



Education & Skills
Funding Agency

Identity and Access Management System (IDAMS) super user guidance

This document provides guidance on how a super user can assign, approve and reject roles and permissions.

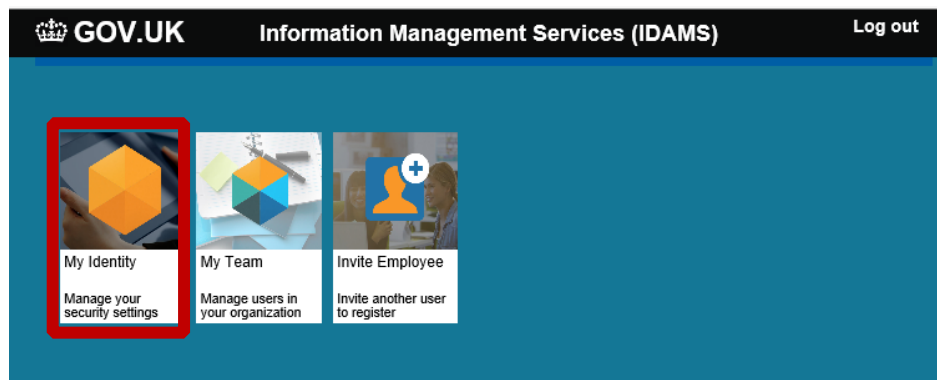
February 2018

Of interest to colleges and training organisations

The first person to register from an organisation, for an IdAMS account, is automatically given super user privileges.

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 resets via SMS text message, you will receive a pin number to your mobile.


My Identity

Edit your account details and request permissions

Title	First name	Last name
<input type="text" value="Mr"/>	<input type="text" value="Athin"/>	<input type="text" value="Alias"/>

Email address

Mobile number

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

[Change password](#)

[Change password reset preferences](#)

Searching for a user

Once logged in, from the home page, select 'My Team'.



The page will display all the users that are currently registered for your organisation. You can also search for a user.

The screenshot shows the 'Manage Users' page. The header includes the title 'Manage Users' and a close button (X). Below the header, there is a green button labeled 'Assign Super Users'. A search bar is highlighted with a red rectangular box. Below the search bar, there is a table with the following columns: Provider Name, UPIN, and UKPRN. The table contains the following data:

Provider Name	UPIN	UKPRN
Department For Business, Innovation And Skills-Skills Funding Agency	119745	10033670

Below the table, there are two tabs: 'All Users' and 'Users Requiring Attention'. The 'All Users' tab is selected. Below the tabs, there is a table with the following columns: Name, User ID, Email address, and a set of action buttons (Update User, Delete User, Suspend User). The table contains the following data:

Name	User ID	Email address	Update User	Delete User	Suspend User
null faa_user1	faa_user1	mark.gwilliam@valtech.co.uk	Update User ▼	Delete User ✕	Suspend User
Pen Test1	isp\pentest1	john.north@sfa.bis.gov.uk	Update User ▼	Delete User ✕	Suspend User
Pen Test2	isp\pentest2	john.north@sfa.bis.gov.uk	Update User ▼	Delete User ✕	Suspend User

Assign role permissions

To assign a role to a user, locate the user, and select 'Update User'.

Name null TestRAP1	User ID isp\TestRAP1	Email address TestRAP1	Update User ▼ Delete User ✕ Suspend User
Name Test RAP2	User ID isp\TestRAP2	Email address Test.RAP2@SFA.bis.gov.uk	Update User ▼ Delete User ✕ Suspend User

Then select 'Assign A New Permission'

Name null TestRAP1	User ID isp\TestRAP1	Email address TestRAP1	Update User ▼ Delete User ✕ Suspend User
Name Test RAP2	User ID isp\TestRAP2	Email address Test.RAP2@SFA.bis.gov.uk	Hide Details ▲ Delete User ✕ Suspend User

[Reset Password](#) [Assign As Super User](#) [Update Contact Details](#)

Application Roles and Permissions

Pending | [Approved](#) | [Rejected](#)

This user doesn't have any pending application roles or permissions.

[Assign A New Permission](#)

Select 'Add' on the roles you wish to assign (see table on page 14 for more information on the role permissions).

Assign New Permissions ✕

Please select the permissions you wish to assign to Test RAP2

🔍

Academy Trust Services

Accounts Return Internal Approver	<input type="button" value="Add"/>
Accounts Return Internal Preparer	<input type="button" value="Add"/>

Apprenticeships Service for provider

<u>Apprenticeships Editor</u>	<input type="button" value="Add"/>
-------------------------------	------------------------------------

DCFT

<u>BI Hub User</u>	<input type="button" value="Add"/>
<u>Data Exchange Service - Provider Information Officer</u>	<input type="button" value="Add"/>
<u>Data Exchange Service - Provider Submissions User</u>	<input type="button" value="Add"/>

Once the role has been added, you will see a 'success' message on the bottom left of the screen

✓ **Success**
'Apprenticeships Editor' has been added for Test RAP2

Approving / rejecting user account and role requests

You will receive an email informing you a user has registered for an account or requested role permissions.

When you log in, you will see a number highlighted in red, showing you have users requiring approval of roles / accounts.



Select 'My Team', and the 'Users Requiring Attention' tab

Manage Users

Manage the users of your organisation

[Assign Super Users](#)

Provider Name: Department For Business, Innovation And Skills-Skills Funding Agency | UPIN: 119745 | UKPRN: 10033670

All Users | **Users Requiring Attention**

Name	User ID	Email address	Update User	Delete User	Suspend User
null faa_user1	faa_user1	mark.gwilliam@valtech.co.uk	Update User	Delete User	Suspend User
Pen Test1	isp\pentest1	john.north@sfa.bis.gov.uk	Update User	Delete User	Suspend User
Pen Test2	isp\pentest2	john.north@sfa.bis.gov.uk	Update User	Delete User	Suspend User

To approve or reject the request, select 'update user'.

Manage Users

Manage the users of your organisation

Users In My Organisation

This is a list of the users in Department For Business, Innovation And Skills-Skills Funding Agency. You can assign users as Super Users of this organisation by clicking the link below.

[Assign Super Users](#)

Provider Name	UPIN	UKPRN
Department For Business, Innovation And Skills-Skills Funding Agency	119745	10033670

All Users **Users Requiring Attention**

Name	User ID	Email address	
Mr Athin Alias	isp/aliasa		Update User Delete User Suspend User
Mr Steven Windmill1	isp/windmill1s		Update User Delete User

Then select 'Approve' or 'Reject'.

Manage Users

Manage the users of your organisation

All Users **Users Requiring Attention**

Name	User ID	Email address	
Mr Athin Alias	isp/aliasa		Hide Details Delete User Suspend User

[Reset Password](#) [Assign As Super User](#) [Update Contact Details](#)

Application Roles and Permissions

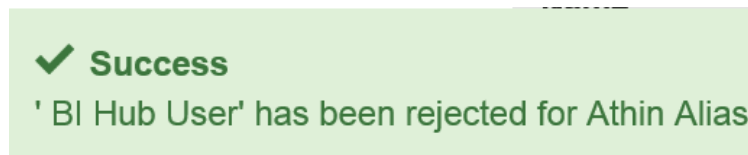
Pending Approved Rejected

DCFT			Approve reject
BI Hub User			Approve Reject
Data Exchange Service - Provider Information Officer			Approve Reject
Data Exchange Service - Provider Submissions User			Approve

If you select the 'Reject' option, a text box will open, where you can enter your reasons for rejection, then select 'send'.

The screenshot shows the 'Manage Users' interface. At the top, there is a header 'Manage Users' with a subtitle 'Manage the users of your organisation' and a close button (X). Below the header, there are two tabs: 'All Users' and 'Users Requiring Attention'. The 'Users Requiring Attention' tab is active, showing a table with columns for 'Name', 'User ID', and 'Email address'. The first row shows 'Mr Athin Alias' with User ID 'isp/aliasa'. To the right of the table are three buttons: 'Hide Details ▲', 'Delete User ✕', and 'Suspend User'. Below the table are three buttons: 'Reset Password', 'Assign As Super User', and 'Update Contact Details'. Below these buttons is a section titled 'Application Roles and Permissions' with three tabs: 'Pending', 'Approved', and 'Rejected'. The 'Pending' tab is active, showing a list of users under the heading 'DCFT'. The first user is 'BI Hub User'. Below the user name is a large text input box. At the bottom of the modal are two buttons: 'Send' and 'Cancel'.

Once you select 'send', you will see a 'success' message on the bottom left of the screen.



The user will receive an email informing them of the rejection, and containing the information you entered in the rejection text box.

To approve the request, select the 'Approve' button.

The screenshot shows the 'Manage Users' interface. At the top, there's a header 'Manage Users' with a sub-header 'Manage the users of your organisation'. Below this, there are two tabs: 'All Users' and 'Users Requiring Attention'. The main content area is divided into two sections. The first section shows a list of users with columns for 'Name', 'User ID', and 'Email address'. For the user 'Mr Athin Alias' (User ID: isplaliasa), there are buttons for 'Hide Details', 'Delete User', and 'Suspend User'. Below this, there are three buttons: 'Reset Password', 'Assign As Super User', and 'Update Contact Details'. The second section is titled 'Application Roles and Permissions' and has three tabs: 'Pending', 'Approved', and 'Rejected'. Under the 'Pending' tab, there are three entries: 'DCFT BI Hub User', 'Data Exchange Service - Provider Information Officer', and 'Data Exchange Service - Provider Submissions User'. Each entry has a vertical stack of 'Approve' and 'Reject' buttons. The 'Approve' button for the 'Data Exchange Service - Provider Submissions User' is highlighted with a red box.

Once you select 'approve', you will see a 'success' message on the bottom left of the screen.

A green success message box with a checkmark icon. The text reads: 'Success' followed by 'Data Exchange Service - Provider Submissions User' has been approved for Athin Alias.

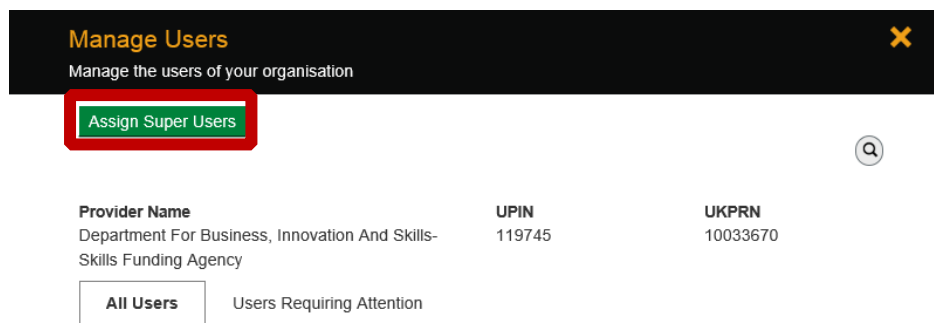
The user will receive an email informing them that the request has been approved.

Assign as Super User

To assign super user permissions to another user in your organisation. Select 'My Team'.

The screenshot shows the GOV.UK Information Management Services (IDAMS) dashboard. At the top, there's a header with the GOV.UK logo, 'Information Management Services (IDAMS)', and a 'Log out' button. Below the header, there are three main cards: 'My Identity' (Manage your security settings), 'My Team' (Manage users in your organization), and 'Invite Employee' (Invite another user to register). The 'My Team' card is highlighted with a red box.

Then select 'Assign Super Users'.



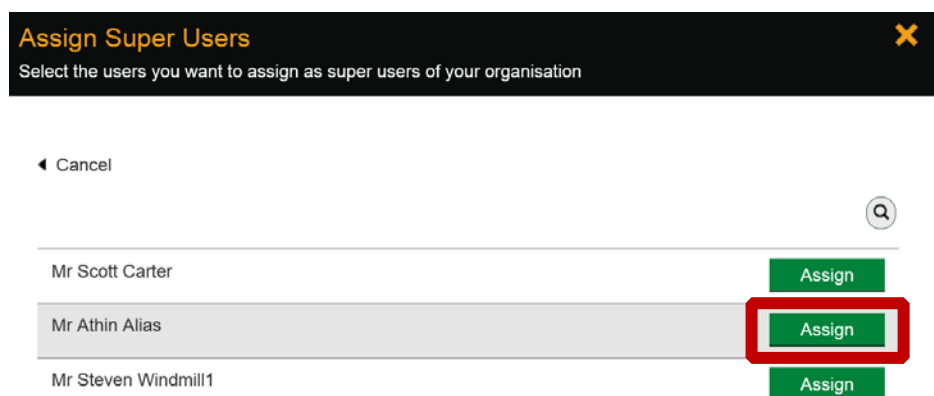
Manage Users ✕
Manage the users of your organisation

Assign Super Users 🔍

Provider Name	UPIN	UKPRN
Department For Business, Innovation And Skills-Skills Funding Agency	119745	10033670

All Users | Users Requiring Attention

Select 'Assign'



Assign Super Users ✕
Select the users you want to assign as super users of your organisation

◀ Cancel 🔍

Mr Scott Carter	Assign
Mr Athin Alias	Assign
Mr Steven Windmill1	Assign

Once you select 'Assign', you will see a 'success' message on the bottom left of the screen.

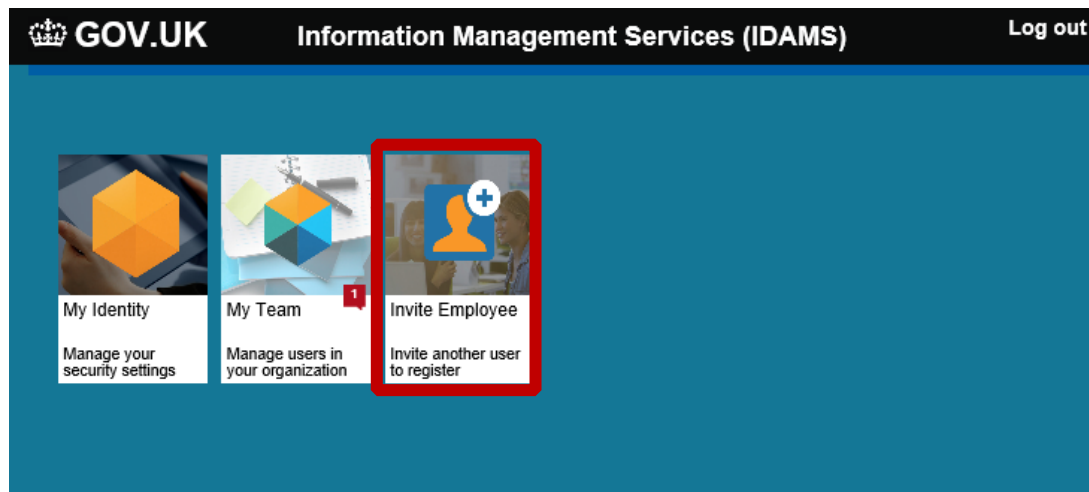


✓ **Success**
Mr Athin Alias has been assigned as Super User of Department For Business, Innovation And Skills-Skills Funding Agency

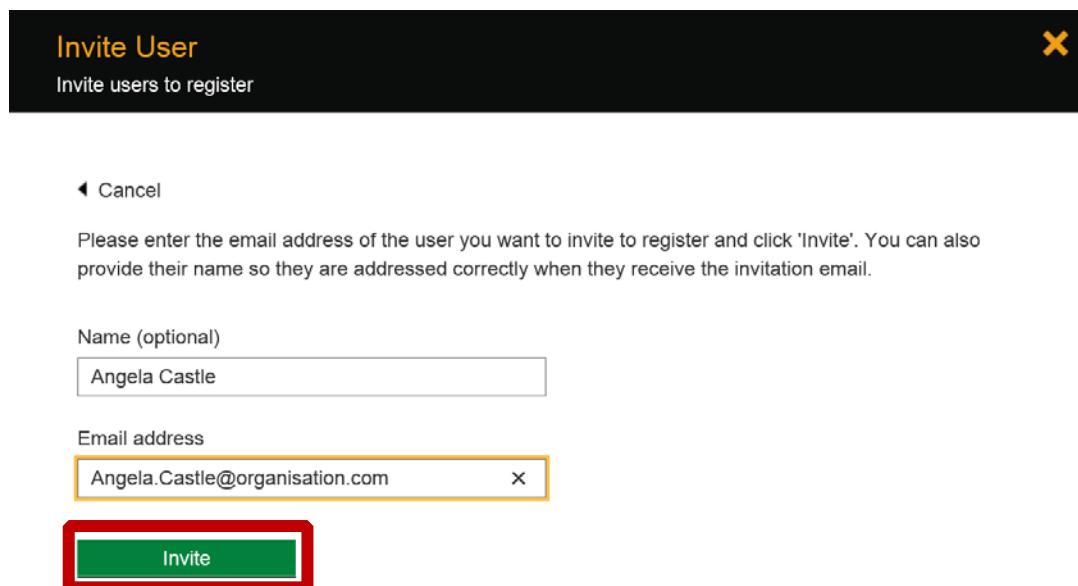
The user will receive an email informing them that they have been assigned as a super user.

Invite Employee to Register

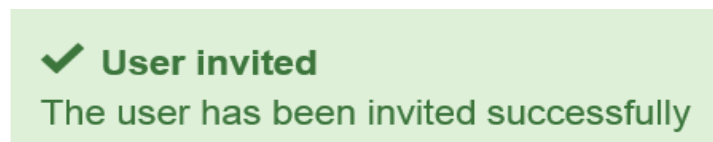
To invite another employee of your organisation to register, from the home page select 'Invite Employee'



Enter the name and email address and select 'Invite'.

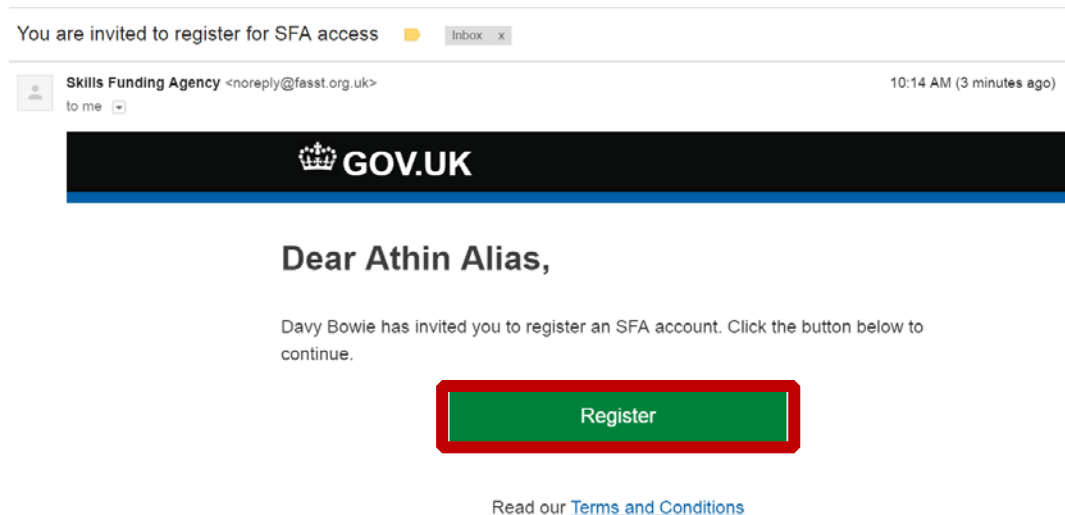
The image shows the 'Invite User' form. At the top, there is a black header with the text 'Invite User' and a close button (X). Below the header, there is a sub-header 'Invite users to register'. The form contains a 'Cancel' button, a text input field for 'Name (optional)' with the value 'Angela Castle', and an email input field for 'Email address' with the value 'Angela.Castle@organisation.com'. Below the email field, there is a green 'Invite' button highlighted with a red rectangular border.

Once you select 'Invite' you will see a success message on the bottom left of the screen.



The user will receive an email.

The user should access the email, select 'Register'.



Complete the online registration form, and select 'Register'.

Registration

Title

First name

Last name

Email address

You'll need this email address to sign in to your account
As you have been invited to register, you cannot change your email address at this point. You will be able to change it once you have registered.

Password

Enter a password at least 8 characters long, with upper and lower case letters and at least one number

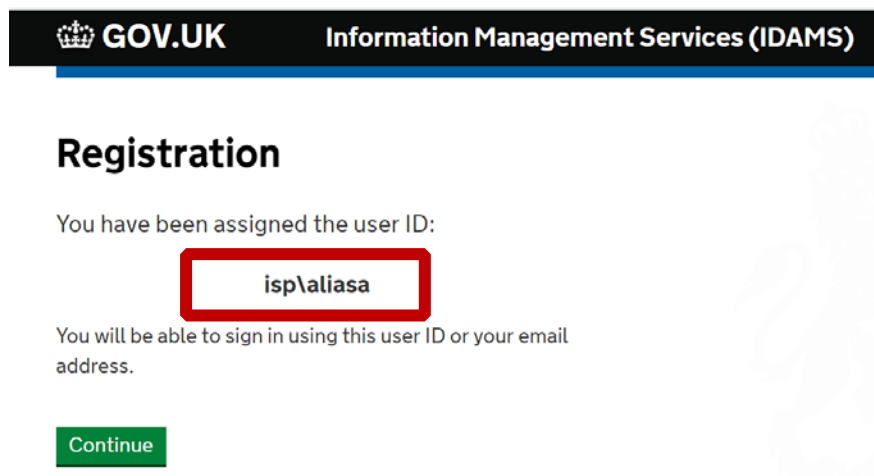
Password strength: strong

Confirm password

I accept the [Terms and Conditions](#)

Register

The next screen will show the username.



GOV.UK Information Management Services (IDAMS)

Registration

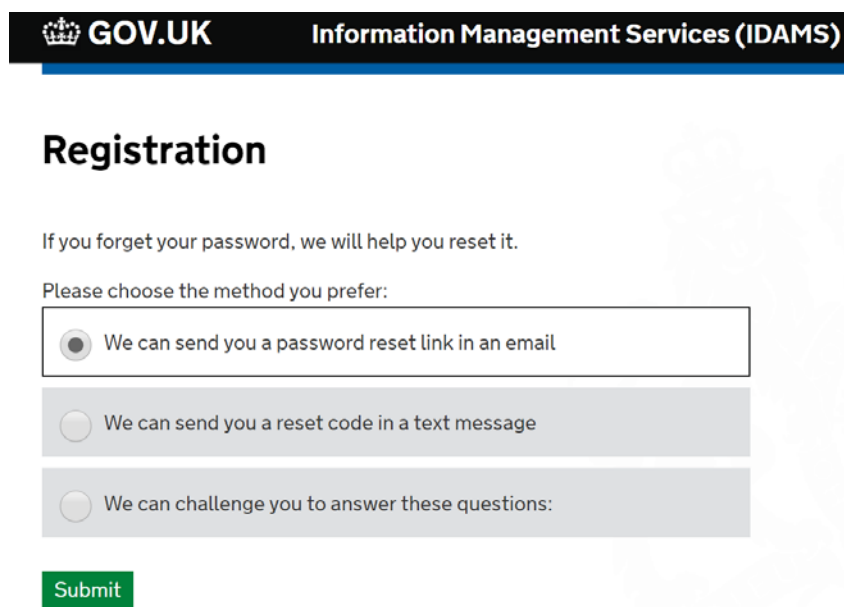
You have been assigned the user ID:

isp\aliasa

You will be able to sign in using this user ID or your email address.

[Continue](#)

On the next screen, the user should select their password reset preference and submit.



GOV.UK Information Management Services (IDAMS)

Registration

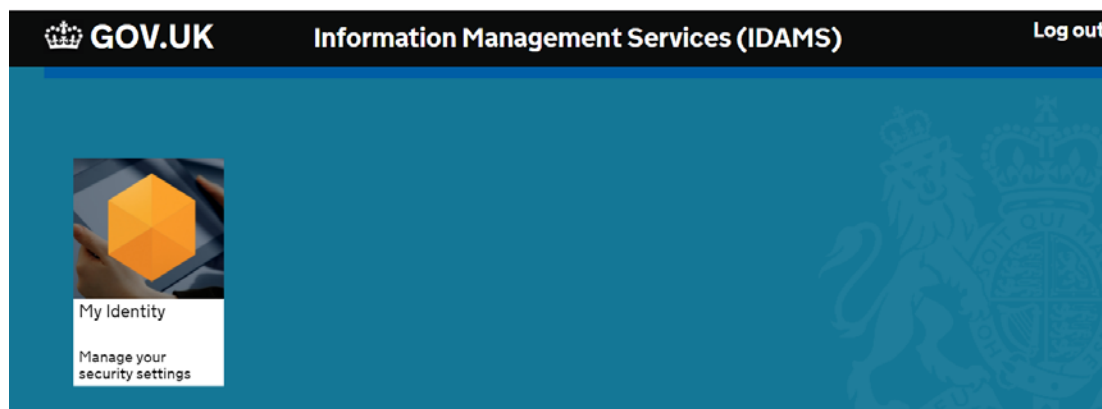
If you forget your password, we will help you reset it.

Please choose the method you prefer:

- We can send you a password reset link in an email
- We can send you a reset code in a text message
- We can challenge you to answer these questions:

[Submit](#)

Once they have selected 'Submit', the account is created and the user will be taken to the IdAMS home screen.



GOV.UK Information Management Services (IDAMS) [Log out](#)

My Identity
Manage your security settings

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 area 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

© Crown copyright 2018

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence.

To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/> or e-mail: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This document is also available from our website gov.uk/ESFA.

If you have any enquiries regarding this publication or require an alternative format, please contact us: sde.servicedesk@education.gov.uk.