

# Identity and Access Management System (IDAMS) user guidance

### **Version 3**

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

Once you have successfully registered for an IdAMS account, and it has been approved, access IdAMS from the URL <a href="https://logon.fasst.org.uk">https://logon.fasst.org.uk</a> and log in to your account

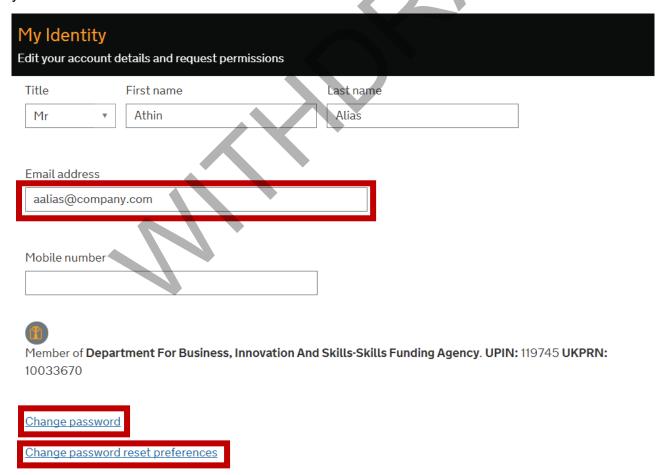
Click on 'My Identity'



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

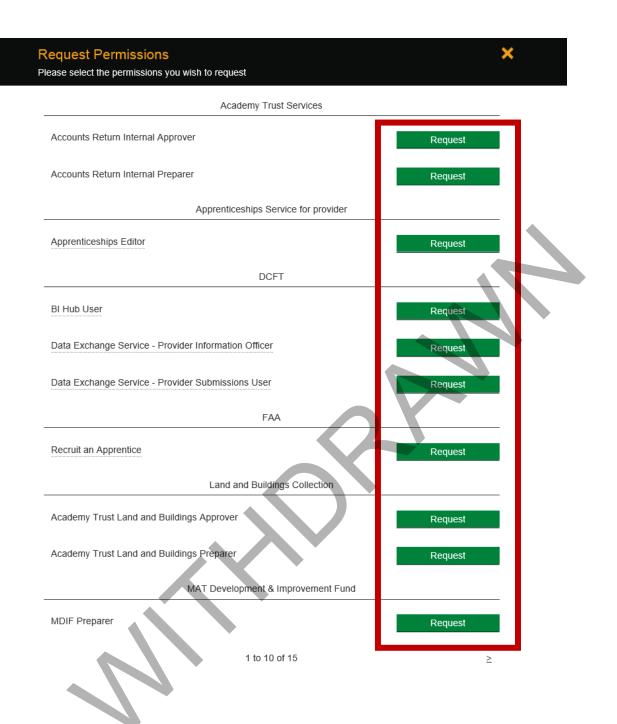


## Request Role Permissions

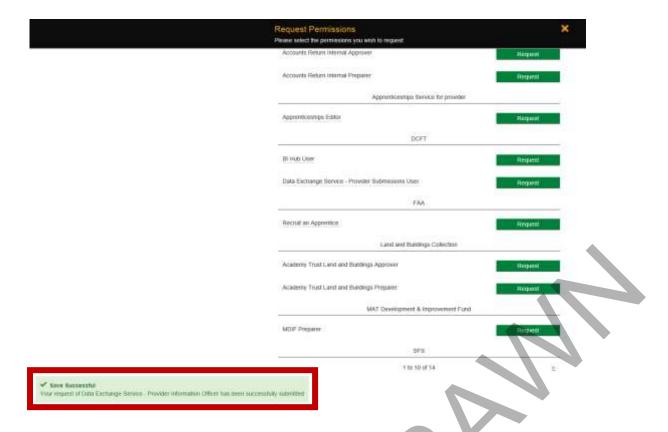
## Select 'Request a new permission'

My Identity Edit your account details and request permissions					
Title	First name	Last name			
Mr	▼ Athin	Alias			
Email address	pany.com				
Mobile numbe	r				
Member of <b>Department For Business, Innovation And Skills-Skills Funding Agency. UPIN:</b> 119745 <b>UKPRN:</b> 10033670					
Change password					
Change passw	ord reset preferences				
Application Roles and Permissions					
Pending	Approved Rejected				
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)

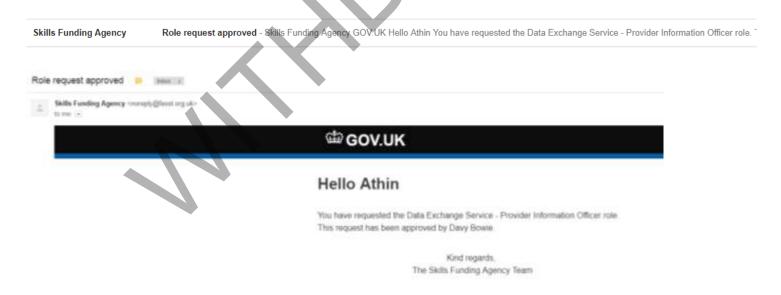


Once the role has been requested, you will see a 'success' message at the bottom of the screen



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



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

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View Your Education Data – Other	
Government Departments	
View Your Education Data – Post 16	These reports highlight where a
Monitoring	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
	1,
View Your Education Data – QAR	Report shows how the provider is doing
VICW TOUL Education Data - QAN	
	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	This role provides full access to VMFI
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Academy Trust Full User	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.
	to give access to all craim in
	Access to the summary of finances and
	·
Many Many Edwards y Date MAGI	SRMSAT downloads (academies only).
View Your Education Data – VMFI	This role provides full access for local
Local Authority Full User	authority users to VMFI which includes
	select your comparators, data
	modelling, the ICFP tool, and the ability
	to give access to an SRMA.
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View Your Education Data – VMFI	This role provides full access to
Maintained Schools Full Access	maintained school users to VMFI which
Iviairitairieu Scrioois Fuii Access	
	includes select your comparators, data
	modelling, the ICFP tool, and the ability
	to give access to an SRMA.
View Your Education Data – VMFI	These reports give financial insights
Read Only	and recommended actions (highlighted
	areas to save money and pre-approved
	suppliers etc.) to Academy Trusts so
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	they can manage their finances
View Vern Education Data MAE	better. Private Beta only
View Your Education Data – VMFI	These reports give financial insights
Summary of Finances	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