Government of Western Australia
Department of Training
and Workforce Development

TAMS RTO PORTAL APPLICATION FORM

Please complete sections 1 to 4, providing personal and contact details in full.
Email to ict.servicedesk@dtwd.wa.gov.au
An email confirming the approval of this request will be sent to the person identified in section 4.

1. USER DETAILS

User's First Name:

User's Surname:

User's Email Address:

(This must be a unique named email address - generic email address will not be accepted)

Contact No.: RTO ID: ABN:

Legal Name:

Trading Name:

2. ACCESS REQUIRED:

☐ **New Account** ☐ **Modify Existing Account**

◯ **TAMS Basic**

- View organisation contact details and registered delivery
- View all organisation TAMS RTO Portal account details
- View limited organisation lodgements (no financials)
- View organisation student details

◯ **TAMS Normal**

- As per Basic user plus,
- View, upload and lodge organisation lodgements
- View lodgement financials and download Recipient Created Tax Invoices View
- Upload and manage organisation student details
- Edit own account details, add roles to own account

◯ **TAMS Manager**

- Full Access (with TAMS (Contracts) Access)
- Edit all user account details, add roles to all user accounts

☐ **Reset Multi Factor Authentication (MFA) Preference**
(Change your MFA to Authenticator App - TAMS Portal Users)

TERMS AND CONDITIONS OF USE:

- No account sharing is allowed. Each user must have their own account. Reasonable precautions must be taken to avoid unauthorised access or password disclosure.
- The user is responsible for all work performed under the user's account.
- TAMS RTO Portal must only be used for performing official duties within the user's job definition.
- The information on TAMS RTO Portal is **confidential and must not be disclosed to unauthorised parties**. Reasonable precautions must be taken to maintain confidentiality and prevent accidental disclosure.
- Should this account no longer be needed you **MUST** complete a TAMS RTO Portal Exit Notification Form.
- Any other changes affecting the use of TAMS RTO Portal must be communicated to the Business Owner.

3. DECLARATION:

I have read and understood the above Terms and Conditions of Use and understand that the Department of Training and Workforce Development has the right to remove my privilege of access if it deems that my use of the system is in breach of any of the Terms and Conditions of Use.

User Signature: Date:

4. ORGANISATION'S LEGALLY RESPONSIBLE OFFICER (LRO):

Name: Signature:

Email: Date: