Education & Skills Funding Agency

Identity and Access Management System (IDAMS) user guidance

This document provides guidance on how a new user can request role permissions.

February 2018

Of interest to colleges and training organisations

Once you have successfully registered for an IdAMS account, and it has been approved, access IdAMS from the URL https://logon.fasst.org.uk and log in to your account.

Click on 'My Identity'.

From this screen you are able to change your email, your password, and change your password reset preferences.

If you forget your password, access IdAMS from the URL above and select 'I forgot my password', enter your email or username and submit. You will receive an email containing a link to create and confirm a new password.

If you have selected to have your password via SMS text message, you will receive a pin number to your mobile.

Request Role Permissions

Select 'Request a new permission'.

My Identity
Edit your account details and request permissions

Title	First name	Last name
Mr ▾	Athin	Alias

Email address

aalias@company.com

Mobile number

Member of **Department For Business, Innovation And Skills-Skills Funding Agency. UPIN: 119745 UKPRN: 10033670**

Change password

Change password reset preferences

Application Roles and Permissions

Pending	Approved	Rejected

You don't have any pending application roles or permissions.

Request a new permission

Locate the role you require and select 'Request' (**see table on page 6 for more information on the role permissions**).

Request Permissions
Please select the permissions you wish to request

Academy Trust Services	
Accounts Return Internal Approver	Request
Accounts Return Internal Preparer	Request

Apprenticeships Service for provider	
Apprenticeships Editor	Request

DCFT	
BI Hub User	Request
Data Exchange Service - Provider Information Officer	Request
Data Exchange Service - Provider Submissions User	Request

FAA	
Recruit an Apprentice	Request

Land and Buildings Collection	
Academy Trust Land and Buildings Approver	Request
Academy Trust Land and Buildings Preparer	Request

MAT Development & Improvement Fund	
MDIF Preparer	Request

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Once the role has been requested, you will see a 'success' message at the bottom of the screen.

The superuser(s) for your organisation will receive an email informing them of your request. The superuser(s) should then log in to IdAMS to approve / reject your request.

Once the request has been approved or rejected, you will receive an email.

Application / Service	Role Name	
Academy Trust Services (Academy Trusts Only)	Accounts Return Internal Approver	Allows user access to approve the Online Accounts Return Form
	Accounts Return Internal Preparer	Allows user access to the complete the Online Accounts Return Form
Apprenticeships Service for Providers	Apprenticeship Editor	Allows user to respond to Employer apprenticeship training requests and update apprentice details
DCFT – Hub - BI Tools	BI Hub User	Allows user access to BI Tools Tab on the Hub
DCFT – Hub – Data Returns	Data Exchange Service – Provider Information Officer	Allows user access to view and download business reports
	Data Exchange Service – Provider Submissions User	Allows user access to submit data returns
FAA – Find an Apprentice	Recruit an Apprentice	Allows user to post apprenticeship vacancies and manage candidate applications
Land and Buildings Collection (Academy Trusts Only)	Academy Trust Land and Buildings Approver	Allows user access to approve the Land and Buildings Collection Tool
	Academy Trust Land and Buildings Preparer	Allows user access to complete the Land and Buildings Collection Tool
MAT Development & Improvement Fund (Academy Trusts Only)	MDIF Preparer	Allows user to access and complete the MAT Development & Improvement fund application
Skills Funding Service (SFS)	SFS Contract Authoriser	Allows user to read, download, enter, save and submit information. It also allows the user to sign documents in the contracts area of the service and receive automated emails
	SFS Contract Manager	Allows user to read, download, enter, save and submit information and receive automated email alerts in the contracts are of the service
	SFS Contract User	Allows user to read, and download information in the contracts area of the service
	SFS Data Returns and Claims Authoriser	Allows user to read, download, enter, save and submit information. It also allows the user to sign document in the data returns and claims area of the service and receive automated emails
	SFS Provider Support User	This role is for users that have system administration rights within SFS, who can appoint users and give permissions. More than one person within the organisation can be appointed to this role. These names will be displayed to users of the service