



Australian Government



Apprenticeships Data  
Management System

# Accessing ADMS Fact Sheet

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The Apprenticeships Data Management System (ADMS) supports all aspects of Australian Apprenticeships. This means it holds a lot of information about apprentices and their employers.

To help keep this information safe and secure, ADMS users must prove their identity and their authority to act on behalf of a business or organisation before they can access ADMS.

**The three steps to set up your ADMS access are:**

1. Creating a Digital Identity with myGovID
2. Connecting your myGovID with your business through the Relationship Authorisation Manager (RAM)
3. Registering for an account on the ADMS Portal

Once you have set up your ADMS account, you can use your myGovID to log onto ADMS any time.

## Digital Identity - myGovID

myGovID is the Australian Government digital identity platform.

- A digital identity helps Australians verify their identity in a safe and secure way online. It is like the 100-point ID check on your smart phone.
- Having a myGovID lets you access over 80 participating government services for personal or business matters.

For **help with myGovID**, visit [mygovid.gov.au](https://mygovid.gov.au) or call 1300 287 539 (select option 2 for myGovID).

## Relationship Authorisation Manager (RAM)

RAM allows a nominated Principle Authority, or Authorisation Administrators, to link their myGovID

to their business and to authorise others to act on behalf of the business online.

For employees, RAM is used to accept or decline a request to act on behalf of a business.

For **help with RAM**, visit [info.authorisationmanager.gov.au](https://info.authorisationmanager.gov.au) or call 1300 287 539 (select option 3 for RAM).

## Register for an ADMS account

- ADMS accounts are registered through the employment Services Account Management (eSAM) platform. eSAM allows people from outside of the Australian Government to access some government IT systems.
- eSAM connects your myGovID to your ADMS account so you can login to ADMS any time using your myGovID.
- Employers of apprentices self-register for an ADMS account on the ADMS Employer Sign In page.
- Network Provider and State Training Authority staff arrange their access through their Organisation Security Officers (OSC).

For **help with creating your ADMS account**, visit [australianapprenticeships.gov.au](https://australianapprenticeships.gov.au).

## Training materials

There are a range of training materials you can use to help set up your ADMS access, including:

- Field guide
- Quick reference guides
- Fact sheets
- Overview video

You will find these materials at  
**[australianapprenticeships.gov.au](https://australianapprenticeships.gov.au)**