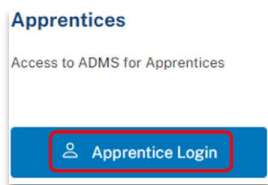


# Quick Reference Guide: How to confirm your identity in ADMS

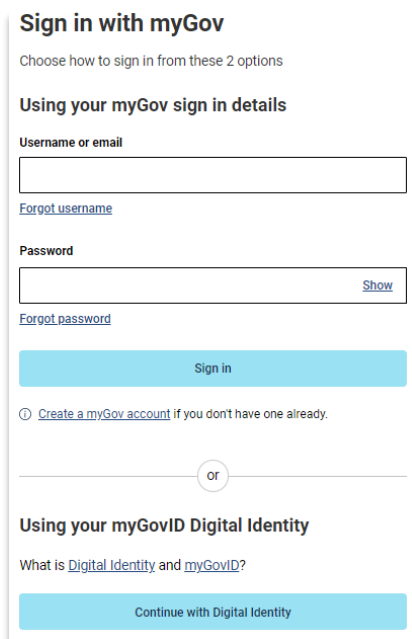
To claim incentives in ADMS, Apprentices need to complete a **one-time confirmation** of their identity. This guide shows Apprentices how to confirm their identity.

1. Navigate to [ADMS](#) .

2. Click 'Apprentice Login'.



**RESULT:** The myGov sign in page will display.



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 AND a myGov account.*

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

4. Complete the 'privacy' and 'conditions of use' declarations.

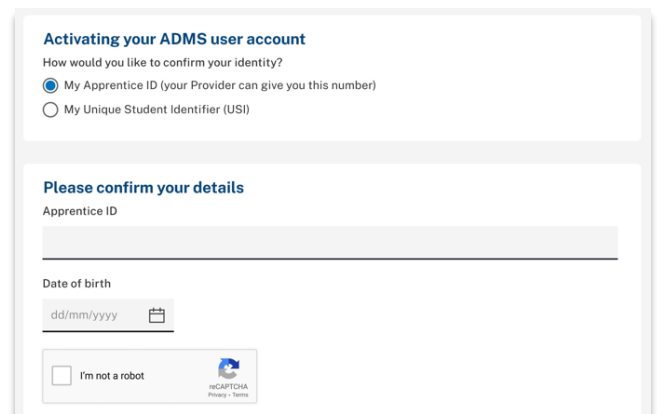
5. Select whether you'd like to activate with your Apprentice ID or Unique Student Identifier (USI).

*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).

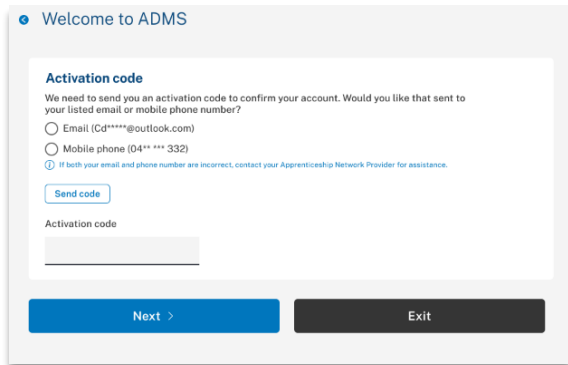


9. Click 'Next'.

*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.*



The screenshot shows a web interface titled "Welcome to ADMS". Below the title is a section titled "Activation code" with the text: "We need to send you an activation code to confirm your account. Would you like that sent to your listed email or mobile phone number?". There are three radio button options: "Email (Cd\*\*\*\*@outlook.com)", "Mobile phone (04\*\* \*\*\* 332)", and "If both your email and phone number are incorrect, contact your Apprenticeship Network Provider for assistance." (which is selected). A "Send code" button is below the options. Underneath is a text input field labeled "Activation code". At the bottom are two buttons: "Next >" and "Exit".

10. Choose to receive your activation code via email or SMS.

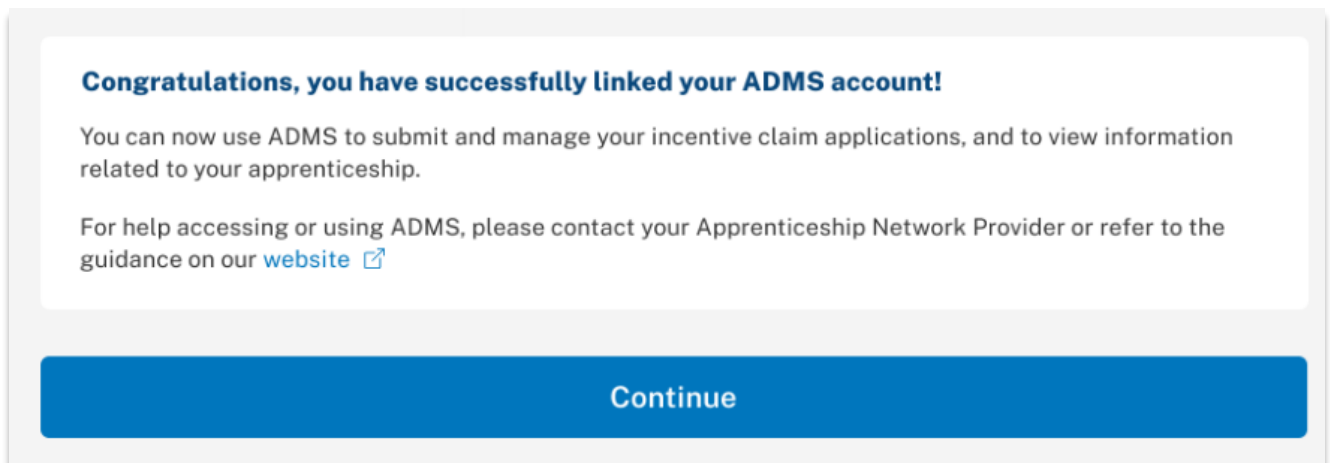
11. Click 'Send code'.

12. Enter your activation code.

13. Click 'Next'.

**RESULT:** You have now completed your one-time 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.*



The screenshot shows a success message box with a white background and a blue border. At the top, it says "Congratulations, you have successfully linked your ADMS account!". Below this, it says "You can now use ADMS to submit and manage your incentive claim applications, and to view information related to your apprenticeship." and "For help accessing or using ADMS, please contact your Apprenticeship Network Provider or refer to the guidance on our [website](#)". At the bottom is a large blue button with the text "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 [ADMSEngagement@dese.gov.au](mailto:ADMSEngagement@dese.gov.au).