



Education & Skills  
Funding Agency

# **Identity and Access Management System (IDAMS) user guidance**

## **Version 3**

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

**January 2022**

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


## 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](#)

# Request Role Permissions

Select 'Request a new permission'

## 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



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[Change password](#)

[Change password reset preferences](#)

## Application Roles and Permissions

<b>Pending</b>	Approved	Rejected
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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



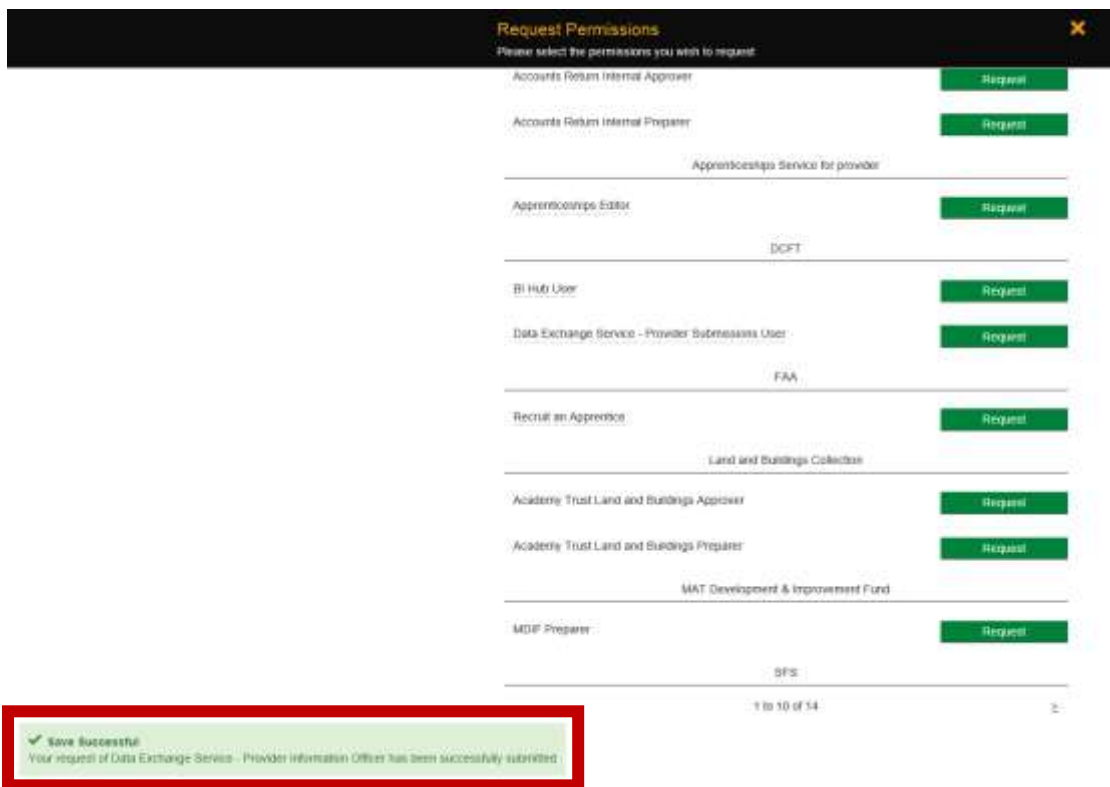
Please select the permissions you wish to request

Academy Trust Services	
Accounts Return Internal Approver	<input type="button" value="Request"/>
Accounts Return Internal Preparer	<input type="button" value="Request"/>
Apprenticeships Service for provider	
Apprenticeships Editor	<input type="button" value="Request"/>
DCFT	
BI Hub User	<input type="button" value="Request"/>
Data Exchange Service - Provider Information Officer	<input type="button" value="Request"/>
Data Exchange Service - Provider Submissions User	<input type="button" value="Request"/>
FAA	
Recruit an Apprentice	<input type="button" value="Request"/>
Land and Buildings Collection	
Academy Trust Land and Buildings Approver	<input type="button" value="Request"/>
Academy Trust Land and Buildings Preparer	<input type="button" value="Request"/>
MAT Development & Improvement Fund	
MDIF Preparer	<input type="button" value="Request"/>

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



**Request Permissions** ✕

Please select the permissions you wish to request

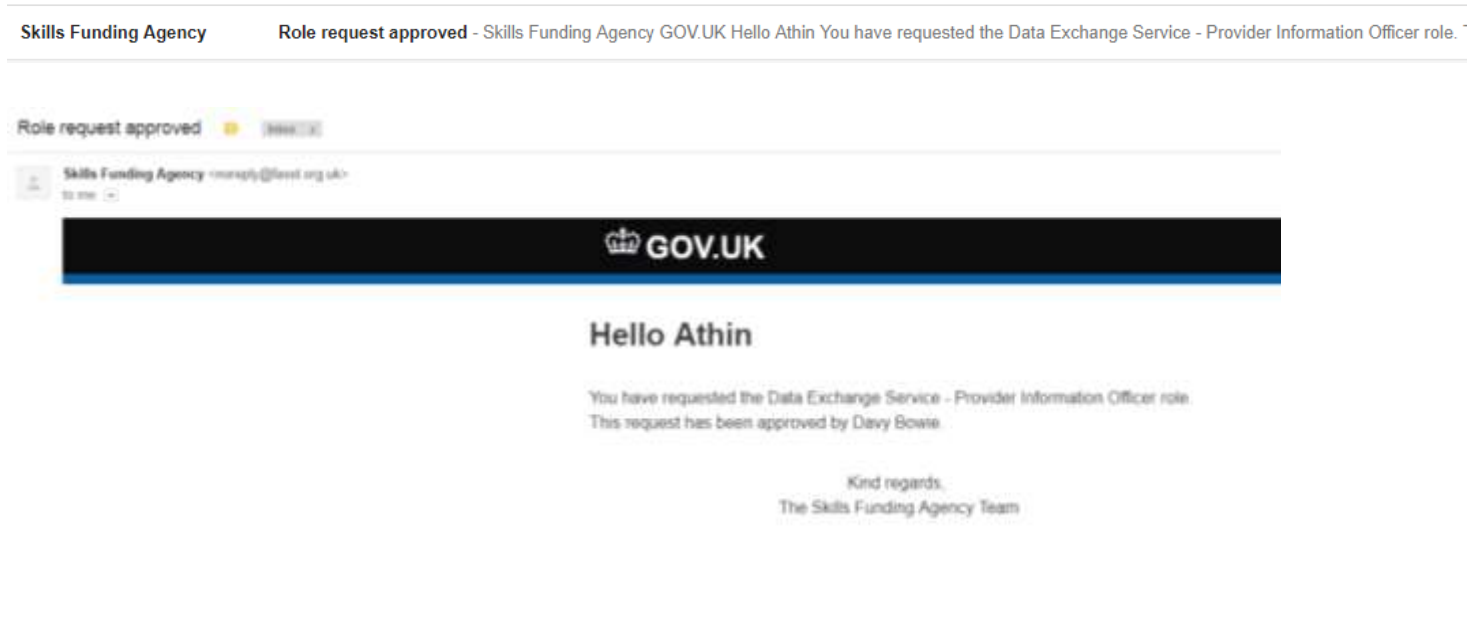
Accounts Return Internal Approver	Request
Accounts Return Internal Preparer	Request
Apprenticeships Service for provider	
Apprenticeships Editor	Request
DCFT	
BI Hub User	Request
Data Exchange Service - Provider Submissions User	Request
FAA	
Recruit an Apprentice	Request
Land and Buildings Collection	
Academy Trust Land and Buildings Approver	Request
Academy Trust Land and Buildings Preparer	Request
MAT Development & Improvement Fund	
MDF Preparer	Request
SFS	

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✓ **Save successful**  
Your request of Data Exchange Service - Provider Information Officer has been successfully submitted.

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



**Skills Funding Agency**    **Role request approved** - Skills Funding Agency GOV.UK Hello Athin You have requested the Data Exchange Service - Provider Information Officer role.

Role request approved [View](#)

**Skills Funding Agency** <mailto:esfa@level.org.uk>  
to me

**GOV.UK**

**Hello Athin**

You have requested the Data Exchange Service - Provider Information Officer role.  
This request has been approved by Davy Bowie.

Kind regards,  
The Skills Funding Agency Team

If you have any queries, please contact the ESFA Support Team by following the link below

[Contact Us](#)

<b>Application / Service</b>	<b>Role Name</b>	
<b>Academy Budget Forecast (Academy Trusts Only)</b>	Academy Budget Forecast Approver	Allows user access to approve the Online Budget Forecast Return Form
	Academy Budget Forecast Preparer	Allows user access to the complete the Online Budget Forecast Return Form
<b>Academy Trust Services (Academy Trusts Only)</b>	Accounts Return Internal Approver	Allows user access to complete and approve the Online Accounts Return Form
	Accounts Return Internal Preparer	Allows user access to the complete the Online Accounts Return Form
	Data Transfer Approver	Allows user to authorise transferring data from their financial management system, via the API, to their Online Accounts Return Form
<b>Apprenticeships Service for Providers</b>	Apprenticeship Account Owner	Can access and make all actions, including editing existing apprentices
	Apprenticeship contributor	Can access all data, advertise apprenticeships, manage funding, add apprentice details, view existing apprentices, and set up employer accounts. Cannot make changes or approve new apprentice requests
	Apprenticeship contributor with approval	Can access all data, advertise apprenticeships, manage funding, add apprentice details, view existing apprentices, and set up employer accounts and approve new apprentice requests
	Apprenticeship Viewer	Can view apprenticeships, funding, apprentice requests and existing apprentices
<b>Childsafeguarding – Notify death or serious harm of a child (Local Authority Use Only)</b>	Child Safeguarding Notifier – For Local Authority Use Only	To enable notification of the death or serious injury to a child
<b>College Financial Data</b>	Financial Plan & Cashflow Preparer	Allows colleges to submit various templates containing financial information, as well as financial statements and management letters
<b>Submit Learner Data (DCFT)</b>	Data Exchange Service – Provider Information Officer	Allows user access to submit data and view reports for ILR, EAS, ESF Supplementary and Funding Claims

	Data Exchange Service – Provider Submissions User	Allows user access to submit data and view reports for ILR, EAS, ESF Supplementary and Funding Claims
	Submit Learner Data – FE Workforce	Allows user to access the FE Workforce data collection
	Submit Learner Data - FE Workforce Governor	Allows user to access the FE Workforce Governor collection
<b>External Power BI</b>	View Your Education Data – AFED	To highlight key information providers are submitting back to the organisation in a clear to understand and engage with style. It will help drive data quality through a greater understanding of the data being submitted by the readers
	View Your Education Data – College Financials	To enable the reader to understand how their college is performing in terms of financial management through sharing the data they submitted to us. It will add value through benchmarking and highlighting concerning areas
	View Your Education Data – COVID 19	To get key information regarding attendance, Early Years placements or vulnerable children to local organisations so that they can make local decisions in a timely manner. Supporting the departments covid-19 response through engagement with Local Authorities and Academy Trusts
	View your Education Data - Data and MI Reports	These are a suite of reports that are shared with Local Authorities that show the number of 16–19-year-olds in education in their area. This supports Local Authorities who are looking to monitor attendance in their areas from having to query each provider individually
	View Your Education Data – Local Authority Analysis	Collates a number of financial and education performance indicators into one dashboard so that LAs will be able to identify any risks with their maintained schools
	View Your Education Data – Localism	This reporting is shared due to a legal requirement. It is public data, which Mayoral Combined Authorities (MCAs) already receive in raw data form, made visual through the use of a dashboard. This enables DfE to offer a better service to support devolution of AEB to those MCAs who do not have the analytical capability of others

	View Your Education Data – Other Government Departments	
	View Your Education Data – Post 16 Monitoring	These reports highlight where a provider has submitted data that has broken a particular funding rule. It adds insight through aggregations and time series, whilst also showing to users the required steps for each funding rule. Users can also download the data so they can upload into their own MI systems. This will result in better quality of data
	View Your Education Data – QAR	Report shows how the provider is doing in comparison to national and type averages, so they can benchmark their performance in a number of different ways. This is one of the key metrics colleges use to assess their own performance
	View Your Education Data – VMFI Academy Trust Full User	This role provides full access to VMFI for those in academies which do not require the Accounts return preparer or accounts return approver role. It includes select your comparators, data modelling, the ICFP tool, and the ability to give access to an SRMA.  Access to the summary of finances and SRMSAT downloads (academies only).
	View Your Education Data – VMFI Local Authority Full User	This role provides full access for local authority users to VMFI which includes select your comparators, data modelling, the ICFP tool, and the ability to give access to an SRMA.
	View Your Education Data – VMFI Maintained Schools Full Access	This role provides full access to maintained school users to VMFI which includes select your comparators, data modelling, the ICFP tool, and the ability to give access to an SRMA.
	View Your Education Data – VMFI Read Only	These reports give financial insights and recommended actions (highlighted areas to save money and pre-approved suppliers etc.) to Academy Trusts so they can manage their finances better. Private Beta only
	View Your Education Data – VMFI Summary of Finances	These reports give financial insights and recommended actions (highlighted areas to save money and pre-approved suppliers etc.) to Academy Trusts so they can manage their finances better.



<b>FAA – Find an Apprentice</b>	Recruit an Apprentice	Allows user to post apprenticeship vacancies and manage candidate applications
<b>Land and Buildings Collection (Academy Trusts Only)</b>	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
<b>Manage your education and skills funding (MYESF)</b>	MYESF - 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
	MYESF - Contract Manager	Allows user to read, download, enter, save and submit information and receive automated email alerts in the contracts area of the service
	MYESF - Contract User	Allows user to read, and download information in the contracts area of the service
	MYESF - 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
	MYESF - 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
	<b>Payment Viewer</b>	
<b>MAT Development &amp; Improvement Fund (Academy Trusts Only)</b>	MDIF Preparer	Allows user to access and complete the MAT Development & Improvement fund application
<b>Related Party Transactions</b>	Related Party Transactions User	Allows Academy Trusts that plan to enter into such transactions to declare all RPTs and seek authorisation for those transactions