

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.

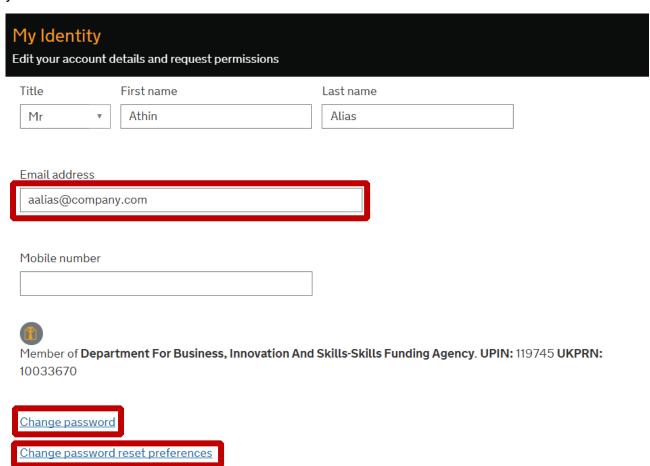
Click on 'My Identity'.



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.

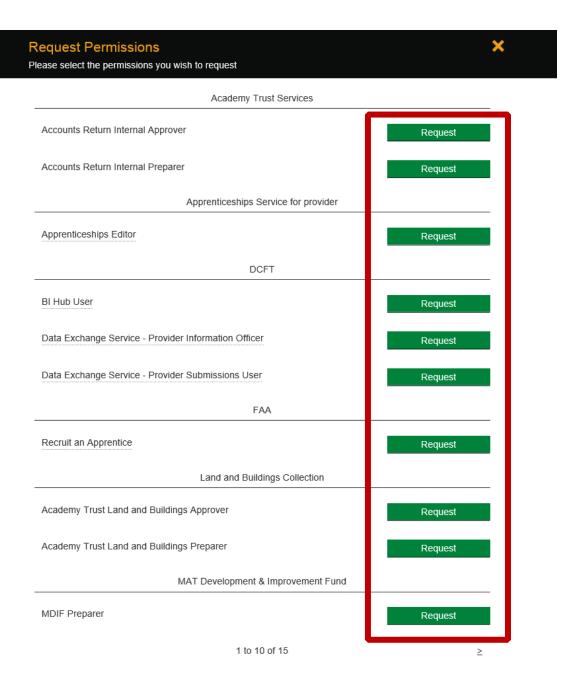


Request Role Permissions

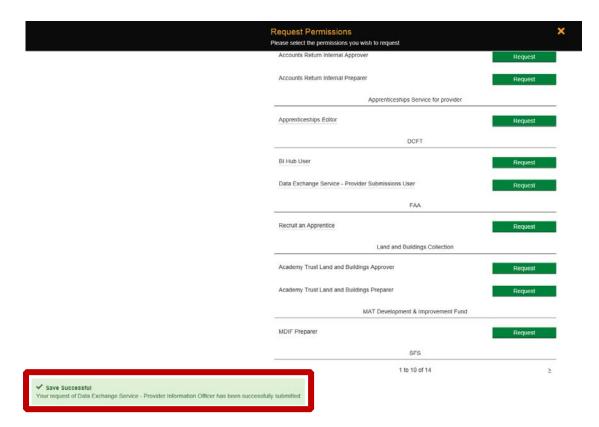
Select 'Request a new permission'.

My Identity Edit your accoun	/ nt details and requ	uest permissions				
Title	First name		Last name			
Mr	▼ Athin		Alias			
Email address						
aalias@company.com						
Mobile numbe	r					
Member of De 10033670	partment For Bus	siness, Innovation And	d Skills-Skills Funding Agency. UPIN: 119745 UKPRN:			
Change passw	ord					
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).

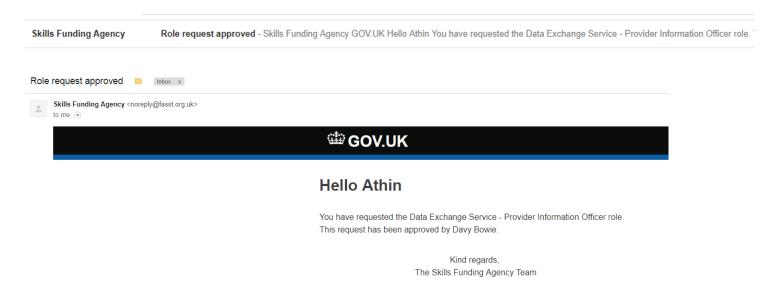


Once the role has been requested, you will see a 'success' message at the bottom of the screen.



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	Accounts Return Internal	Allows user access to approve the Online		
(Academy Trusts Only)	Approver	Accounts Return Form		
	Accounts Return Internal	Allows user access to the complete the Online		
	Preparer	Accounts Return Form		
Apprenticeships Service for	Apprenticeship Editor	Allows user to respond to Employer		
Providers		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 –	Allows user access to view and download		
	Provider Information Officer	business reports		
	Data Exchange Service –	Allows user access to submit data returns		
	Provider Submissions User			
FAA – Find an Apprentice	Recruit an Apprentice	Allows user to post apprenticeship vacancies		
		and manage candidate applications		
Land and Buildings Collection	Academy Trust Land and	Allows user access to approve the Land and		
(Academy Trusts Only)	Buildings Approver	Buildings Collection Tool		
	Academy Trust Land and	Allows user access to complete the Land and		
	Buildings Preparer	Buildings Collection Tool		
	ğ .			
MAT Development &	MDIF Preparer	Allows user to access and complete the MAT		
Improvement Fund	·	Development & Improvement fund application		
(Academy Trusts Only)				
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	Allows user to read, download, enter, save		
	SFS Data Returns and Claims Authoriser	and submit information. It also allows the		
		and submit information. It also allows the user to sign document in the data returns and		
		and submit information. It also allows the user to sign document in the data returns and claims area of the service and receive		
	Authoriser	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		
		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 This role is for users that have system		
	Authoriser	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 This role is for users that have system administration rights within SFS, who can		
	Authoriser	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 This role is for users that have system administration rights within SFS, who can appoint users and give permissions. More		
	Authoriser	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 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		
	Authoriser	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 This role is for users that have system administration rights within SFS, who can appoint users and give permissions. More		

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