

Quick Reference Guide: How to confirm your identity in ADMS

To claim incentives in ADMS, Apprentices need to complete a **one-time confirmation** of their identity. This guide shows Apprentices how to confirm their identity.

- 1. Navigate to <u>ADMS</u>.
- 2. Click 'Apprentice Login'.



RESULT: The myGov sign in page will display.

Sign in with myGov						
Choose how to sign in from these 2 options						
Using your myGov sign in details						
Username or email						
Forgot username						
Password						
	<u>Show</u>					
Forgot password						
Sign in						
Create a myGov account if you don't have one already.						
or						
Using your myGovID Digital Identity						
What is <u>Digital Identity</u> and <u>myGovID</u> ?						
Continue with Digital Identity						

3. Sign in with either myGov or myGovID.

NOTE: To sign in with myGov, you need an account that is linked to Medicare, Centrelink or the ATO.

To sign in with myGovID, you need a Standard Digital Identity strength <u>*AND*</u> *a myGov account.*

RESULT: The 'Welcome to ADMS' page will display.

- 4. Complete the 'privacy' and 'conditions of use' declarations.
- 5. Select whether you'd like to activate your account with your Apprentice ID or Unique Student Identifier (USI).

NOTE: Contact your Apprenticeship Network Provider if you don't know your Apprentice ID.

- 6. Enter your Apprentice ID or USI.
- 7. Enter your Date of Birth.
- 8. Complete the reCAPTCHA (if required).

How would you like to c	onfirm your identity?					
My Apprentice ID (your Provider can give you this number)						
O My Unique Student	Identifier (USI)					
Please confirm yo	our details					
Please confirm yo Apprentice ID	ur details					
Please confirm yo	ur details					
Please confirm ye	ur details					
Please confirm ye	ur details					
Please confirm ye	ur details					
Please confirm yo Apprentice ID Date of birth dd/mm/yyyy	ur details					
Please confirm yo Apprentice ID Date of birth dd/mm/yyyy	ur details					

1

9. Click 'Next'.

NOTE: If your details on record don't match your myGov account details, the confirmation will fail. If this occurs, contact your Apprenticeship Network Provider for assistance.

RESULT: You will be prompted to confirm your account with an activation code.

NOTE: If your email and phone number are not on record, please contact your Apprenticeship Network Provider for assistance.

Welcom	e to ADMS				
Activatio	n code				
We need to s your listed e	end you an activation c mail or mobile phone m	ode to confirm yo umber?	ur account. Wou	Ild you like that sent to	
C Email (Co	j*****@outlook.com)				
O Mobile p	hone (04** *** 332)				
 If both your e 	mail and phone number are in	correct, contact your Ap	oprenticeship Network	k Provider for assistance.	
Send code)				
Activation co	de				
	Next			Evit	
	NEXT 2			EXIL	

- 10. Choose to receive your activation code via email or SMS.
- 11. Click 'Send code'.
- 12. Enter your activation code.
- 13. Click 'Next'.

RESULT: You have now completed your onetime confirmation of your identity and can use ADMS.

NOTE: If you are unable to successfully confirm your identity, contact your Apprenticeship Network Provider for assistance.

Congratulations, you have successfully linked your ADMS account!

You can now use ADMS to submit and manage your incentive claim applications, and to view information related to your apprenticeship.

For help accessing or using ADMS, please contact your Apprenticeship Network Provider or refer to the guidance on our website 🗹

Continue

Support

For assistance with ADMS, contact your Australian Apprenticeship Support Network (AASN) provider. If you aren't sure who your AASN provider is, please call 1800 020 108.

For feedback on this quick reference guide, contact <u>ADMSEngagement@dese.gov.au.</u>