

## Setting up your ADMS account

The Apprenticeships Data Management System (ADMS) lets you claim incentives quickly and easily so you can focus on completing your Apprenticeship Journey. Setting up your ADMS account is as easy as a one-time **Connect** and **Confirm**. Then you'll be ready to **Claim**.



### Connect

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

1. Navigate to [ADMS](#).
2. Click 'Apprentice Login'.
3. Sign in using [myGov](#) or your Digital Identity ([myGovID](#)).

**Note:** To sign in with myGov, your account must be [linked](#) to either Centrelink, ATO or Medicare. To use your Digital Identity, you need to have a myGov account and a Standard Identity Strength.



### Confirm

Confirm your identity in ADMS

1. Provide your Apprentice ID (your Apprenticeship Network Provider can give you this), or your Unique Student Identifier (USI).
2. Enter your date of birth.
3. Enter the authentication code sent your phone or email.



### Claim

Claim your incentive in ADMS from early 2023

1. Open your claim from the Claim 'Applications' module.
2. Complete and submit your claim.

**Note:** Incentives will be progressively added to ADMS. The Australian Apprentice Training Support Payment (AATSP) will be the first incentive available to claim in ADMS.

## Support

Your Australian Apprenticeship Support Network (AASN) provider can help you with setting up your ADMS account and completing your Claim Application. If you aren't sure who your AASN provider is, please call 1800 020 108.