

HOW TO (CONNECT TO THE APPRENTICESHIPS DATA MANAGEMENT SYSTEM (ADMS))

The Apprenticeships Data Management System (ADMS) lets you quickly and easily claim payments that will help you complete your Apprentice journey. Setting up your ADMS account is as easy as a one-time Connect and Confirm. Then you'll be ready to Claim or Apply!

CONNECT

Connect your linked myGov account or Digital Identity (myID) to ADMS.

CONFIRM

Confirm your identity in ADMS

CLAIM or APPLY

Complete your Claim Application or Apply

Step 1 CONNECT

Connect your linked myGov account or Digital Identity (myID) to ADMS

- 1 Navigate to ADMS <https://adms.australianapprenticeships.gov.au/adms/sign-in>

To sign in with myGov, your account must be linked to either Centrelink, ATO or Medicare. Head to the my.gov.au website to learn more about signing up for and linking your myGov account.

To use your Digital Identity, you must have a myGov account linked to your myID with a Standard Identity Strength. For more details on setting up your Digital Identity, visit the myID website.

- 2 Click Apprentice Login

- 3 Sign in using my.gov.au (myGov) or your myid.gov.au (myID)

Don't have a myGov account? Create one at www.my.gov.au/en/create-account.

Don't have a myID? Create one at www.myid.gov.au/set-up.

Please note your name must match across all platforms. Example the name on your Training Contract must match the name on your mygov profile – check your profile if you are getting an error message.

Step 2 CONFIRM

Confirm your identity in ADMS

- 1 Provide your Apprentice ID (ASA can give you this) or your Unique Student Identifier (USI). www.usi.gov.au

- 2 Enter your date of birth.

- 3 Enter the authentication code sent to your phone or email.

Step 3 CLAIM OR APPLY FOR LOAN

Claim Payments or Apply for Additional Support in ADMS

- 1 Open your Claim Application Module, Loan Application or LAHFA Application.

- 2 Complete and Submit your claim or application.

Scan to access ADMS



Please note that your first claim will require your Tax File Declaration and bank details to be provided before submitting.

Need Additional Support to Setup or use ADMS?

Visit <https://www.apprenticeships.gov.au/about-apprenticeships/using-apprenticeships-data-management-system#accessing-adms-as-an-employer-or-registered-training-organisation-1>. If you need further information please reach out to us on 1300 363 831.