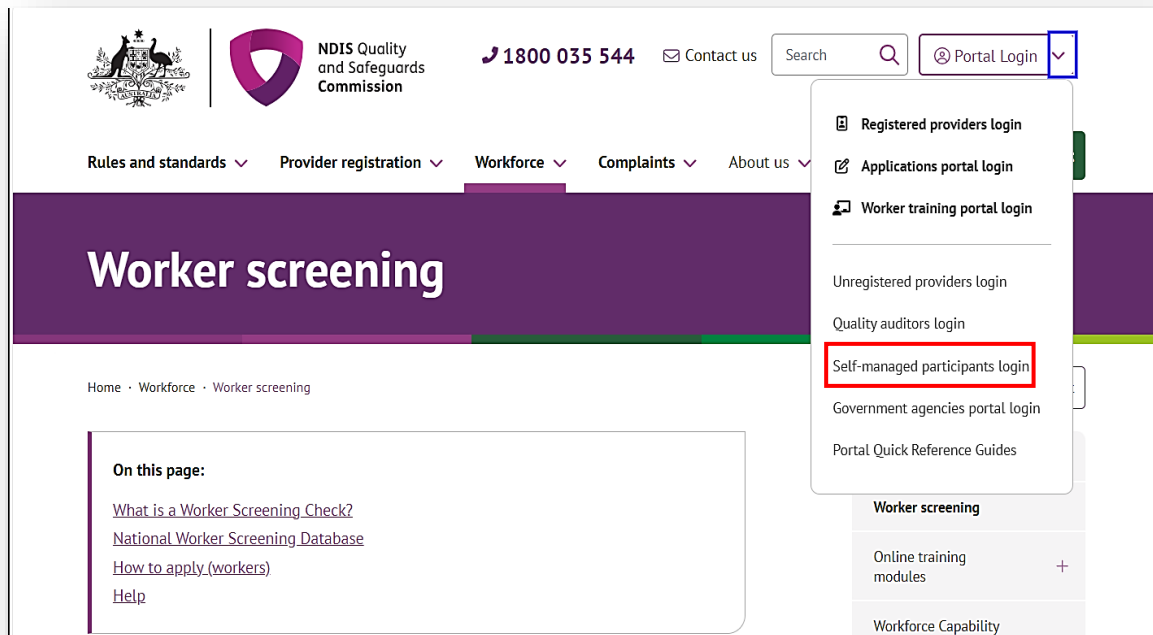


## Log in to the database once your access has been finalised

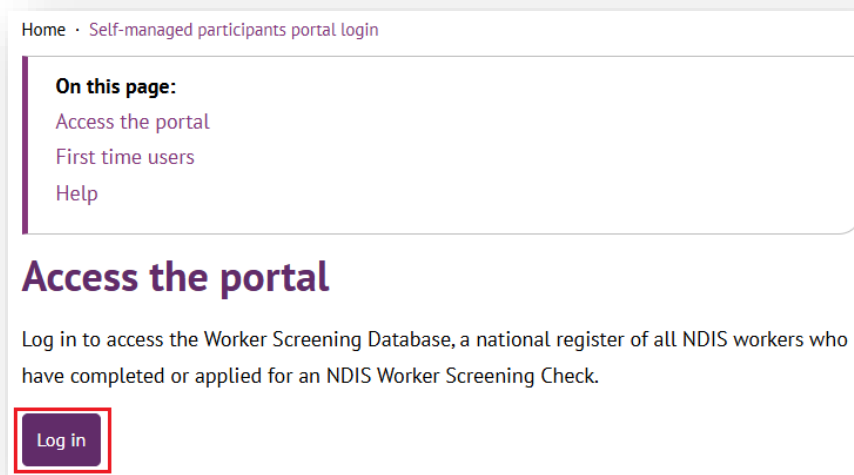
1. Go to the [Homepage | NDIS Quality and Safeguards Commission](#)

Once you have access to the Worker Screening Database you will select the **below login** option

Go to **Portal Login** > select **Self-managed participants login**



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



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

The screenshot shows the 'Applications portal login' page for the NDIS Quality and Safeguards Commission. It is divided into two main sections: 'Organisations' and 'Individuals'. Each section provides instructions on how to log in, including a 'Continue with Digital ID' button and a link to 'Set up Digital ID' or 'continue with PRODA'.

**Organisations**

Login to apply to become:

- a registered NDIS provider
- a worker screening employer (organisation)

You need to have authorisation to act on behalf of the organisation through Relationship Authorisation Manager (RAM).

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

**Individuals**

Login to apply to become:

- worker screening employer (NDIS participants)
- Behaviour support practitioner

[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](#).

4. Select your **Name**, use the dropdown and select **Worker Screening for NDIS Participants** OR **Authorised Access Delegate** role > **Continue**.

Australian Government  
Department of Social Services

Log in with ABN Logout

Portal entry point My access requests

<employer portal name>

## Portal entry point

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

**1. Select an account**

Account name	Account type	Sector	ABN
<input type="radio"/> McKenzie, Brian	NDIS participant	Disability	None

[Other accounts](#)

To access the following accounts, [log in with the organisation's ABN](#). Alternatively, you can still [log in with PRODA](#) during the transition period.



Account name	Account type	Sector	ABN
Shelley's care services	Unregistered provider	Disability	91 987 654 321

**2. Select a role**

Worker screening

Continue

5. Read the declaration and click **I Agree**.

### Logging on to the NDIS Worker Screening Database

You are now entering the NDIS Worker Screening Database.

The NDIS Worker Screening Database is an Australian Government computer system managed by the NDIS Commission.

These are the conditions of your access to the NDIS Worker Screening Database:

- **If you are an NDIS participant who manages their own NDIS Plan (self-managed participant):**  
You must only access, use and disclose information in the NDIS Worker Screening Database to the extent that is necessary for you to administer your self-managed NDIS Plan, including in relation to NDIS Worker Screening checks for any workers you wish to engage; or
- **If you are an unregistered Provider:**  
You must only access, use and disclose information in the NDIS Worker Screening Database to the extent that is necessary for you to satisfy yourself of a NDIS Worker Screening check, which you have determined is necessary to be undertaken.

Information contained on the NDIS Worker Screening Database is subject to the *Privacy Act 1988*. Any unauthorised use or disclosure of information contained on this system may be a breach of the *Privacy Act 1988*.

Information on the NDIS Worker Screening Database may also be "protected Commission information" under the *National Disability Insurance Scheme Act 2013* (the NDIS Act). Protected Commission information includes information that is held by the Commission about a person.


Any person who has access to protected Commission information may only use or disclose it as authorised by the NDIS Act. Unauthorised use and disclosure of protected Commission information is a criminal offence under the NDIS Act.

It is also 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.

You should also note that giving false or misleading information to the Commonwealth is a serious offence under section 137.1 of the *Criminal Code Act 1995* (Cth).

The NDIS Commission may revoke NDIS Commission Portal and NDIS Worker Screening Database access rights for anyone who fails to comply with the access conditions or who contravenes the law as referred to above.

By continuing, you are representing yourself as an authorised user of the NDIS Worker Screening Database. You are also agreeing to the access conditions and acknowledging the legal requirements and penalties for contravention as set out above.

[Exit application](#) **I agree** 

6. You are now in the NDIS Worker Screening Database.

Home My account Worker Screening

## Welcome to the NDIS Worker Screening Database, Worker.

Participant details	Worker Screening Number of pending verification requests: 0
Inbox Number of unread messages available: 1	

1800 035 544 [Support](#) [Feedback](#)  
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