



Australian Government



Apprenticeships Data Management System

# Accessing the Apprenticeships Data Management System

This User Journey gives a high-level view of the process for employers of apprentices who are accessing ADMS for the first time. Setting up your ADMS access is a three-step process, but some steps are different based on your role in the business.

A **Principal authority** is a person responsible for a business. In most cases, this will be someone who is listed on the Australian Business Register (ABR) against the ABN. The Principal authority needs to link their myGovID to the Relationship Authorisation Manager (RAM) before accessing government online services like ADMS on behalf of the business, or authorising others to do so.

**Authorisation administrators** are people who have accepted an invitation from the Principal authority to use government online services like ADMS on behalf of the business. As authorisation administrators they can also invite and manage authorisations for others using online government services on behalf of the business.

**Authorised users** are individuals who have accepted an invitation from the Principal authority to use government online services like ADMS on behalf of the business.

## 1. myGovID ● ● ●

If you don't already have a myGovID, you will need to download the myGovID app on your smart device and set up your myGovID Digital Identity.

- myGovID is like an online 100-point ID check. It is personal and re-usable with other government services.
- Visit [mygovid.gov.au](https://mygovid.gov.au) to find out more.

## 2. Relationship Authorisation Manager (RAM)

The next step is to link your myGovID to your business using the Relationship Authorisation Manager (RAM)

● Principal Authority	● Authorisation Administrator	● Authorised User
<p>Use your myGovID to login to RAM and follow the instructions to "link your business"</p> <p>Visit <a href="https://info.authorisationmanager.gov.au">info.authorisationmanager.gov.au</a> to find out more about linking your myGovID and your business</p>	<p>You will receive an email from your Principal Authority inviting you to use online government services on behalf of the business.</p> <p>Follow the link in the email and use your myGovID to log in to RAM and accept the authorisation.</p>	<p>You will receive an email from your Principal Authority or Authorisation Administrator inviting you to use online government services on behalf of the business.</p> <p>Follow the link in the email and use your myGovID to log in to RAM and accept the authorisation.</p>

● Principal Authority	● Authorisation Administrator	● Authorised User
<p>You can now use participating online government services on behalf of the business.</p> <p>As a Principal Authority you can invite others to link their myGovID with your business so they can act on your behalf when using ADMS or other participating online government services.</p> <ul style="list-style-type: none"> <li>You can invite others to be Authorised Administrators. Authorised Administrators have full access to all participating online government services and can manage (create/view/edit/remove) authorisations for other employees.</li> <li>You can invite others to be Authorised Users. Authorised Users can act on behalf of your business when using participating online government services.</li> </ul>	<p>You can now use participating online government services on behalf of the business.</p> <p>As an Authorisation Administrator you can invite others to link their myGovID with your business so they can act on your behalf when using ADMS or other participating online government services.</p> <ul style="list-style-type: none"> <li>You can invite others to be Authorised Users. Authorised Users can act on behalf of your business when using participating online government services</li> </ul>	<p>You can now use participating online government services on behalf of the business.</p>

### 3. Register for an ADMS account ● ● ●

Once you have linked your myGovID and business in RAM, you will be able self-register for an ADMS account using the link on the Employer Sign In page.

- Click the link to Register for an ADMS account.
- Select myGovID as your Digital Identity.
- Enter the code that appears on your myGovID app.
- A new page will appear when your account has been registered.
- You can now navigate back to ADMS to log on with your myGovID.