

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:
 - <u>a myGovID</u> (your digital identity)
 - <u>be a Principal Authority or Authorised Administrator affiliated with</u> <u>a business in RAM</u>.

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.



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

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

- <form>
- 5. 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.

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| Australian Government | | R | elationship Authorisati | on Manager |
| ome Manage authorisations | | | | |
| RIT KENNER | | | | |
| stails of your authorisations are liste | ed below. | | | |
| display your authorisation details | select 'View'. To manage author | isations, machine credential | s or cloud software notifications, se | elect the business |
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| Search by ABN or entity name | × | a. | Add anothe | r business |
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6. 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

7. 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 ' < '.

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| Australian Government | Relationship Authorisation Manager |
| BlockStream | |
| Add notification | |
| Provider details Software details Agency access | Summary |
| | 4 |
| Before commencing this process, you will need the Digital Service Provid | ler's ABN and the Software ID they supplied you. |
| Fields marked with an * are mandatory | |
| Nigital Service Provider ABN • 😡 | |
| 45001242101 Q | |
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| Cancel | |
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 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.

Enter software details

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

Click 'Continue'.



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| Specify the agency services | Help to improve. Complete our teachade survey. Helps & serve survey. Helps & serve survey. Helps & serve survey. Relationship Authorisation Manager |
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| 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'. | BlockStream ANN 45001262115 Add notification Provider details Software details & Genry socces Summary (1) = (2) (3) (4) (3) (4) (4) Currently this service is only available to the Unique Student Identifier Office. Trists marked with an * are mandatory Agency (2) Office of the Student Identifiers Regular: Back Cancel |

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'.

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| ABN: 45001242101 | Role: DSP |
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| Start date: 08/10/2019 | End date: Not specified |
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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.

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| Australian Government | Relationship Authorisation Manag |
| Home Manage authorisations Machine crede | tials Manage notifications History |
| BlockStream | |
| Notification summary | |
| Provider details | |
| ABN: 45001242101 Entity name: Apple | Role: Preferred name: DSP - 45001242101 |
| Software details | |
| Start date: 08/10/2019 Software ID(s): 0000000011 | End date: Not specified Notification status: Active |
| Agency access details | |
| Office of the Student Identifiers Registrar | |
| Back | Remove |
| | |

Logout of RAM

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



Select 'Confirm'.

| Confirm - logout | × |
|---|------------------------|
| Are you sure you want to log out of My Ck | oud Software Services? |
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15. You have now completed a notification.

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