

# NATIONAL CANCER SCREENING REGISTER QUICK START GUIDE

For the Participant Portal

## 1. What is the National Cancer Screening Register Participant Portal?

The National Cancer Screening Register (National Register) has introduced an online self-service portal that allows people who are doing their bowel and cervical screening to update their personal details, manage their participation and view screening information.

The Participant Portal makes it easier for participants to communicate with the National Register.

## 2. What can I do on the Participant Portal?

The Participant Portal allows participants to:

1. update your personal details;
2. manage your participation;
3. nominate a healthcare provider;
4. view previous correspondence;
5. view screening status such as when you're next due to screen; and
6. request a bowel program home test kit, if eligible.

## 3. Accessing the NCSR Participant Portal for the first time

The Participant Portal is accessed via myGov.

1. Log into your myGov account. If you don't have a myGov account, 'Create an account' and follow the steps to register for a myGov account.
2. In your myGov account, select 'National Cancer Screening Register' from the 'Link a service' list of services available to you. You will then be asked to confirm your identity using one of the listed identifier documents. This is a once-off process.
3. Follow the instructions on screen to verify your identification and complete the Participant Portal registration form. This is also a once-off process.
4. After accepting the Terms and Conditions, click 'Accept'. You will then be directed to the Participant Portal home page.
5. After this, you will be able to access the Participant Portal through your myGov account, the same way you would access your other linked online government services.

## 4. Viewing and managing your screening details

When you log into the Participant Portal, you will land on the 'Program Details' page.

1. Select between the two programs (bowel and/or cervical – depending on your eligibility for either program) at the top of the page.
2. You will be able to view your 'Last Screening' and 'Next Screening' information for the program you have selected.
3. In your selected program, there will be several options available to you to manage your participation, e.g. opt out or defer, order a bowel test kit, cease correspondence.

## 5. Updating your personal details

1. Select the program you wish to update (bowel or cervical). Note: If you wish to update across both programs, at the bottom of each section you will be able to select 'Update across both programs' before submitting the form.
2. Click on 'My Details'.
3. Go to the type of details you wish to update, and click 'Update'.
4. Update your details as required, and when completed, click 'Review'.
5. Review the details, if incorrect, click 'Edit', and if correct, click 'Submit'.

## 6. Ordering a bowel test kit

If you are eligible to order a bowel test kit, you can order one from the Participant Portal.

1. Select the 'Bowel' program at the top of the page.
2. Under 'Manage Bowel Program', go to 'Order Bowel Test Kit' and click 'Request Test Kit'.

## 7. Where can I find more information?

Please refer to the [Participant Portal user guide](#) for more detailed steps on how to access and how to use the portal.

For more information on the National Cancer Screening Register, please visit [www.ncsr.gov.au](http://www.ncsr.gov.au) or contact us on **1800 627 701**.