Australian Government

Apprenticeships Data
Management System

Quick Reference Guide: how to set up myGovID

A Digital Identity (such as myGovID) is required to access ADMS. myGovID is the Australian Government's Digital Identity app and setting up a myGovID is the first step in the one-time setup for ADMS access. This guide will show you how to set up a myGovID. Please visit www.mygovid.gov.au/set-up for further information.

1. Download and install the myGovID app on your smart device (phone or tablet).

    Available on the **App Store**

    Available on **Google Play**

    RESULT: The myGovID app will be available on your smart device.

    NOTE: The myGovID app is available for both iOS and Android smart devices.

2. Open the myGovID app on your smart device and enter follow the prompts to enter your details.

NOTE: You need to enter your full name, date of birth and email address.

*ADMS requires a user to have at least a **Standard identity strength**. You can update your identity strength at a later stage.*

3. Follow the on-screen instructions to verify your documents to your desired identity strength.

RESULT: Your myGovID digital identity has now been created and you can now connect your myGovID to the Relationship Authorisation Manager (RAM). Visit info.authorisationmanager.gov.au for information or see our other help and support materials.

Support

See our other help and support materials including the one-time setup for ADMS access fact sheet.

For assistance with ADMS, contact the National Customer Service Line (NCSL) on **1800 020 108**.

For feedback on this quick reference guide, contact ADMSEngagement@dese.gov.au