

Using the NWSD

You now have access to the database

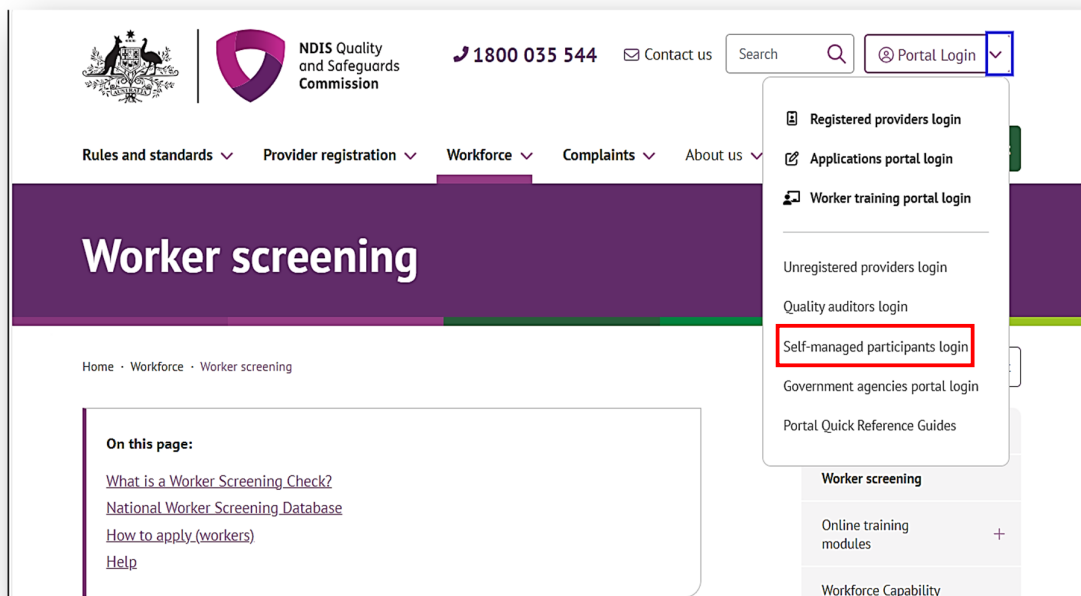
Please note: The following procedure is the same **Log in** process for the below actions in the **Worker Screening Database**:

- Find your Employer ID number
- To Verify Worker Screening Checks
- To Link workers to your organisation
- To Unlink workers from your organisation
- To approve nominee access requests
- To Update participant/nominee Information
- View Inbox

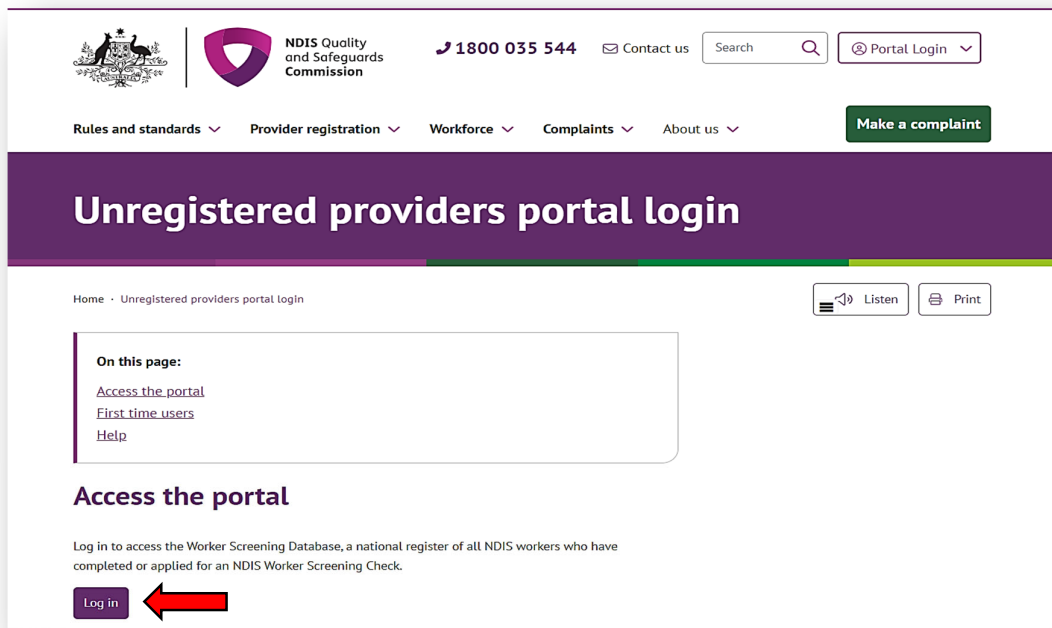
1. Go to the [Homepage | NDIS Quality and Safeguards Commission](#)

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

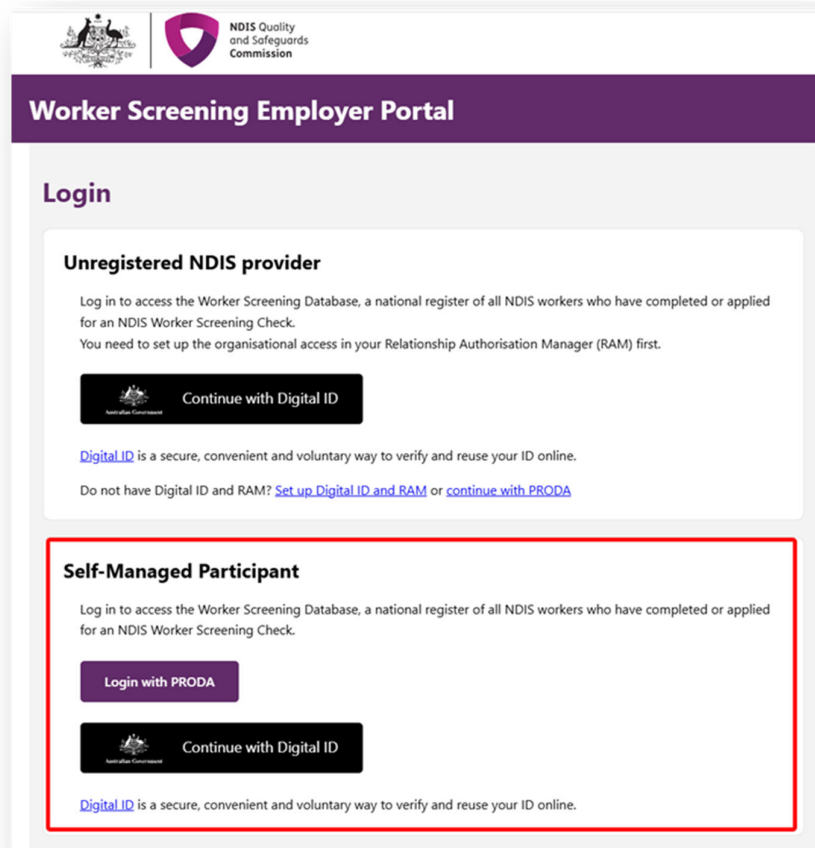
Go to **Portal Login** > select **NDIS Participants login**



2. Click **Log in**



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



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

*Please refer to roles on **page 16***

Australian Government
Department of Social Services

Logout

Portal entry point My access requests

NDIS Worker Screening Database - NTE04

Portal entry point

Access an account All fields marked with an asterisk (*) are required.

1. Select an account *

Account name ^	Account type	Account sector
☐		Disability
☒	NDIS Participant	Disability

2. Select a Role then Continue

Role

Worker Screening for NDIS Participants

Continue

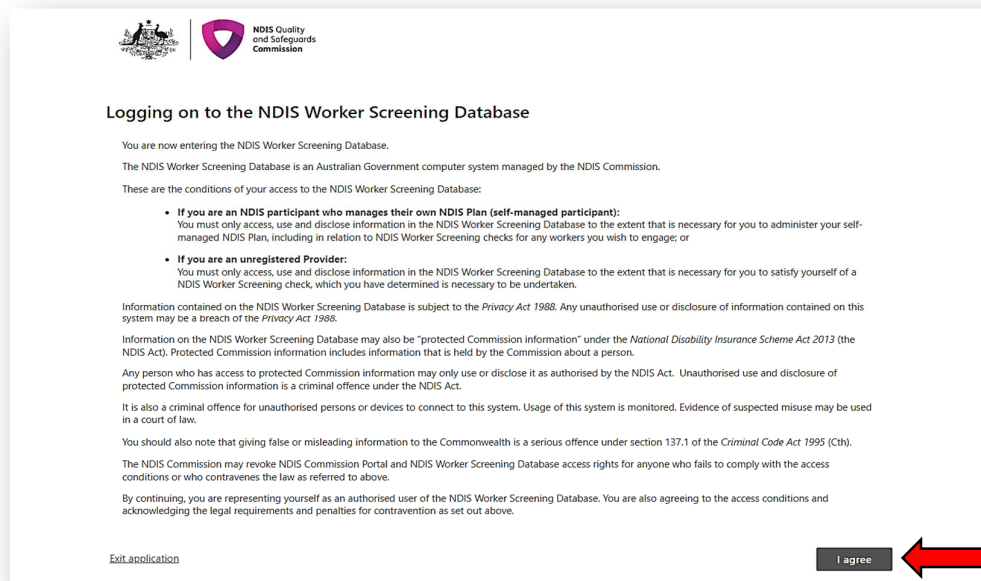
My access

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](#)

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



  NDIS Quality and Safeguards Commission

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.

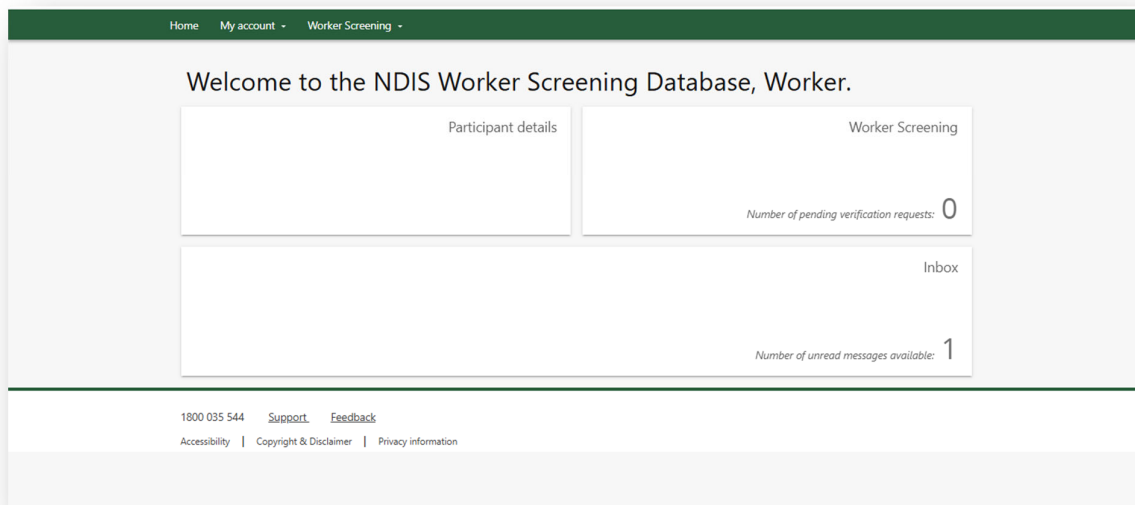
You should also note that giving false or misleading information to the Commonwealth is a serious offence under section 137.1 of the *Criminal Code Act 1995* (Cth).

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

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7. Process end.