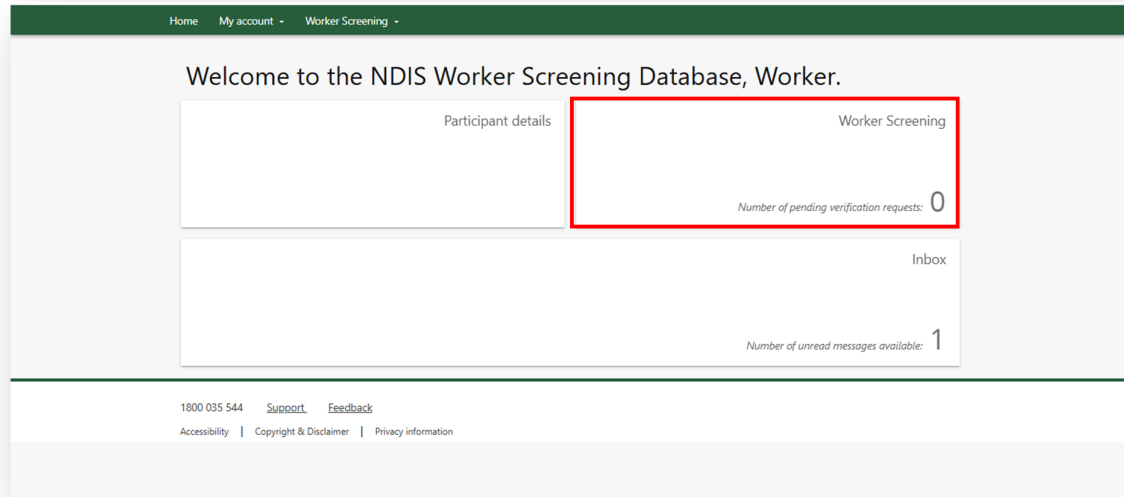


Link a worker

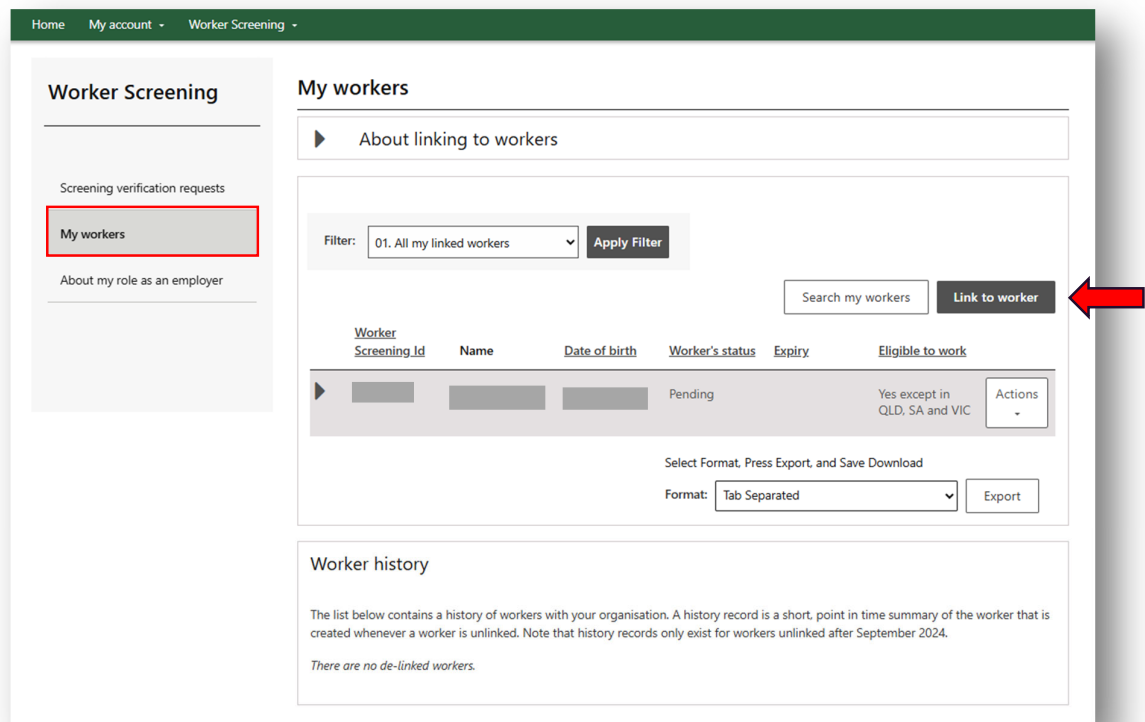
Role required: **Worker Screening for NDIS Participants**

Tip – If you have already verified the worker, they will automatically be linked to you.

1. Click on the **Worker Screening** tile.



2. On the left-hand side click on **My workers** then **Link to worker**.



3. Enter the worker's **Last name** plus an **ID Type**, either **Worker Screening ID**, or **Application ID** (8-digit numbers) > **Run search**.

NDIS Quality and Safeguards Commission

Change role / Manage access Notifications 0 Logout

Home My organisation Worker Screening

Worker Screening

- Screening verification requests
- My workers
- About my role as an employer

Link to a worker

As the employer, by linking to a worker you are indicating that this person will (or intends to) provide supports or services for you.

Input the worker's last name and either their Worker Screening Id or Application Id.

Last name:*

Id type:*

Worker Screening Id

Worker Screening Id

Application Id

Worker Screening Id:*

[Clear search](#) [Cancel search](#) **Run search**

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4. Select the result by clicking **Link worker**, then confirm.

NDIS Quality and Safeguards Commission

Change role / Manage access Notifications 0 Logout

Home My organisation Worker Screening

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- About my role as an employer

Link to a worker

As the employer, by linking to a worker you are indicating that this person will (or intends to) provide supports or services for you.

Input the worker's last name and either their Worker Screening Id or Application Id.

Last name:*

Id type:*

Worker Screening Id

Worker Screening Id:*

[Clear search](#) [Cancel search](#) **Run search**

Results(1)

By selecting 'Link', you are confirming that the person identified will (or intends to) provide supports or services for you. Once linked, you will be able to see their current status, eligibility to work and be advised if their status changes.

Worker Screening Id	Name	Date of birth

Link worker

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5. Once linked you can **Update** or **Remove** (see **Unlink** process below.)

The screenshot shows the NDIS Worker Screening interface. On the left, a sidebar menu has 'My workers' highlighted with a red box. The main content area is titled 'My workers' and includes a filter dropdown set to '01. All my linked workers' and an 'Apply Filter' button. Below this is a table of workers with columns: Worker Screening Id, Name, Date of birth, Worker's status, Expiry, and Eligible to work. A red box highlights the first row of the table and the 'Actions' column, which contains 'Update', 'Remove', and 'Export' buttons. Below the table is a 'Worker history' section with a note about the history of workers.

Worker Screening Id	Name	Date of birth	Worker's status	Expiry	Eligible to work
			Clearance	12/05/2027	Yes

Link to worker tips

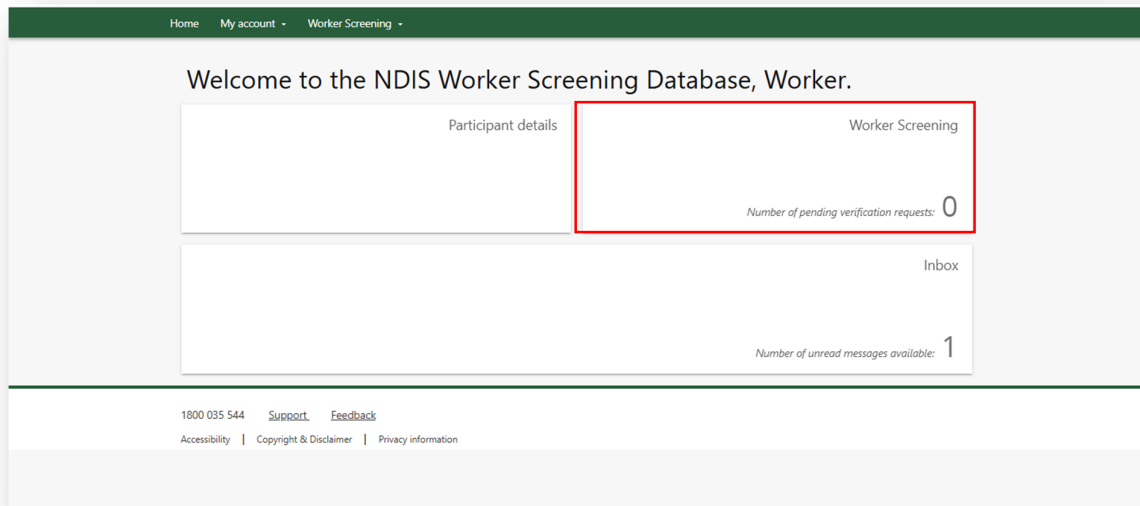
- You can filter the list of workers by selecting a Filter from the drop-down and Apply Filter and/or sort the columns selecting the column heading.
- To ensure that your worker has a NDIS Worker Screening Clearance, check the Worker's status, Expiry date and Eligible to work status.
- If your worker has an Eligible to work status of Yes except in QLD, SA, and VIC. This means their application is still pending assessment and they are not yet eligible to work in QLD, SA, and VIC. However, they are still permitted to work during assessment in TAS, NSW, NT, WA, and ACT.
- You will receive email notifications about your linked workers regarding their NDIS Worker Screening status 90 days prior to when their NDIS Worker Screening Clearance is due to expire.
- If there is a NDIS Worker Screening Clearance status change (e.g. exclusion), you will receive an email to the nominated email address and a message in the NWSD inbox.

6. Process end.

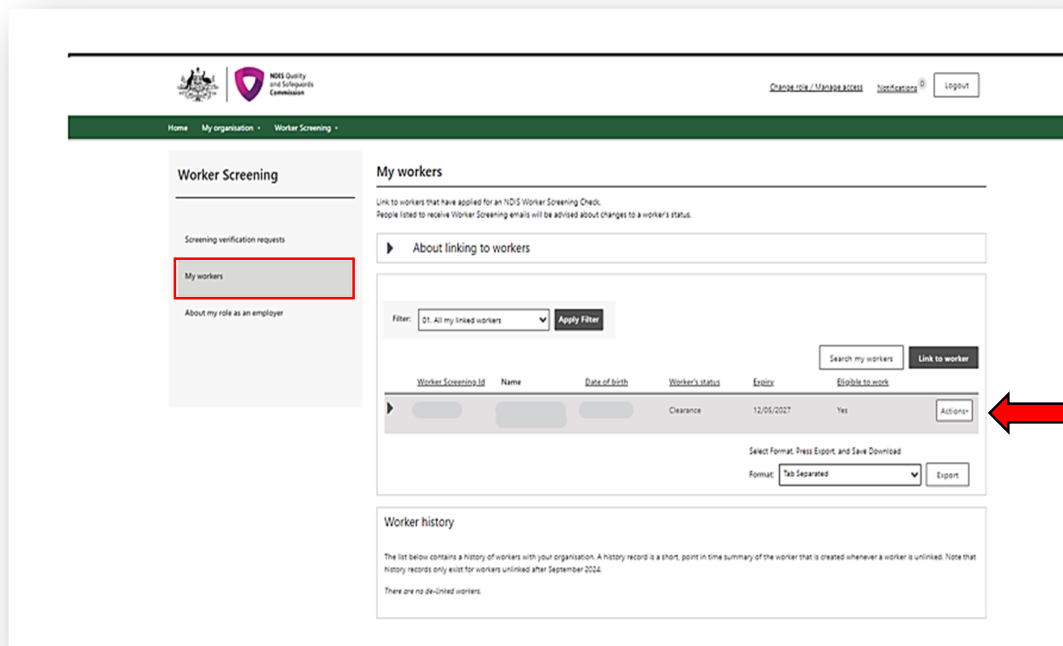
Unlink a Worker

Role required: **Worker Screening for NDIS Participants**

1. Click on the **Worker Screening** tile.



2. Click on **My workers**, select the worker that no longer works for you. Click **Actions > Remove > Confirm**.



3. When using **Search my workers** > Enter **First and Last name** or **Worker Screening ID** > **Run search**.

The screenshot shows the 'Search my workers' form. It has a sidebar with 'Worker Screening' and links for 'Screening verification requests', 'My workers', and 'About my role as an employer'. The main form has fields for 'First name', 'Last name', 'Date of birth: dd/mm/yyyy', 'Worker screening Id', 'Work email address', 'Work phone number', and 'Employment type' (a dropdown menu). There are 'Clear search' and 'Cancel search' links, and a 'Run search' button highlighted with a red arrow.

4. In **Results** > Select the worker that no longer works for you > Click **Actions** > **Remove**.

The screenshot shows the 'My workers' results page. It has a sidebar with 'Worker Screening' and links for 'Screening verification requests', 'My workers', and 'About my role as an employer'. The main content area has a 'My workers' section with a filter dropdown set to '01. All my linked workers' and an 'Apply Filter' button. Below the filter is a table with columns: 'Worker Screening Id', 'Name', 'Date of birth', 'Worker's status', 'Expiry', 'Eligible to work', and 'Actions'. The first row shows a worker with status 'Pending'. The 'Actions' column has a dropdown menu with 'Remove' selected, highlighted by a red arrow. Below the table are options to 'Select Format, Press Export, and Save Download' and a 'Format' dropdown set to 'Tab Separated' with an 'Export' button. At the bottom is a 'Worker history' section with a note: 'The list below contains a history of workers with your organisation. A history record is a short, point in time summary of the worker that is created whenever a worker is unlinked. Note that history records only exist for workers unlinked after September 2024. There are no de-linked workers.'

5. Confirm Remove Worker pop-up > **Remove**.

The screenshot displays the NDIS Worker Screening Database interface. At the top, there is a navigation bar with the NDIS logo, the text 'NDIS Quality and Safeguards Commission', and links for 'Change role / Manage access', 'Notifications', and 'Logout'. Below this is a breadcrumb trail: 'Home > My organisation > Worker Screening >'. The main content area is titled 'Worker Screening' and includes a sidebar with links for 'Screening verification requests', 'My workers', and 'About my role as an employer'. The central section is 'Search my workers', which contains a form with fields for 'First name', 'Last name', 'Date of birth: dd/mm/yyyy', 'Worker screening id', 'Work email address', 'Work phone number', and 'Employment type: Please Select'. There are 'Clear search' and 'Cancel search' buttons, and a 'Run search' button. Below the search form, a table titled 'Results(1)' shows one worker with columns for 'Worker screening id', 'Name', 'Date of birth', 'Worker's status', 'Expiry', 'Eligible to work', and 'Actions'. A pop-up dialog titled 'Confirm remove worker' is overlaid on the table. It contains the text: 'By removing this worker, you are indicating they no longer work for you or your organisation. You will not receive future updates if their status changes. Do you wish to continue?'. There is a link 'Click to change and close' and a 'Remove' button. A red arrow points to the 'Remove' button. The footer of the page includes the phone number '1800 015 544', links for 'Support' and 'Feedback', and text for 'Accessibility' and 'Copyright & Disclaimer'.

6. Process end.