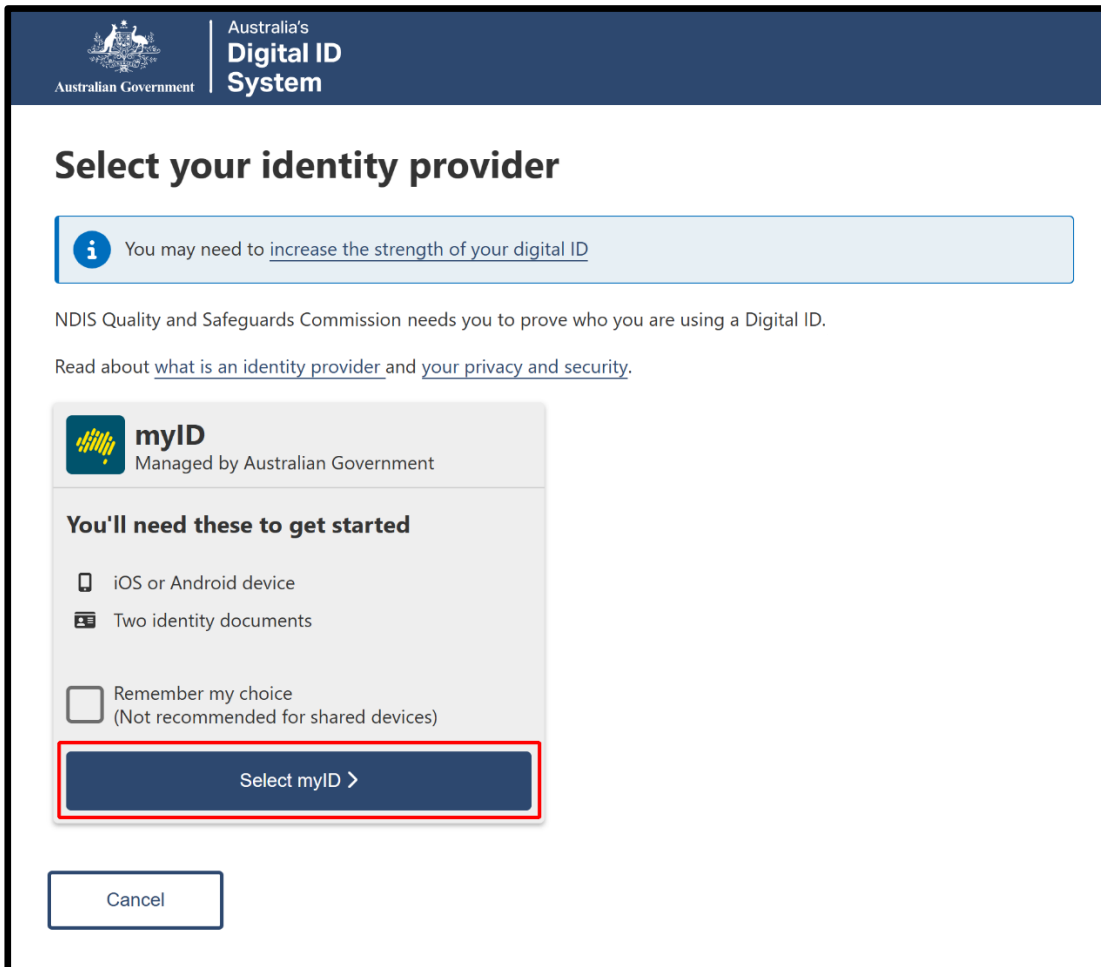
[Set up Digital ID and RAM](#) or [continue with PRODA](#)

If you're a **Behaviour Support Practitioner**, you can still use Digital ID to [manage your profile without RAM](#) or [continue with PRODA](#).

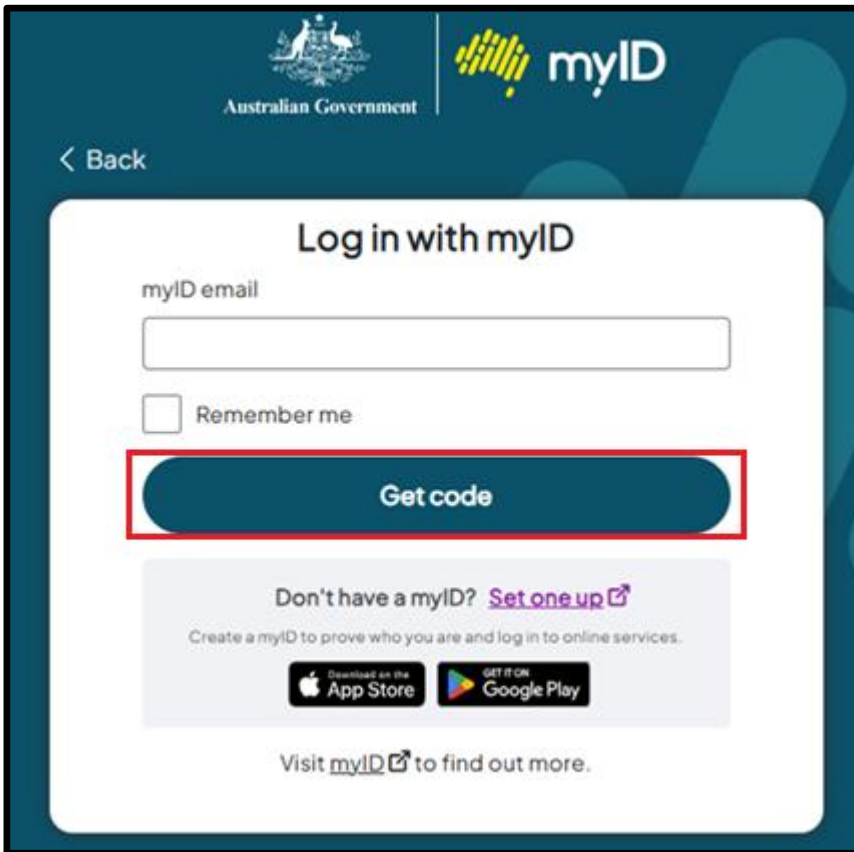
[Support](#) [Feedback](#)

[Accessibility](#) | [Copyright & Disclaimer](#) | [Privacy Information](#)

4. Click **Select myID**



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



6. A code will be generated.



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

8. Select **Your account** and the **Role** to log in and then Select **Continue**



## Portal entry point

You are logged in with ABN 91 123 456 789.

To look at your access requests or change your contact details, go to [My access requests](#).

### 1. Select an account

Account name	Account type	ABN
<input checked="" type="radio"/> United Education	Organisation	12 345 678 901
<input type="radio"/> Lee, Marvin	Practitioner profile	None

[▶ Other accounts](#)

### 2. Select a role

Authorised delegate

[Continue](#)

[Support](#) [Feedback](#)

[Accessibility](#) | [Copyright & Disclaimer](#) | [Privacy information](#)

9. Select I agree.

**BETA** This is beta. Help us make it better for you - please [give feedback](#)



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Commission

## Logging on to the NDIS Commission Portal

You are now entering the NDIS Commission Portal. Data contained on this system is subject to the Privacy Act 1988. Any unauthorised use or disclosure of data contained on this system may be a breach of the Privacy Act 1988.

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 continuing, you are representing yourself as an authorised user of the NDIS Quality & Safeguards Portal. You are also agreeing to:

1. Only access data relating directly to your agency's responsibilities.
2. Only access data necessary to perform approved activities relating to your agency's responsibilities.

You are advised that giving false or misleading information is a serious offence.

The Department may revoke NDIS Quality & Safeguards Portal access rights for anyone who fails to comply with these requirements.

[Exit application](#)

**I agree**

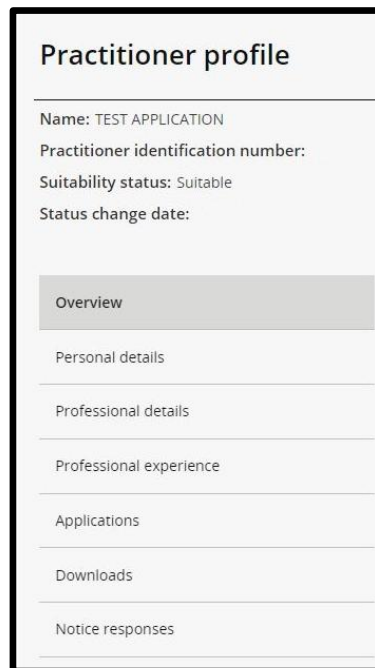
This should successfully log you on to the Portal.

### 10. Select **My Practitioner Profile**.

The screenshot shows the NDIS Commission Portal dashboard. At the top, there is a navigation bar with the Australian Coat of Arms and the NDIS Quality and Safeguards Commission logo on the left. On the right, there are links for [Change role / Manage access](#), [Notifications](#) (with a '0' badge), [Switch to myplace](#), and a [Logout](#) button. Below the navigation bar is a green header with 'Home', 'Tasks', and 'My practitioner profile'. The main content area has a large heading 'Welcome to the NDIS Commission Portal'. Below this, there are two main sections: 'My practitioner profile' and 'Tasks'. The 'Tasks' section shows 'Number of tasks awaiting action: 0'.

## Updating the Practitioner Profile details

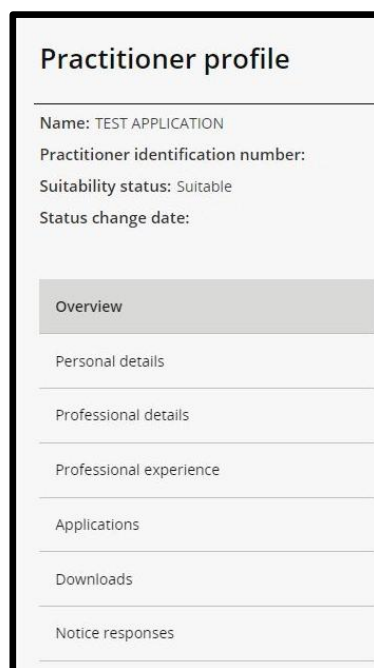
1. Select **Personal details / Professional details / Professional experience** to make any changes. Ensure your email address listed within your Personal Details is your personal account not work-related account.



The screenshot shows a web interface titled "Practitioner profile". At the top, there is a header with the title. Below the header, there are several lines of text: "Name: TEST APPLICATION", "Practitioner identification number:", "Suitability status: Suitable", and "Status change date:". Below this text is a vertical list of navigation tabs. The first tab, "Overview", is highlighted with a grey background. The other tabs are "Personal details", "Professional details", "Professional experience", "Applications", "Downloads", and "Notice responses".

## Updating the contact details on the NDIS Commission website

1. Select **Professional details**.



This screenshot is identical to the one above, showing the "Practitioner profile" page. However, in this version, the "Professional details" tab is highlighted with a grey background, while the "Overview" tab is no longer highlighted.

2. Select **update** (this will allow you to consent to your name, email address, phone number and postcode being placed on a list of suitable NDIS behaviour support practitioners to be published on the NDIS Commission’s website).

Publishing contact details on the NDIS Commission website

If the NDIS Commission determines your application as suitable, then (with your consent) your details may be published on the NDIS Commission website in the NDIS Behaviour Support Practitioner Register.

**Update**

First name: TEST1

Last name: APPLICATION1

Phone number:

Email address:

Postcode:

Agreement to publish

I **DO** consent to my name, email address, phone number and postcode being placed on a list of NDIS behaviour support practitioners to be published on the NDIS Quality and Safeguards Commission’s website if the Commissioner (or delegate) decides that I am suitable to undertake behaviour support assessments (including functional behaviour assessments) and to develop behaviour support plans that may contain the use of regulated restrictive practices.

have read the statement above and I **DO** consent to publishing my details.

## Help with accessing your Practitioner Suitability Outcome letter.

1. Login to the NDIS Commission Provider Portal.
2. In the Portal entry point, select your name under the provider drop down (please note this is for technical purposes only and you are not considered a provider in this context).
3. Select **Practitioner Profile** under the Role drop down box.
4. Select **My practitioner profile**.
5. Select **Applications** in the left menu.
6. Select **Actions** on your completed application from the drop-down list and select **View**.
7. Select **Downloads** on the left menu then download the latest **Application Outcome Letter** from the list.

## About Digital ID and myID app

Digital ID is a whole-of-government digital identity solution which can be used by Australians to prove who they are online and provide an identity that can be used to access participating government online services.

To gain access to the **NQSC Application Portal**, you will need to have set up your Digital identity in myID app.

Using Digital ID to log into the NQSC portals provides a high level of assurance that only the appropriately identified and authorised people are accessing NQSC systems.

To learn more about **Digital ID**, visit [What is Digital ID? | Digital ID System](#) website.

The Australian Government's **Digital ID app** is called **myID**. To access government services using a Digital ID, you need to [set up a myID](#) account. please visit the Help section on the [myID](#) website.

## Further information or support

Contact the NDIS Quality and Safeguards Commission

**Email:** [ndispractitioners@ndiscommission.gov.au](mailto:ndispractitioners@ndiscommission.gov.au)