Identity and Access Management System (IDAMS) super user guidance

Version 3

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

January 2022

The first person to register from an organisation, for an IdAMS account, will automatically be 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
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

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

Assign role permissions

To assign a role to yourself or another user, locate the user, and select 'Update User'

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

Then select 'Assign A New Permission'

Name	User ID	Email address	
null TestRAP1	isp\TestRAP1	TestRAP1	Update User ▼
			Delete User ✕
			Suspend User
Name	User ID	Email address	
Test RAP2	isp\TestRAP2	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)**

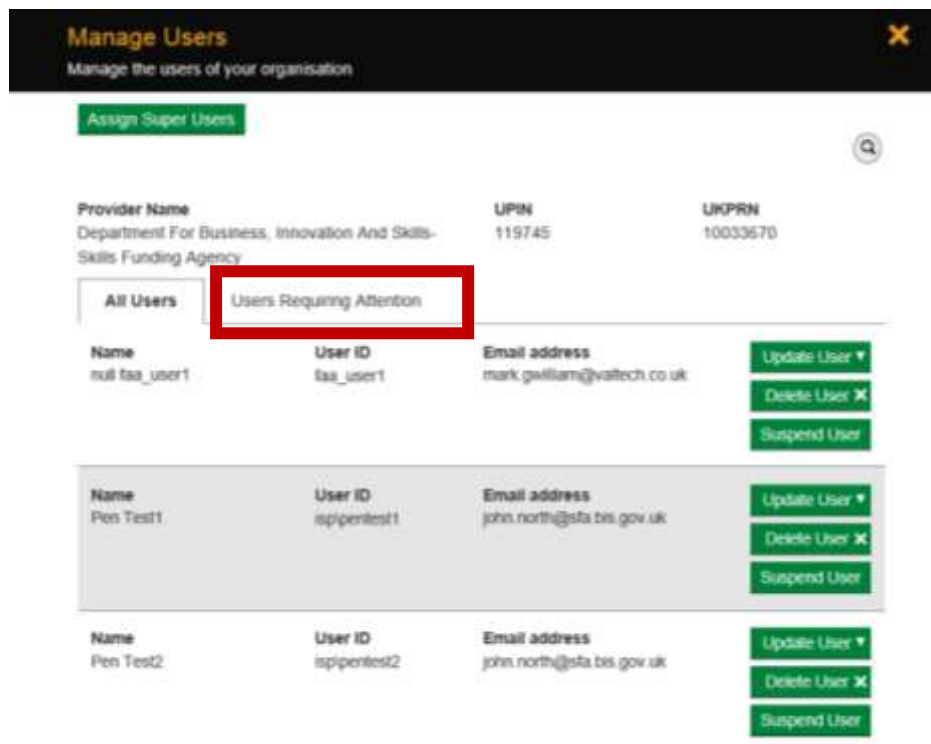Once the role has been added, you will see a 'success' message on the bottom left of the screen

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

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

Then select 'Approve' or 'Reject'

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

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

✔ Success
' BI Hub User' has been rejected for Athin Alias
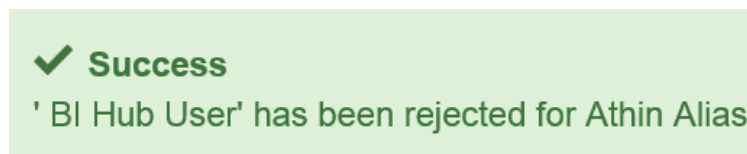
The user will receive an email informing them of the rejection, and containing the information you entered in the rejection text box

To approve the request, select the 'Approve' button

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

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'

Then select 'Assign Super Users'

Select 'Assign'
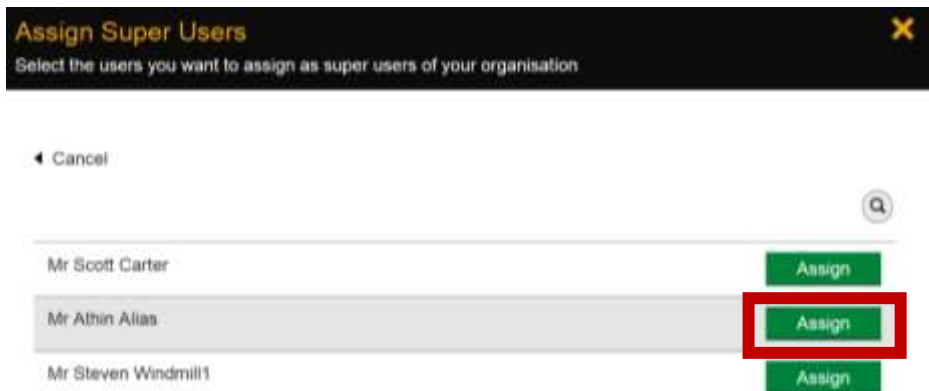
Once you select 'Assign', you will see a 'success' message on the bottom left of the screen.
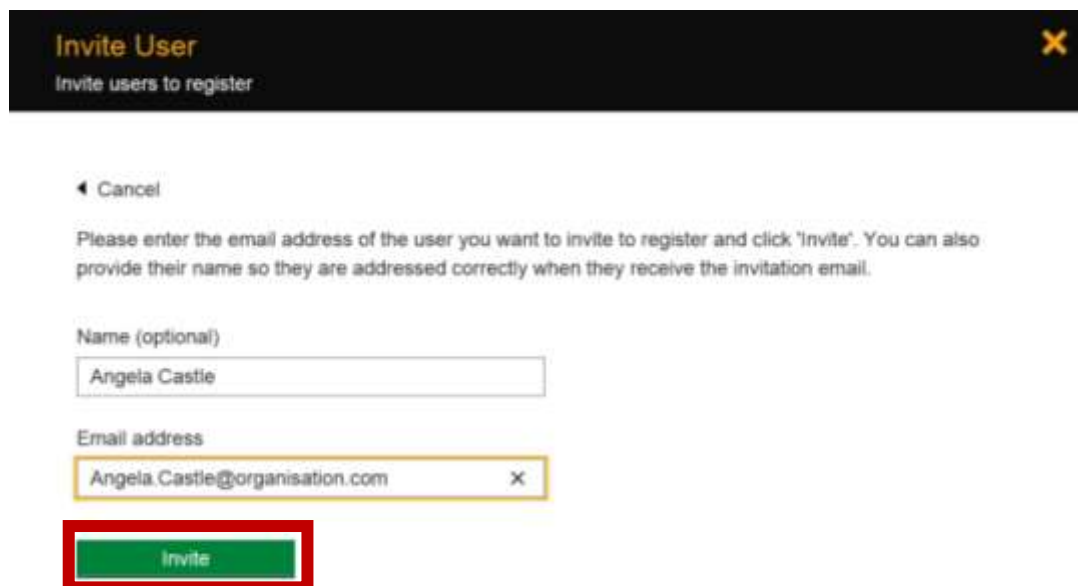
The user will receive an email informing them that they have been assigned as a super user

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, then select 'Invite'

Once you select 'Invite' you will see a success message on the bottom left of the screen
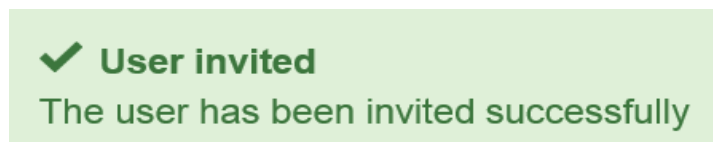
The user will receive an email

The user should access the email, select 'Register', and complete the
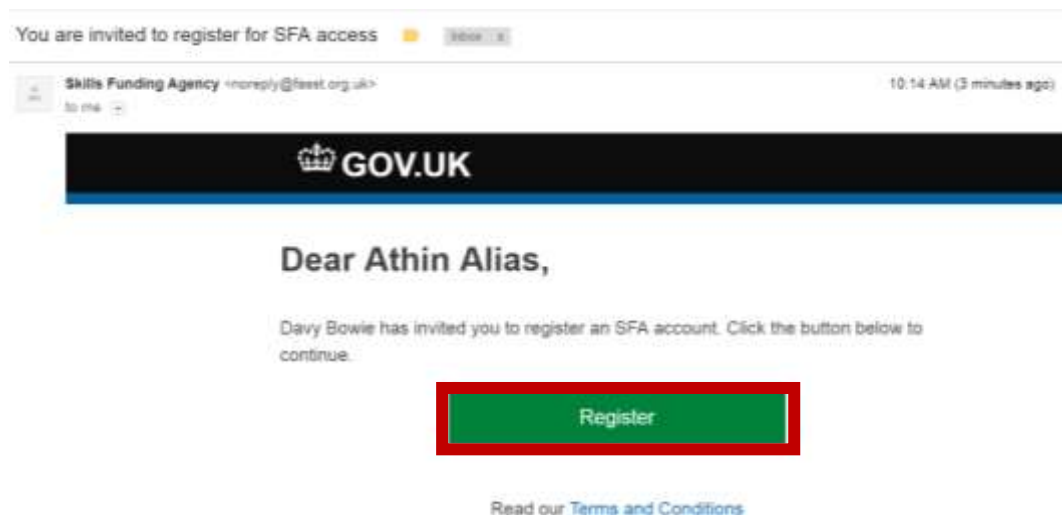
Complete the online registration form, and select 'Register'

The next screen will show the username
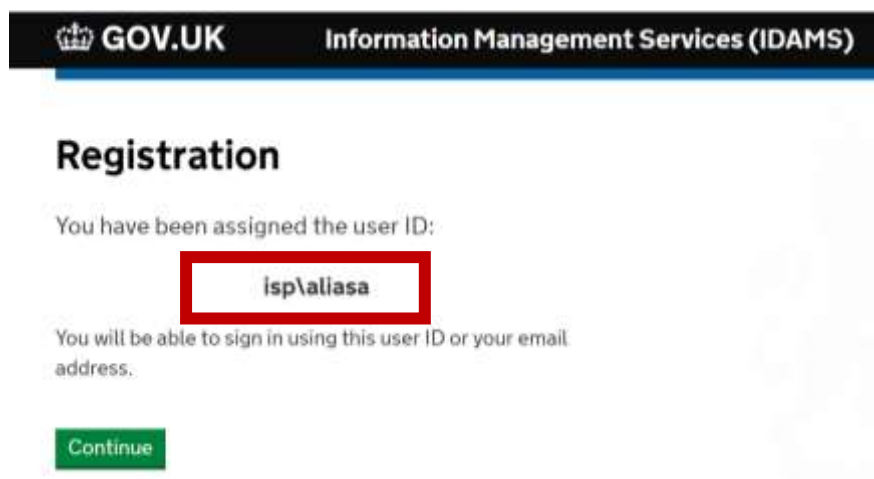
On the next screen, the user should select their password reset preference and submit

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

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

Application / Service	Role Name	
Academy Budget Forecast (Academy Trusts Only)	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
Academy Trust Services (Academy Trusts Only)	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
Apprenticeships Service for Providers	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
Childsafeguarding – Notify death or serious harm of a child (Local Authority Use Only)	Child Safeguarding Notifier – For Local Authority Use Only	To enable notification of the death or serious injury to a child
College Financial Data	Financial Plan & Cashflow Preparer	Allows colleges to submit various templates containing financial information, as well as financial statements and management letters
Submit Learner Data (DCFT)	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
External Power BI	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.

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
Manage your education and skills funding (MYESF)	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
	Payment Viewer	
MAT Development & Improvement Fund (Academy Trusts Only)	MDIF Preparer	Allows user to access and complete the MAT Development & Improvement fund application
Related Party Transactions	Related Party Transactions User	Allows Academy Trusts that plan to enter into such transactions to declare all RPTs and seek authorisation for those transactions