



Cloud Authentication & Authorisation (CAA) solution

Quick guide for RTOs – Adding a cloud notification in Relationship Authorisation Manager

Log into Relationship Authorisation Manager (RAM) with a myGovID

1. You will need the following accesses:
 - [a myGovID](#) (your digital identity)
 - [be a Principal Authority or Authorised Administrator affiliated with a business in RAM.](#)

For information on how to get a digital identity, link your business and authorise others to act on behalf of the business see <https://info.authorisationmanager.gov.au/>

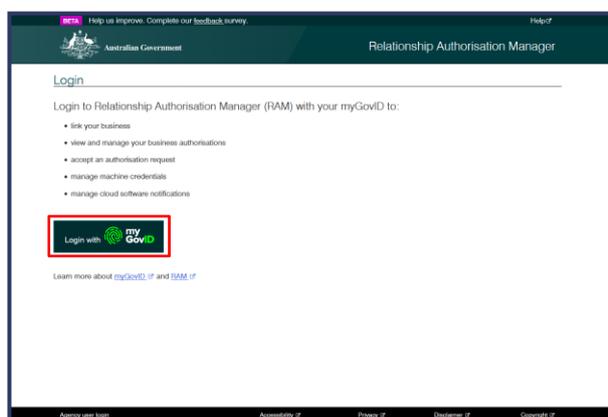
Your Digital Service Provider (DSP) will need to provide you with the following information (if not, contact your DSP):

- **the DSP's ABN**
- **a unique Software ID (10 digit number) called an SSID.**

You can now log into RAM via <https://authorisationmanager.gov.au/#/login>

2. The RAM homepage will display.

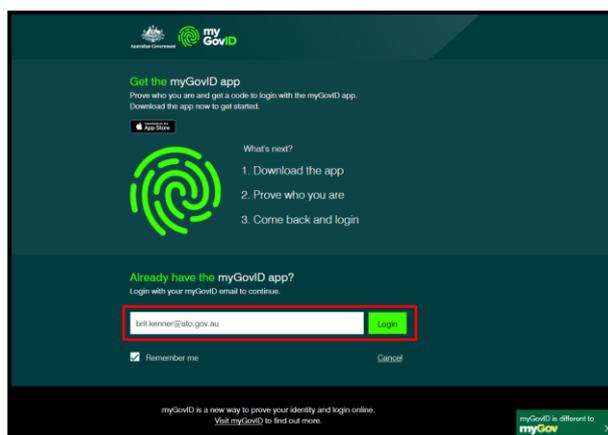
Click 'Login with myGovID'.



3. You are redirected to the myGovID login screen.

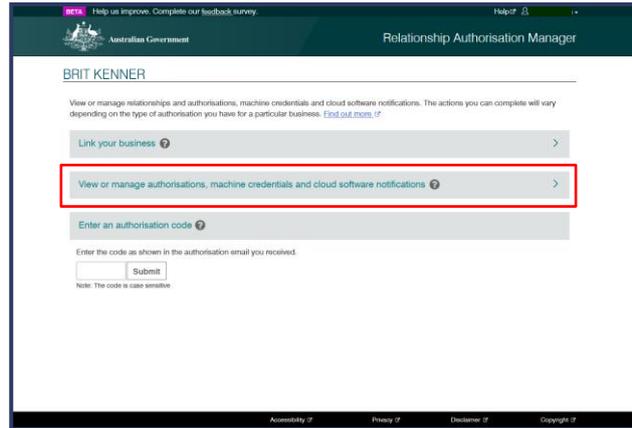
Enter your **personal** email address and click 'Login'.

You will get a notification on your smart phone to enter the 4 digit code in RAM.



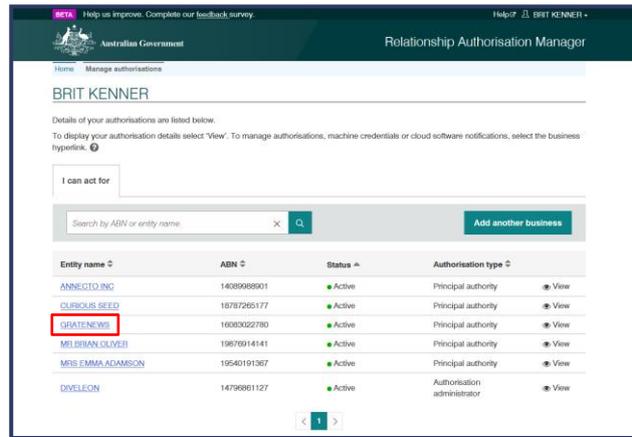
- Once the code is entered the RAM authenticated login screen will display.

Click on 'View or manage authorisations, machine credentials and cloud software notifications'.



- The 'Manage authorisations' screen will display and you will be presented with a list of businesses that you are eligible for.

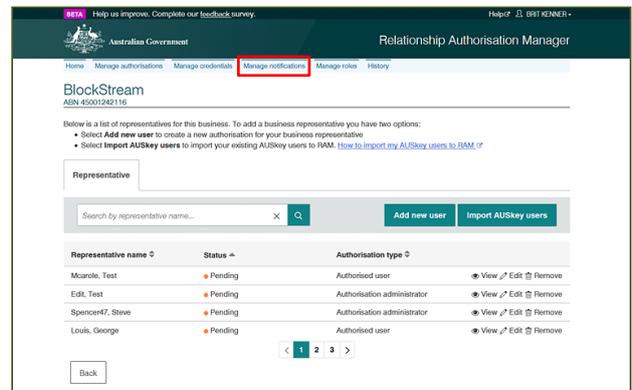
Click on the business that you require the notification for.



- The 'Manage notifications' screen will display with the business linked from the previous screen.

A range of menu items will appear at the top of the screen.

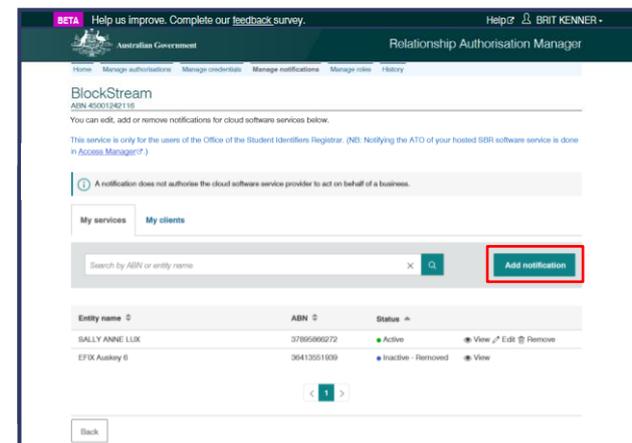
Click the 'Manage notifications' tab.



Add a notification to your chosen government agency

- Click 'Add notification'.

This service is only for the users of the Office of the Student Identifiers Register.

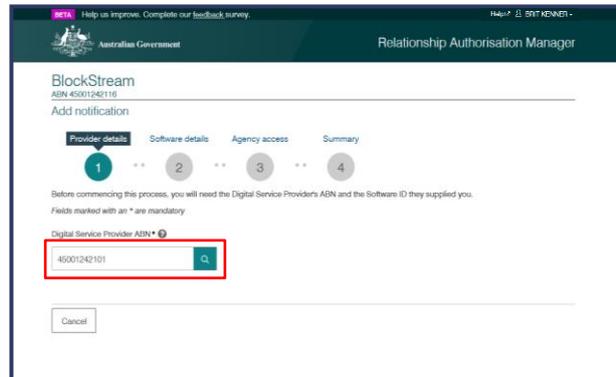


Enter provider details

8. Enter the ABN of your DSP.

RTOs cannot add a notification for their own ABN.

Click '🔍'.



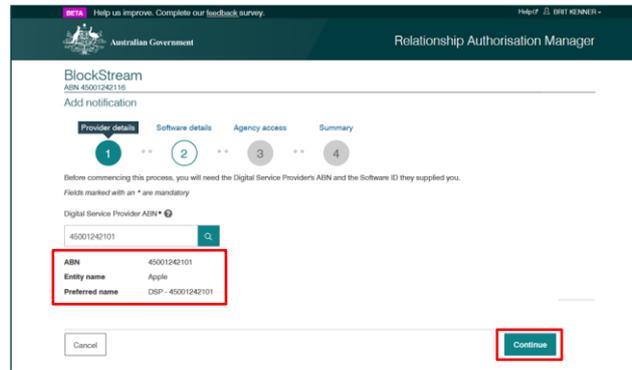
The screenshot shows the 'Add notification' screen in the Relationship Authorisation Manager. The 'Provider details' step is highlighted with a red circle '1'. The 'Digital Service Provider ABN' field is highlighted with a red box and contains the value '45001242101'. The 'Continue' button is visible at the bottom right.

9. Details of the DSP are displayed – 'ABN', 'Entity name' and 'Preferred name'.

Confirm these are the correct provider and click 'Continue'.

An error message will display if you do not enter a valid ABN (11 characters) or if the business matching the ABN is not a registered DSP.

Contact your DSP for guidance.

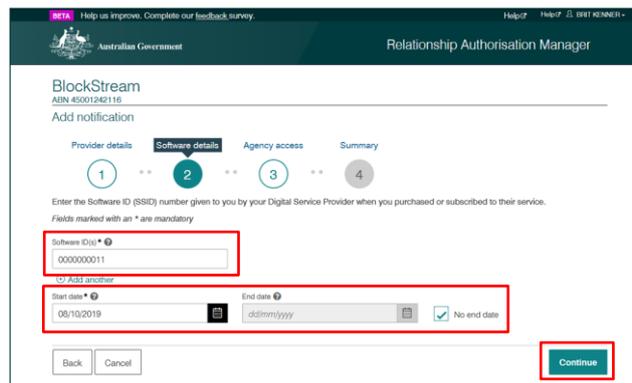


The screenshot shows the 'Add notification' screen in the Relationship Authorisation Manager. The 'Provider details' step is highlighted with a red circle '1'. The 'ABN', 'Entity name', and 'Preferred name' fields are highlighted with a red box. The 'Continue' button is highlighted with a red box.

Enter software details

10. Enter your Software ID(s) in the required fields and your start and end dates as required.

Click 'Continue'.



The screenshot shows the 'Add notification' screen in the Relationship Authorisation Manager. The 'Software details' step is highlighted with a red circle '2'. The 'Software ID(s)', 'Start date', and 'End date' fields are highlighted with a red box. The 'Continue' button is highlighted with a red box.

Specify the agency services

11. Select the check box for the agency required (currently this service is only available for the Office of the Student Identifiers Register).

Click 'Continue'.

The screenshot shows the 'Add notification' screen for BlockStream. The 'Agency access' tab is active, and the 'Office of the Student Identifiers Registrar' checkbox is checked. The 'Continue' button is highlighted with a red box.

Accept the declaration

12. Review all notification information in the summary to ensure it is correct.

Tick the accept declaration check box – please ensure you have read and understood the declaration prior to accepting it.

Select 'Submit'.

The screenshot shows the 'Summary' screen for BlockStream. The 'I understand and accept this declaration' checkbox is checked. The 'Submit' button is highlighted with a red box.

13. The newly added notification will be listed on the Manage notifications screen to show your notification has been completed successfully.

You can remove or edit the notification as required.

The screenshot shows the 'Manage notifications' screen for BlockStream. The notification is listed, and the 'Remove' and 'Edit' buttons are visible.

Logout of RAM

14. Select your 'username' then select 'Logout'.

Select 'Confirm'.

The screenshot shows the user profile dropdown menu with the 'Logout' button highlighted by a red box.



15. You have now completed a notification.

For further information on RAM go to <https://info.authorisationmanager.gov.au/>
