



AUSTRALIAN SKILLS GUARANTEE – Subcontractors

Setting up your ADMS account as a subcontractor

As a subcontractor to a supplier who has reporting requirements under the [Australian Skills Guarantee](#) (Skills Guarantee) you may be asked to access the Apprenticeships Data Management System (ADMS) to record the hours of participants working on a Skills Guarantee project. This guide shows you how to set up your ADMS account for the first time.

Create your Digital ID with myID



Follow the steps on the [myID website](#) to create your Digital ID. To set up myID, you need a smart device, a personal email address and to be aged 15 years or above. You will need at least a [Standard identity strength](#) to use ADMS.

myID is the Australian Government's authentication method for access to Australian Government online services, and is the only method of authentication for ADMS. Your personal myID confirms you are the person authorised by your business to fulfil Skills Guarantee reporting obligations on their behalf. Your organisation and the Department of Employment and Workplace Relations (DEWR) will only be able to see your name, email address and date of birth.

Link your myID to your business using the Relationship Authorisation Manager (RAM)



Visit the [RAM website](#) to learn how to link your myID to your business using Relationship Authorisation Manager (RAM).

A [principal authority](#) or [authorisation administrator](#) will need to authorise you (via email invite) to act on behalf of your business. If you are unsure of who they are, check with your Finance or Human Resource work areas.

Most ADMS users are [authorised users](#). You will need Custom or Full access to 'Department of Employment and Workplace Relations'. If you are granting or receiving Custom access, make sure to get access to Apprenticeships Data Management System (ADMS) and Employment Security Access Management (eSAM).

Register your ADMS account



To register for an ADMS account, you will need your smart device to receive a verification code from myID. You will also need access to a computer on an unrestricted network to access ADMS.

Follow these 4 steps to register your ADMS account:

1. Navigate to '[Accessing ADMS for the first time](#)' and scroll to the section 'For Suppliers and Subcontractors (Australian Skills Guarantee users)'.

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2. Click on the link at Step 3 to register your account on the ADMS portal.
 3. Log in with your Digital ID.
 4. Review the User Security Declaration Acceptance. If you agree, check 'I accept' and click 'Submit'.
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You are now ready to use ADMS. Go to the [ADMS home page](#), click 'Business user login' and log in with your Digital ID.

Each time you log in, you will need to accept a log in request on your smart device via the myID app.

Support

If you have any questions or need further help using ADMS, please contact the Skills Guarantee team at asgreporting@dewr.gov.au.