

Setting up your ADMS account

The Apprenticeships Data Management System (ADMS) lets you quickly and easily claim incentives 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**.



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

BUSY At Work or your Australian Apprenticeship Support Network (AASN) provider can help you with setting up your ADMS access and completing your Claim Application. Call BUSY At Work on 13 28 79 or if you aren't sure who your AASN provider is, please call 1800 020 108.