



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

January 2022

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'

GOV.UK Information Management Services (IDAMS)

Sign in

User ID or email address

Password

[Sign in](#)

Problems signing in?
[I forgot my password](#)
[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

Registration

Title

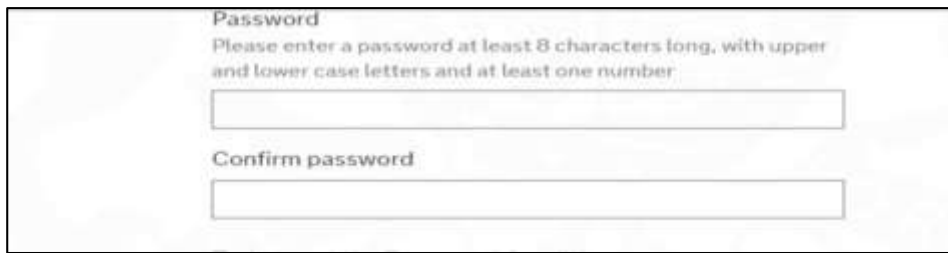
First name

Last name

Email address
You'll need this email address to log in to your account

Mobile number (optional)

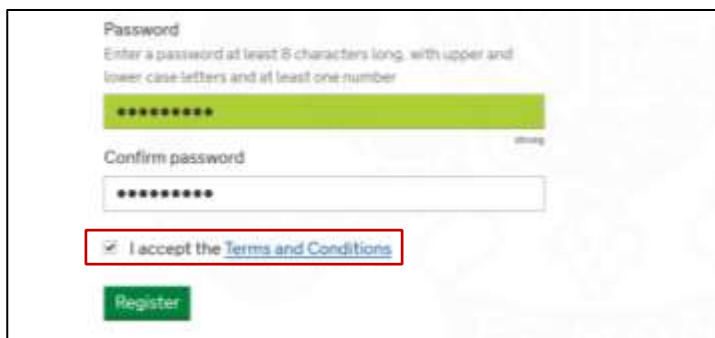
The password must be at least 8 characters long, with a mix of upper and lower case letters and at least one number. Both passwords must match.



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

Confirm password

Select to accept the Terms and Conditions

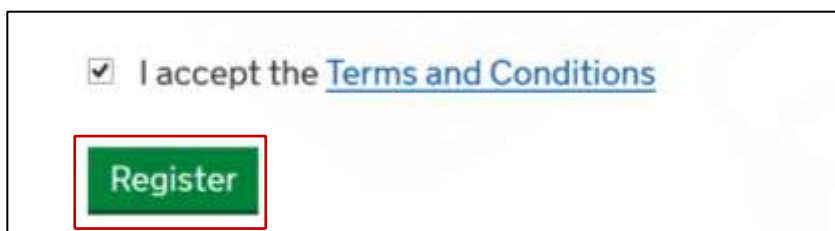


Password
Enter a password at least 8 characters long, with upper and lower case letters and at least one number

Confirm password

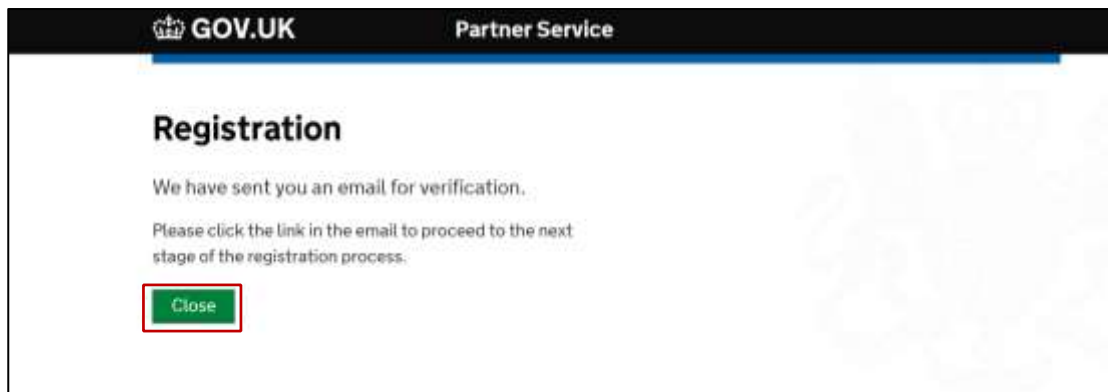
I accept the [Terms and Conditions](#)

Then select 'Register' to complete the form



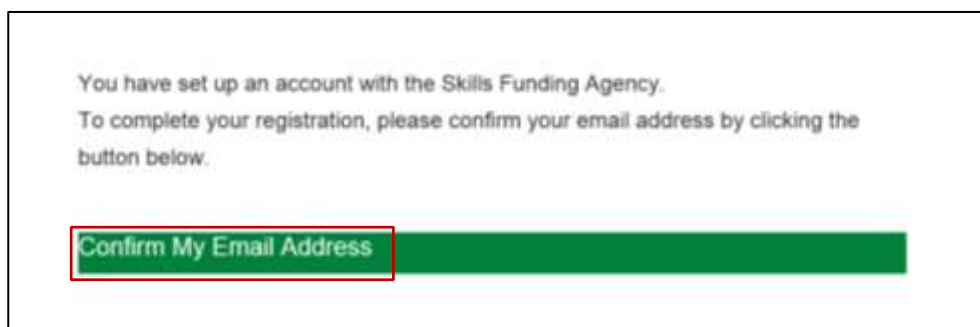
I accept the [Terms and Conditions](#)

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'

Registration

You have been assigned the user ID:

isp\alisa

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

We have sent you a text message containing a one-time code. Please enter the code below.

One time passcode

Submit

If the sms has not arrived, click on the link below to request a new one.

[Send me another SMS](#)

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



The screenshot shows the 'Registration' section of the GOV.UK Partner Service. At the top, the GOV.UK logo and 'Partner Service' are visible. The main heading is 'Registration'. Below it, a message states: 'If you forget your password, we will help you reset it.' The user is prompted to 'Please choose the method you prefer:' and there are three radio button options: 'We can send you a password reset link in an email' (which is selected), 'We can send you a reset code in a text message', and 'We can challenge you to answer these questions:'. A green 'Submit' button is located at the bottom left of the form area.

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

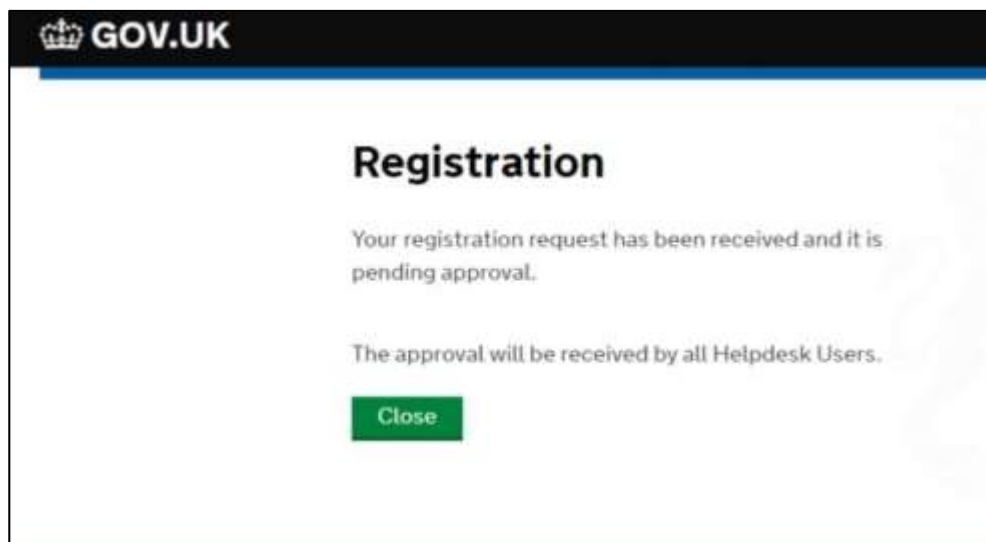


The screenshot shows the 'Registration' page on the GOV.UK Partner Service. At the top, there is a black header with the GOV.UK logo and 'Partner Service' text. Below the header, the page title 'Registration' is displayed. The main content area contains the following text: 'Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation.' and 'If you are not affiliated with an organisation, simply select "Sponsored User"'. There is a checkbox labeled 'Sponsored User' which is currently unchecked. Below this, there is a 'Provider' section with a search box containing the placeholder text 'Please enter Provider Name, UPIN or UKPRN'. A red rectangular box highlights this search box. At the bottom left of the form area, there is a green 'Submit' button.

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)



The screenshot shows a confirmation message on the GOV.UK Partner Service. At the top, there is a black header with the GOV.UK logo. Below the header, the page title 'Registration' is displayed. The main content area contains the following text: 'Your registration request has been received and it is pending approval.' and 'The approval will be received by all Helpdesk Users.' At the bottom center of the message, there is a green 'Close' button.

IdAMS Account Registration Troubleshooting

If you do not receive the verification email, check your junk and clutter folders. If the email is not in your 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](#)