

TAMS RTO Portal

Account Setup and Login Instructions

For Registered Training Organisations



Overview of the TAMS RTO Portal Accounts

The TAMS Portal is based on a Microsoft Platform. To gain access to the system, users must have a Microsoft account.

Users can provide an existing Microsoft account to connect to the system, or create a new account. ***(Please note for security reasons each individual within an organisation must have a separate email account and it cannot be a generic email such as admin@RTO.com)***

The TAMS Portal has 3 account types available to Registered Training Organisations.

Account Type	Ability to
TAMS Basic	View organisation contact details and registered delivery View all organisation TAMS account details Edit own account details (Email should be locked) not able to add/edit roles View limited organisation lodgements (no financials) View organisation student details
TAMS Normal	View organisation contact details and registered delivery View all organisation TAMS account details Edit own account details (Email should be locked) able to add/edit own role View, upload and lodge organisation lodgements View lodgement financials and download Recipient Created Tax Invoices View, upload and manage organisation student details
TAMS Manager	View organisation contact details and registered delivery View all organisation TAMS account details Edit all accounts details (Email should be locked) able to add/edit all roles View, upload and lodge organisation lodgements View lodgement financials and download Recipient Created Tax Invoices View, upload and manage organisation student details Manage Call For Applications

Requesting access to TAMS RTO Portal

To request access to TAMS Portal you must complete and submit a TAMS Access form.

The access form can be downloaded from the TAMS Portal home page through the below link:

<https://tamsrtoportal.dtwd.wa.gov.au>

Completed access forms and queries pertaining to gaining access to TAMS must be directed to ICT.Servicedesk@dtwd.wa.gov.au

Receiving an invitation

On processing your application, the Department will send you an email containing,

1. A Link to connect the Departments online services with your Microsoft account
2. A link to register your TAMS RTO Portal invitation

Step 1: Connect to the Departments Online Services

The Microsoft invitation is to establish a connection with your Microsoft compatible Account. (E.g. may include Office 365, Hotmail.com, live.com, outlook.com)

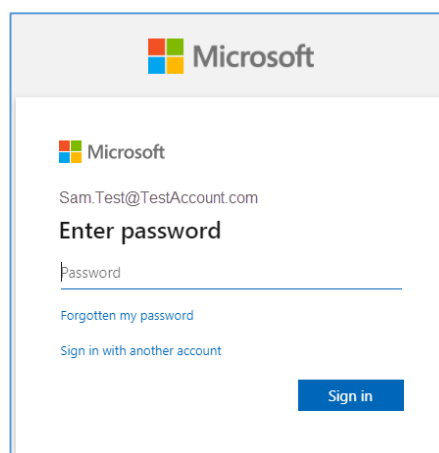
Click on the **invite link** to accept the invitation

If you do not have a Microsoft compatible account, you will need to set one up. Refer to **[A Quick Guide to: Setting up a Microsoft Account](#)**

Invite Link – Office 365 Email Address (Microsoft-compatible)

If your email address is compatible with Microsoft, you will be immediately prompted to provide your existing password, as if you were logging in to Outlook etc.

Enter your password and click **Sign in**



The screenshot shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it, the email address 'Sam.Test@TestAccount.com' is displayed. The main heading is 'Enter password'. There is a password input field with a placeholder 'Password'. Below the field are two links: 'Forgotten my password' and 'Sign in with another account'. A blue 'Sign in' button is located at the bottom right.

You will then be prompted to give consent for DTWD's external system to sign you in and read your basic information (name, email address and photo).

Note: Our DTWD Direct application (used for user management) does not use any user photos, although that permission is globally-required by Microsoft, we are not retrieving/storing any public profile photos.

Click '**Accept**'

If you accidentally click on "Cancel" here, you will be able to start the process over again by closing the browser session then re-clicking the link / pasting it into the browser.



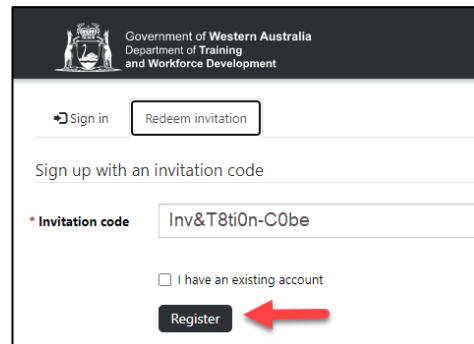
The screenshot shows the Microsoft permissions review interface. At the top is the Microsoft logo. Below it, the email address 'Sam.Test@TestAccount.com' is displayed. The main heading is 'Review permissions'. There is a small icon with the letter 'D'. Below that, the text reads 'DTWD - External Services tafewaext.onmicrosoft.com'. A bold statement says 'This resource is not shared by Microsoft.' Below this, it says 'The organisation DTWD - External Services would like to:'. There are two expandable items: 'Sign you in' (DTWD - External Services will be able to sign you in to their apps and resources.) and 'Read your name, email address and photo' (DTWD - External Services will be able to read your basic profile (name, email address, and, if this is an Azure AD account, photo).). Below these items is a warning: 'You should only accept if you trust DTWD - External Services. By accepting, you allow this organisation to access and process your data to create, control and administer an account according to their policies. DTWD - External Services has not provided a link to their privacy statement for you to review. DTWD - External Services may log information about your access. You can remove these permissions at https://myapps.microsoft.com/tafewaext.onmicrosoft.com'. At the bottom are two buttons: 'Cancel' and 'Accept'.

You will be redirected to The Department of Training and Workforce Development website www.dtwd.wa.gov.au when your registration is complete.

Step 2: Register TAMS RTO Portal invitation

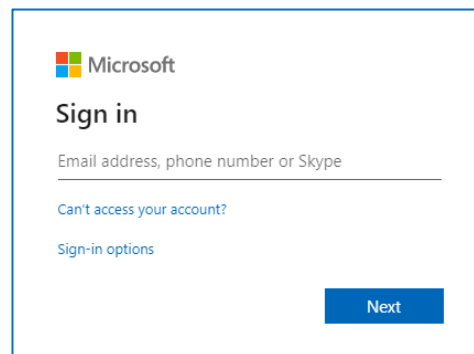
Click on the **TAMS RTO Portal invite link** to register your invitation.

Upon clicking the TAMS RTO Portal invite link, you will be directed to the Redeem invitation page. Click the **“Register”** button.

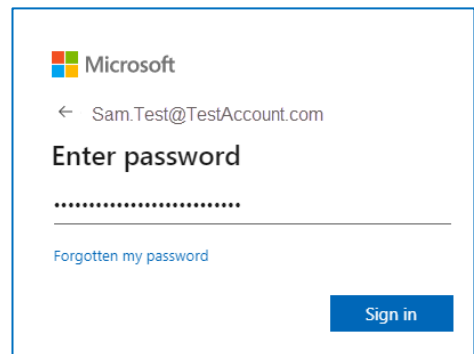


The screenshot shows the 'Redeem invitation' page from the Government of Western Australia Department of Training and Workforce Development. It features a 'Sign in' button and a 'Redeem invitation' button. Below these is a text input field for an invitation code, which contains 'Inv&T8ti0n-C0be'. There is a checkbox for 'I have an existing account' which is unchecked. At the bottom, there is a 'Register' button with a red arrow pointing to it from the right.

You will be directed to **Sign in using your email address and password from Step 1.**



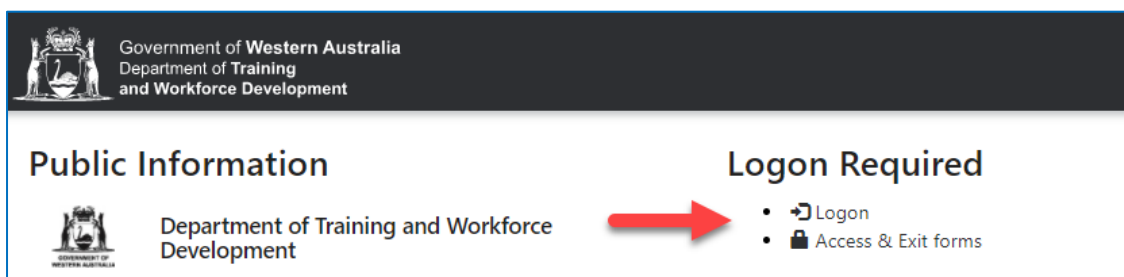
The screenshot shows the Microsoft 'Sign in' page. It includes the Microsoft logo, the text 'Sign in', and a text input field for 'Email address, phone number or Skype'. Below the input field are links for 'Can't access your account?' and 'Sign-in options'. A blue 'Next' button is located at the bottom right.



The screenshot shows the Microsoft 'Enter password' page. It includes the Microsoft logo, a back arrow, and the email address 'Sam.Test@TestAccount.com'. Below this is the text 'Enter password' and a password input field with masked characters. There is a link for 'Forgotten my password' and a blue 'Sign in' button at the bottom right.

On completion, you will be directed to the TAMS RTO Portal landing page.

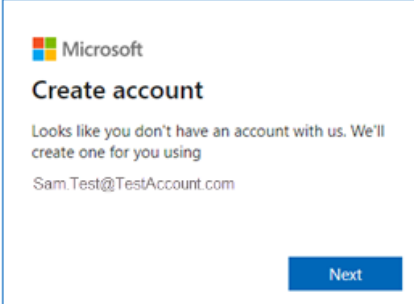
Click on **Logon** to enter your newly registered account details and access the TAMS RTO Portal.



The screenshot shows the TAMS RTO Portal landing page. It features the Government of Western Australia Department of Training and Workforce Development logo and name. Below this is a navigation menu with two main sections: 'Public Information' and 'Logon Required'. A red arrow points from the 'Logon Required' section to a list of links: 'Logon' and 'Access & Exit forms'.

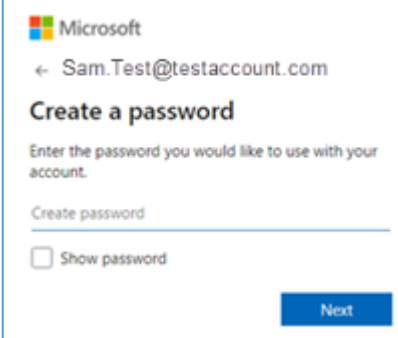
A Quick Guide to: Setting up a Microsoft Account

If your email address has not been registered with Microsoft, upon clicking on the invite link you will be asked to register it: Click **Next**



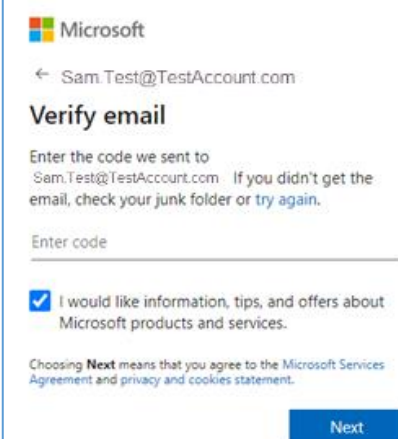
Microsoft
Create account
Looks like you don't have an account with us. We'll create one for you using
Sam.Test@TestAccount.com
Next

You will be prompted to create a password. **Enter a password** of your choice and click **Next**



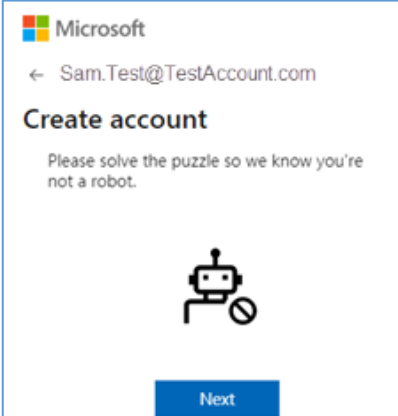
Microsoft
← Sam.Test@testaccount.com
Create a password
Enter the password you would like to use with your account.
Create password
 Show password
Next

You will be asked to verify your email address by entering the verification code sent to your email address. **Enter the verification code** and click **Next**



Microsoft
← Sam.Test@TestAccount.com
Verify email
Enter the code we sent to
Sam.Test@TestAccount.com. If you didn't get the
email, check your junk folder or try again.
Enter code
 I would like information, tips, and offers about
Microsoft products and services.
Choosing **Next** means that you agree to the Microsoft Services
Agreement and privacy and cookies statement.
Next

(Optional) You may be prompted to prove you're not a robot.



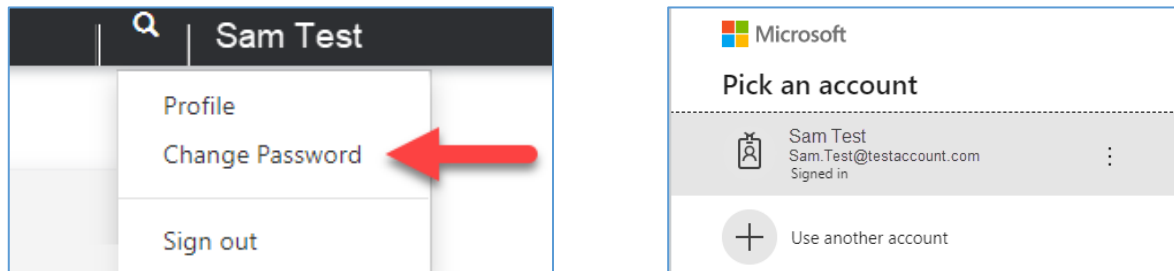
Microsoft
← Sam.Test@TestAccount.com
Create account
Please solve the puzzle so we know you're
not a robot.
Next

Once complete you will be prompted to review permissions. Refer to: **Accepting the Invitation** for further information.

Frequently asked questions

Can I change my Password?

Your password is attached to your Microsoft compatible account. A link to change your password is available on TAMS RTO Portal through your account toolbar.



Can I use multi-factor authentication for my Microsoft compatible account?

Yes.

If you have multi-factor authentication established on your Microsoft compatible account, you will be required to undertake additional steps to log-in such as approving access via a phone app or SMS etc.

If you create an account for the purpose of accessing TAMS RTO Portal, during the creation process you may be prompted to add multi factor authentication.

Use of multi-factor authentication is at the discretion of the Training Organisation and will not affect your ability to access TAMS RTO Portal.