Education & Skills
Funding Agency

Identity and Access Management System (IDAMS) account registration guidance

Version 3

This document provides guidance on how to register for an IdAMS account

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IdAMS Account Registration

To register for an account, access IdAMs from the URL https://logon.fasst.org.uk

Leave the User ID and Password fields blank and from the bottom of the screen, select 'I don't have an account'

Complete the registration form by entering your Title, first name, last name, mobile number (optional) and a valid company email address.

Please note: Register with your actual name, as generic accounts are not permissible. If you will require accounts against multiple UPINs / UKPRNs, then each account will require a different email address

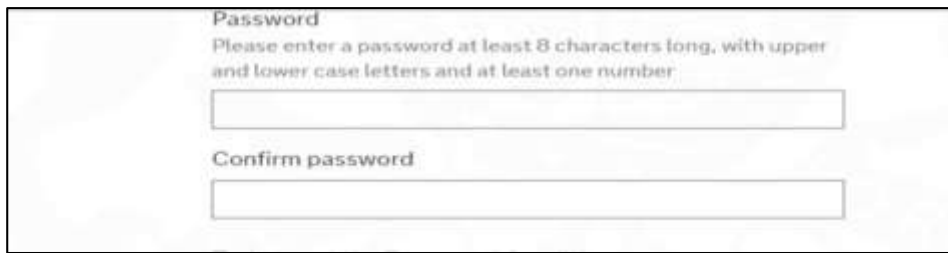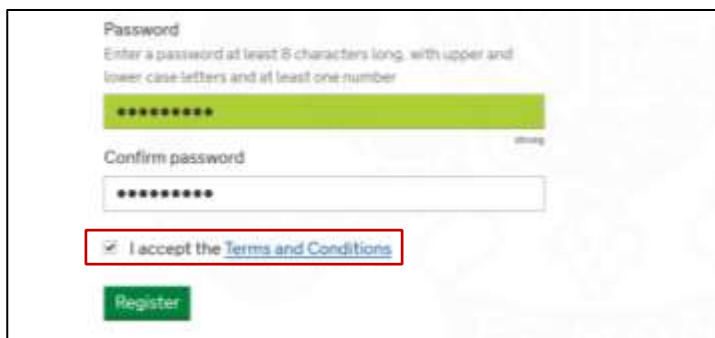The password must be at least 8 characters long, with a mix of upper and lower case letters and at least one number. Both passwords must match.

Select to accept the Terms and Conditions

Then select 'Register' to complete the form

The next screen confirms your registration request has been accepted. Select 'Close' and exit your browser
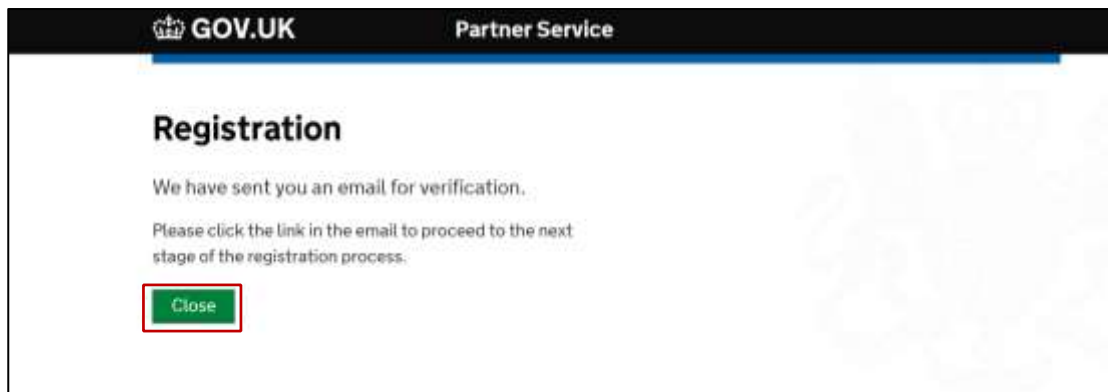
You will receive an email from 'Skills Funding Agency'. Open the email, and click on 'confirm my email address'

If you appear not to have received the email, or you receive an error message when clicking on the verification link, please see 'troubleshooting' section below
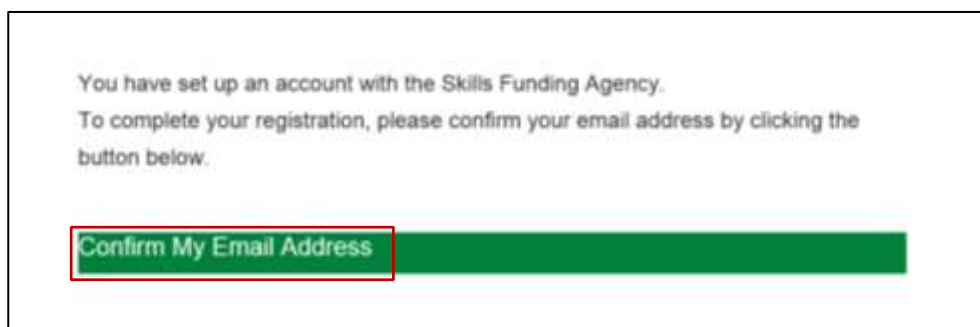
Once you select to confirm your email address a browser will open. The first screen will inform you of your username, make a note of this, and then select 'Continue'

Note: If you entered a mobile number, you will receive a passcode by text message. You should enter the passcode and select 'submit'

Select your preferred method to reset your password and then select 'Submit'

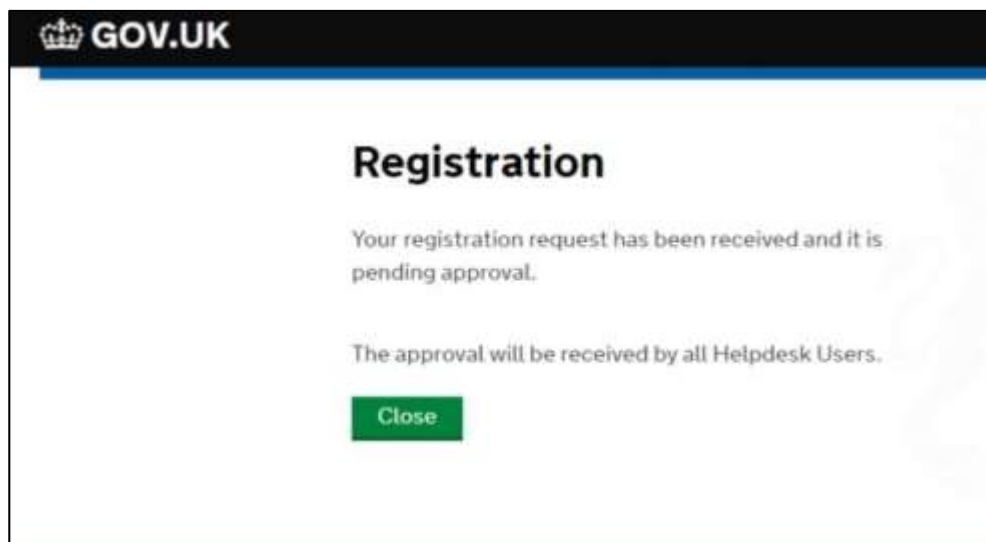On the next screen please enter either the UKPRN, UPIN or the name of your organisation. Then select 'Submit'.

Once you have selected submit, you will be informed that your registration request is complete and is pending approval.

If you are the first person to register from your organisation, the approval will be carried out by the Education and Skills Funding Agency Helpdesk. Once approved, you will receive an email informing you the account has been approved and you will automatically be made the 'super user' for your organisation.

If your organisation already has a super user, they should approve your request and this screen will list the name(s) of your superuser(s)

IdAMS Account Registration Troubleshooting

If you do not receive the verification email, check your junk and clutter folders. If the email is not in you junk or clutter folders, please contact your IT department to check that the email has not been blocked by a spam filter

If, when you click on the link in the verification email, you receive an error message 'link has expired', **disable** pop up blocking software on your system. Click on the verification link in the email again, and select 'send me another activation email' When the new verification email arrives, close all internet browsing sessions, then click on the link in the NEW email. IdAMS should launch and you can complete your registration

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

Contact Us