

APPRENTICESHIPS DATA MANAGEMENT SYSTEM (ADMS)

The Apprenticeships Data Management System (ADMS) is the digital platform the Australian Government has introduced to manage claim applications.

Employers are responsible for establishing their connection to ADMS, to do this follow the 3 easy steps below.



How to access ADMS for employers Before accessing ADMS, employers will need to have a **myGovID account**. myGovID is your digital identity and makes it easier to prove who you are online. It's like a 100-point ID check but on your smart device.

Step 1

Creating a digital identity using myGovID

Detailed instructions on how to create your myGovID account are available online at mygovid.gov.au. In short, the steps for creating your myGovID are:

- 1 **Download the myGovID app** on your smart device and follow the prompts
- 2 **Enter your details** – you need to enter your full name, date of birth and email address
- 3 **Choose your identity strength** – general access to ADMS requires at least a 'standard' identity strength. However, if you are the first user to be acting on behalf of your ABN, you will need 'strong' identity strength to proceed



Step 3

Register for an ADMS account

Once you have linked your digital identity (myGovID) to a business in RAM, you will be able self-register for an ADMS account using the link on the Employer Sign In page. Visit adms.australianapprenticeships.gov.au/adms/sign-in

- 1 Select **New to ADMS**
- 2 Select "Register for an account on the ADMS Portal"
- 3 Select myGovID as your digital identity
- 4 Enter your details
- 5 Enter the code that appears on your myGovID app
- 6 A new page should appear when your account has been registered
- 7 You can now navigate back to ADMS to log on with your myGovID

Step 2

Connect to Relationship Authorisation Manager (RAM)

RAM allows business owners to link their digital identity to their business and to authorise others to act on their behalf when using participating online government services. To link your myGovID with your business, or authorise others to act on your behalf, please visit info.authorisationmanager.gov.au

Need additional support?

For help with creating your ADMS account, visit <https://www.apprenticeships.gov.au/about-apprenticeships/using-apprenticeships-data-management-system#accessing-adms-as-an-employer-or-registered-training-organisation-1>