



WAAMS user access levels

There are five types of user access roles with WAAMS for employers. You can assign as many (or as few) of these access levels to an organisation contact, and modify, as required. Each access role has limitations on what can be viewed and edited.

User role	What does this mean	How to get this access
EIS base user	 Has read-only access to training contracts and organisation details 	 Default access level following an invitation to WAAMS from the organisation administrator
EIS user	 Has read-only access to the training contracts and organisation details Can submit and manage the employer incentive claims 	 Organisation administration can assign El user
TCC user	Can create training contract changes (TCCs) on behalf of the parties to the contract	 Default from existing pre-El employer users Organisation administrator can assign TCC user
Financial administrator	 Can edit the organisation's bank details and payroll tax status Can manage other financial administrator users Has read only access to employer incentives Has read only access to training contracts and organisation details 	 Financial administrator verification code Other financial administrators
Organisation administrator	 TCC user permissions Can create and edit organisation details including managing the organisation's contacts and WAAMS users 	 Auto-generated invitation to WAAMS at training contract registration Apprenticeship Office staff, on request from the organisation

Assigning access levels for your organisation's contacts

The organisation administrator has the authorisation to assign organisational contacts with varying access levels within WAAMS with the exception of nominating the financial administrator.

A portal user's access roles are displayed on the WAAMS home page under *My Permissions*. Portal users with the **Organisation Admin** role ticked, can manage portal access for your organisation contacts. Contact your organisation administrator to upgrade your access roles.

1 Select Organisation Details.

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2 In the **Organisation Details** page, select **Edit Organisation Details**.

Organisation	Contracts	Incoming Training Contracts	≜	C> Log out
Home / Organisatio	on / Organisatio	on Details		Employer
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Business Name				anisation
ABN				
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3 Scroll down to the **Organisational Contacts** grid. Find and select the contact you wish to update by selecting the edit button.

Organisational Contacts											
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Drag a	column header	and drop it here	to group by that column	1							
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4 Assign as many or as few of the access roles by ticking the 'yes' box associated with each role and then select **Submit**.

Home / Organisation / Organisation Details / Edit Organisation Details / Organisational Contact	® Employer \$\$ <mark>8 Profile</mark>
Name Jim Test Work Email • Jim.test@test.com	Invite to Portal Create Portal Invite
Work Mobile	
Job Title DTWD test Is Organisation Administrator? Yes	
Is EIS User? Yes Is TCC User? Yes Status	
Active V Submit	

The contact's access roles will be updated once they log back into WAAMS.

Need assistance?

If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 or email at <u>rai.projects@dtwd.wa.gov.au</u>.