



Education & Skills  
Funding Agency

# **Academies financial returns: online form registration guide**

**For academy trusts registering to use  
and set up the online forms for the  
accounts return and the land and  
buildings collection tool**

**September 2017**

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# Summary

## About this guidance

This guidance shows how new and existing users manage their profiles in IDAMS so they can complete the academies accounts return (AR) and the land buildings collection tool (LBCT). It also shows the process to follow to grant auditors access to the trust's AR.

## Who is this guidance for?

This guidance is for academy trust accounting officers, chief financial officers and academy trust finance staff and registered academy trust external auditors

## Key points

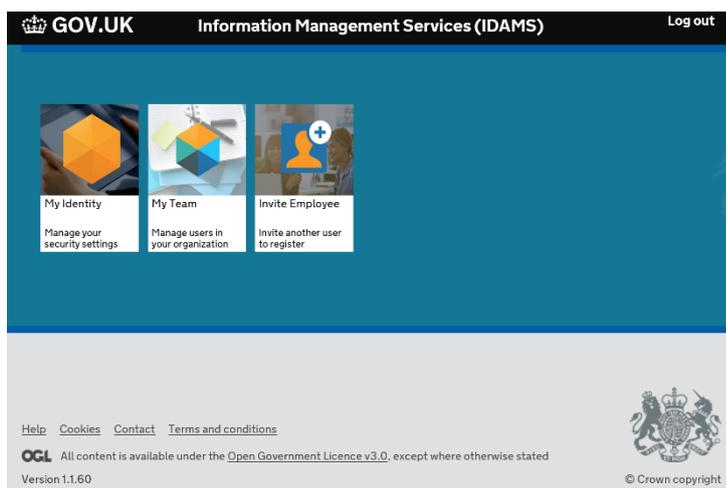
The main registration points to note are:

- All online form roles are managed within the IDAMS system. If you registered last year, your account login details and role will still be the same
- We have written directly to new trusts with information about how to register. New trusts and new auditors will have to follow the set up guidance in this document
- We have published a series of [IDAMS tutorial videos](#) to help with registration and assigning roles
- For each return you can only assign **one role for each user**. Internal users can either be a preparer or an approver not both
- The AR requires:
  - either an **accounts return internal preparer** or an **external auditor preparer** to input data.
  - the **accounts return internal approver** (who may input data) to review and submit the AR
  - the **external auditor approver** to review, approve and submit the AR to ESFA **by 19 January 2018**
- LBCT requires:
  - a **preparer** to input the required information into the trusts return and upload required documents to support any input information
  - an **approver** to review the form and submit the LBCT to ESFA **by 31 October 2017**. There are no audit or third-party roles for the LBCT

# Role explanations for the AR and LBCT

This section explains each role:

1.1. The **Super User** is an admin role carried out by the first person to register to use IDAMS at the trust. Trusts can have multiple Super Users. The purpose of this role is to invite new users to register and to assign roles to people who prepare and approve the online returns. If you are a Super User, your IDAMS login will look like this:



All other users will only see the **My Identity** icon when they login.

## Roles for academy trust users in the accounts return

The AR has two academy trust roles:

The **Accounts Return Internal Preparer** inputs data into the AR.

The **Accounts Return Internal Approver** reviews data and inputs external auditor details to enable your external auditors to access your AR form. This role also approves your trusts AR for external audit review. The Account Return Internal Approver can also be the Accounts Return Internal Preparer.

Academy Trust Services	
Accounts Return Internal Approver	<a href="#">Add</a>
Accounts Return Internal Preparer	<a href="#">Add</a>

## Roles for auditors in the accounts return

The **Accounts Return Internal Approver** grants auditor permissions by completing the External Auditor Details section of the AR. External auditor roles are part of the AR and **not part of the IDAMS system**. The **Accounts Return Internal Approver** needs to use the email address used by the auditors when they registered in IDAMS. Please see the existing user section for steps to take.

External auditors can have 2 roles:

- **External Auditor Preparer** who can complete your AR on your behalf
- **External Auditor Approver** who must approve your AR and submit it to ESFA

External auditors not complete or approve the LBCT, which completed and submitted by academy trust staff.

## Roles for the land and building collection tool

There are 2 LBCT academy trust roles:

The **Academy Trust Land and Buildings Preparer** enters data into the return and uploads supporting documents

The **Academy Trust Land and Buildings Approver** reviews the data, uploads documents and submits to return to ESFA. The approver must be someone who has the authority of the accounting officer to submit this return and will need to register as an IDAMS user (see new user section for step-by-step guide).

Land and Buildings Collection	
Academy Trust Land and Buildings Approver	<a href="#">Add</a>
Academy Trust Land and Buildings Preparer	<a href="#">Add</a>

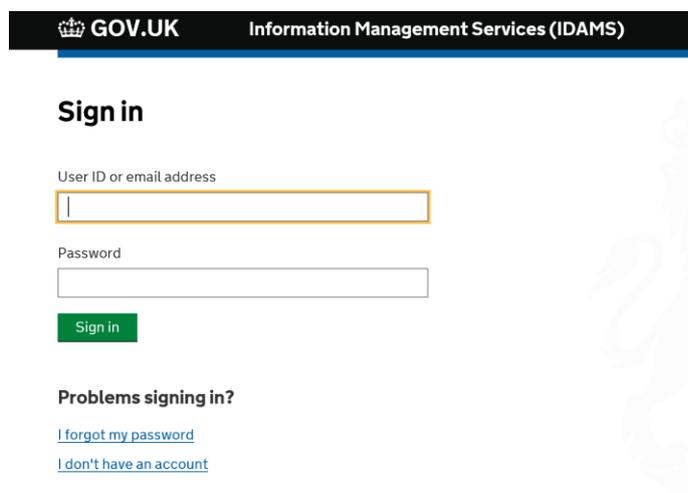
## New academy trust registration

If your trust opened between 1 September 2016 and 31 August 2017, you will now be in scope for both the AR and the LBCT. All trusts who are in scope to complete an AR this year must also complete the LBCT.

The **Super User** is the first person in the trust to register to use IDAMS. We advise that this someone in your organisation who manages IT access or finance systems.

To register for the first time follow the process set out below.

Open the [IDAMS login page](#), which looks like this.



GOV.UK Information Management Services (IDAMS)

### Sign in

User ID or email address

Password

Sign in

Problems signing in?

[I forgot my password](#)

[I don't have an account](#)

Then click on the link that says **I don't have an account**.

This will take you through a typical user contact details form for a registration set-up. Once you have entered your details the next screen will look like this:



GOV.UK Information Management Services (IDAMS)

## Registration

We have sent you an email for verification.

Please click the link in the email to proceed to the next stage of the registration process.

You will receive a verification email, which you will need to click to confirm your account. If you don't receive an email, please check your **junk, clutter or spam email folders**.

You may need to speak to your IT administrator as the email mail be filtered out by your email system settings.

Your verification email will look like this:

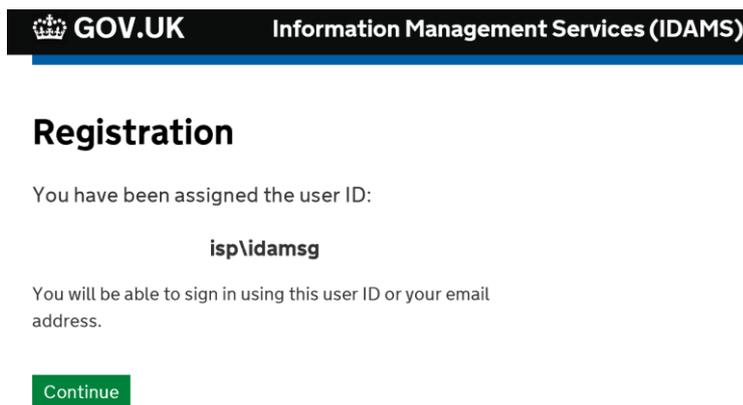
You have set up an account with the Skills Funding Agency. To complete your registration, please confirm your email address by clicking the button below.

Confirm My Email Address

Read our [Terms and Conditions](#)

Kind regards,  
The Skills Funding Agency Team

Once you click **Confirm My Email Address**, a new page will open that looks like this:



The screenshot shows the top of a web page with a dark blue header. On the left is the GOV.UK logo, and on the right is the text 'Information Management Services (IDAMS)'. Below the header is a section titled 'Registration'. The text below the title says 'You have been assigned the user ID:' followed by the user ID 'isp\idamsg' in a larger font. Below that, it says 'You will be able to sign in using this user ID or your email address.' At the bottom of the visible section is a green button labeled 'Continue'.

This page will provide you with your unique user ID. You can use either your user ID or your email address (the one you used to register) to login once fully registered.

*Please note that **you still need to complete the next few stages** to ensure that your IDAMS account is fully set up. There were a few instances last year where users thought that they had fully registered at this point. If you don't complete all of the registration stages, you won't be able to access the online forms.*

Once you press **Continue**, you will get a set of options to reset your password if you forget it. This page will look like this:

### Registration

If you forget your password, we will help you reset it.

Please choose the method you prefer:

We can send you a password reset link in an email

We can send you a reset code in a text message

We can challenge you to answer these questions:

Submit

Simply follow the next steps for whichever option you would like to use to complete the password reset. **For ease, we advise that you select reset via an email link.** Once you have completed this stage you will access the provider registration screen. This screen will link – using your trust UPIN – your account to your academy trusts, which is already set up in the IDAMS system. The provider screen looks like this:

### Registration

Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation.

If you are not affiliated with an organisation, simply select "Sponsored User"

Sponsored User

Provider

Please enter Provider Name, UPIN or UKPRN

Submit

ALL new users must register using the trust UPIN that we provided in a letter sent to your trusts accounting officer and chief financial officer. The trust UPIN is different to the UPIN assigned to each individual academy in your trust and is not your Companies House number.

**DO NOT SELECT SPONSORED USER ON THIS PAGE.** This option is for a different group of users and should not be used by academy trusts or auditors.

When you type in your trust UPIN in this provider section of the registration form, you must select the option with the trust UPIN. An example of this looks like this:

## Registration

Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation.

If you are not affiliated with an organisation, simply select "Sponsored User"

Sponsored User

Provider

 X  
NONE  
COKETOWN - 128400 - 90000118

When typing your trust UPIN, the active search will help you select the right academy trust from the list.

## Registration

Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation.

If you are not affiliated with an organisation, simply select "Sponsored User"

Sponsored User

Provider

Provider Name: COKETOWN  
UPIN: 128400  
UKPRN: 90000118

Submit

Once you have found and selected the right academy trust from the list, press submit. The next screen will look like this:

## Registration

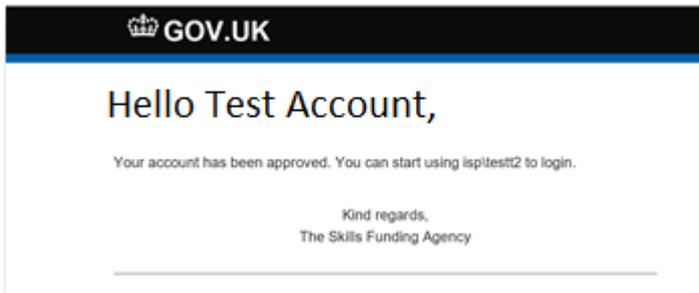
Your registration request has been received and it is pending approval.

The approval will be received by Mr pptest133 pptest133.

Close

Once the IDAMS team has approved your account – this will only happen once for the first Super User login – you will receive an email confirmation to let you know your account has been set up and is ready for you to use in the IDAMS login page.

This may take up to **5 working days**. The first account to be set up for a new trust will need to be approved in this manner. Subsequent accounts don't need approval as the trust's Super User will be able to grant access and roles to people in their trust.



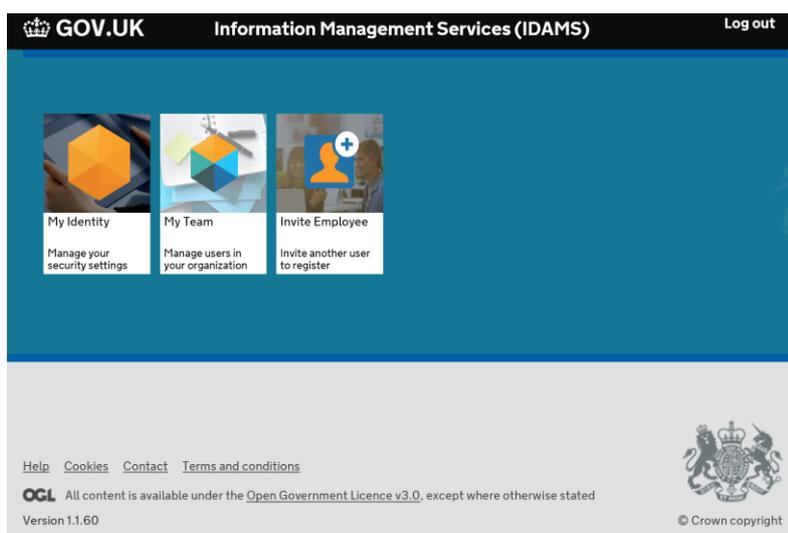
Once registered, the Super User will need to invite new users to register, assign them roles and confirm with your CFO who should have what levels of access. Please note that each user may only have one AR role and one LBCT role. Please see the role explanation section for more details.

# Super User actions

## General

This section is for trust Super Users. It will cover the two key actions these users will need to perform to enable your trust's nominated users to have access to the correct online forms and can perform the right tasks in the forms.

When you [log into the IDAMS](#) as Super User, the first screen looks like this:

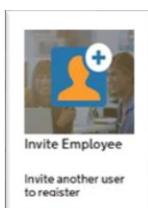


A non-super user will only see **My Identity** when they login. Under the **My Team** icon, your trust Super User will be able to view all the users (non-auditors) linked to your trust. Here you can manage/amend roles and add further Super User roles.

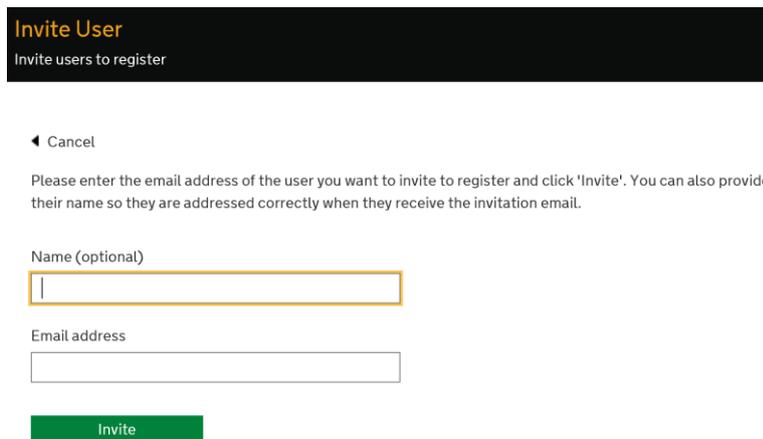
**Please note** you will only be able to see the auditors linked via the AR online form in the External Auditor section of the AR. External auditor roles are granted by the accounts return internal approver and not using IDAMS.

## Inviting new people to register

The easiest way to add new users is to use the **Invite Employee** icon.



This is a straightforward 2-step process. The **first step** is to type in the new user's email address and press invite.



**Invite User**  
Invite users to register

◀ Cancel

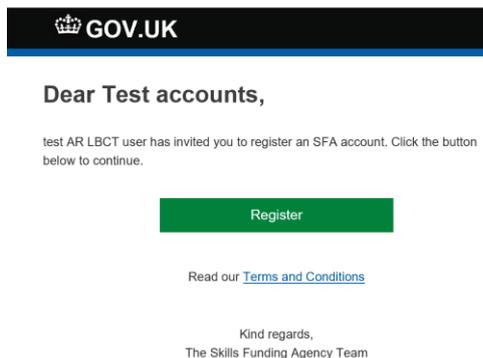
Please enter the email address of the user you want to invite to register and click 'Invite'. You can also provide their name so they are addressed correctly when they receive the invitation email.

Name (optional)

Email address

Invite

Users you invite will get an email, which looks like this:



 GOV.UK

**Dear Test accounts,**

test AR LBCT user has invited you to register an SFA account. Click the button below to continue.

Register

Read our [Terms and Conditions](#)

Kind regards,  
The Skills Funding Agency Team

This link will take them to the registration set up screen but they won't have to input any provider details as seen in the first new user set up. This way will take them less than 5 minutes from clicking the link to register to having their IDAMS account set up.

The second step is once they have registered the Super User(s) will need to check that they appear under the **My Team** icon and assign them roles for the AR and LBCT.

## Allocating roles

To assign roles within your trust click the **My Team** icon.



This will show all the users under your trust. An example of this looks like this:

Name	User ID	Email address	
Mr test AR LBCT user ✓ Super User <a href="#">My Account</a>	isp\usert	Test email address	<a href="#">Update User</a> ▼ <a href="#">Delete User</a> ✕ <a href="#">Suspend User</a>
Mr test test	isp\testt3	Test email address	<a href="#">Update User</a> ▼ <a href="#">Delete User</a> ✕ <a href="#">Suspend User</a>

To review the roles each user has click the update user icon. This will reveal the roles assigned to that user. Clicking the approved roles will show:

Name	User ID	Email address	
Mr test AR LBCT user ✓ Super User <a href="#">My Account</a>	isp\usert	Test email address	<a href="#">Update User</a> ▼ <a href="#">Delete User</a> ✕ <a href="#">Suspend User</a>
Mr test test	isp\testt3	Test email address	<a href="#">Hide Details</a> ▲ <a href="#">Delete User</a> ✕ <a href="#">Suspend User</a>

[Reset Password](#)   [Assign As Super User](#)   [Update Contact Details](#)

**Application Roles and Permissions**

Pending   **Approved**   Rejected

This user doesn't have any approved application roles or permissions.

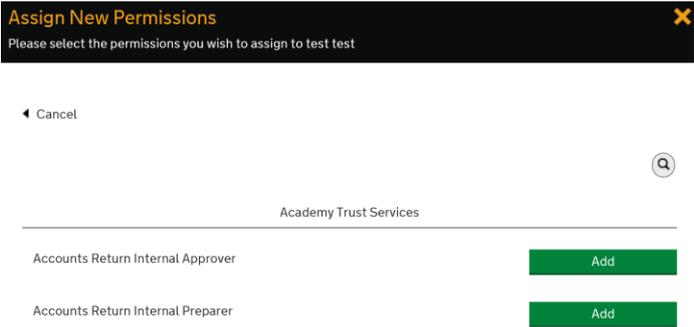
[Assign A New Permission](#)

For this example there are no roles added to the bottom user, there are three tabs to see the status of role requests, **Pending**, **Approved** and **Rejected**. If you click **Approved** it will show you what roles each user currently has.

To add a new role for a particular user click:

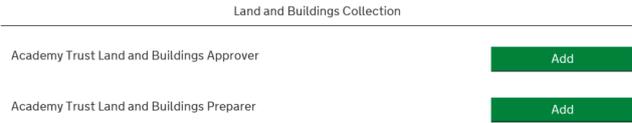
## Assign A New Permission

This will then load all the roles which can be added. **Please only add roles for the accounts return and the land and buildings collection tool.** Once you have clicked this button a new screen will load up which will look like this at the top of the page:

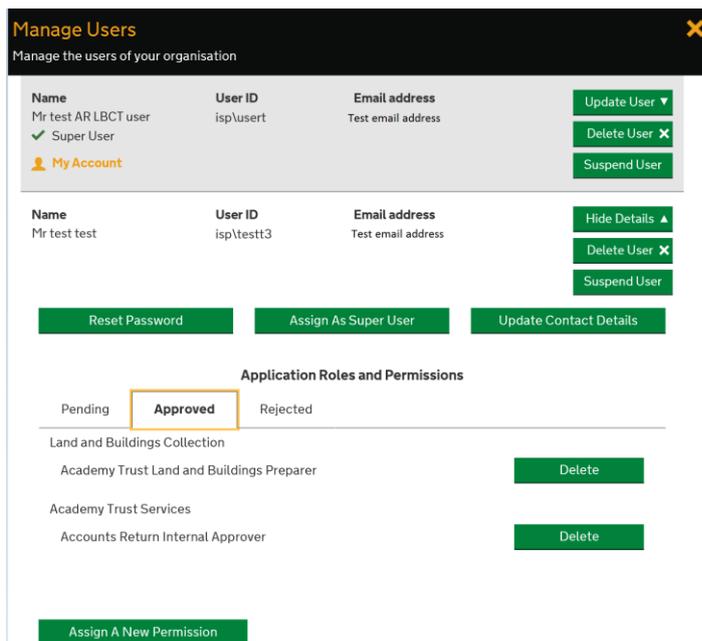


This will bring up a long list of the all the user types for the IDAMs system. You will need to select either the **Accounts Return Internal Approver** or the **Accounts Return Internal Preparer** for the AR. For the LBCT you will need click through to page 2 to select these roles.

The LBCT roles will look like this:



Once added the **Approved** roles will look like this:



The user will get an email to say that they have been approved for each new role.

Removing roles in IDAMS is easy. The screenshot above shows the **Delete** button and this will remove that role for that user.

**Please remember that as a Super User you can assign AR and LBCT roles to yourself as well.**

## Assigning more Super Users

As a Super User **you can assign more Super User roles** out to registered IDAMS users. To do this, select the user, click the **Update User** icon, and then press **Assign as Super User**. This will grant them Super User actions and they can invite users, assign roles and manage user access.

## Non Super User actions

For users that have already registered last year for the AR, your login details will be the same. [Please check that you can access the IDAMs system](#). You'll need to use the same email address as you used last time as your user ID. If you can't remember your password, please use the password reset option.

Super Users will need to review the roles assigned to the users, invite new users if necessary and assign the **LBCT Approver** role to someone with the authority of the accounting officer. The Super User(s) will need to confirm the correct roles for the users of the LBCT and AR. If there are no Super User's at your trust, please contact us using our [enquiry form](#). Please put "No IDAMS Super User" at the top of your query.

## Accounts return internal approver key action

We highly recommend that you contact your auditors early in the process to confirm who will be working on your AR. Once these details are confirmed and the auditors have registered, your **Accounts Return Internal Approver** must complete the **External Auditor details** in the AR. The screen will look like this:

The screenshot shows the 'External Auditor details' form in the GOV.UK Online Forms Service for Academy Trusts - Accounts Return. The form is divided into three main sections: 'ACADEMY TRUST OVERVIEW', 'ACCOUNTS RETURN', and 'DECLARATION & SUBMISSION'. The 'ACCOUNTS RETURN' section is active. The 'External Auditor details' section contains two entries. The first entry is for 'Test Account 1' with phone number 0123456789 and role 'External Auditor Preparer'. The second entry is for 'Test Account 2' with phone number 9876543210 and role 'External Auditor Approver'. There are buttons for 'Add New Instance' and 'Save & Next'.

It's shown with both an External Auditor Preparer and an External Auditor Approver loaded into it as an example. **Please do not add any internal AR users in the External Auditor details page of the AR – this will lock your return.** If you do this you'll need to contact us using our [enquiry form](#). Please put "IDAMS locked" at the top of your query.

Once the **Accounts Return Internal Approver** has pressed **Save & Next** the External Auditor Preparer (if selected) and Approver will be able to log into the online form via the online form link as long as they have registered as instructed (see auditor section below).

# Accounts return auditor registration

We have made a number of improvements to this year’s AR form including the way any new auditor users register to use the online form.

## Existing auditors

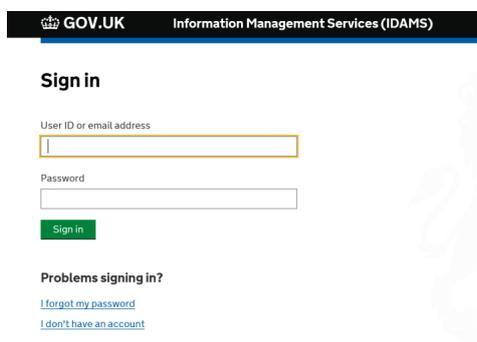
All existing auditor users have been migrated to the new approach already. If you were a registered auditor last year, your details have not changed and all you need to do is log in as normal with your existing details. If you can’t recall your password, please see the common issues section of this guide or use the password reset button on the login page.

Please check you can log into the IDAMS system. If you can’t log in, please contact us using our [enquiry form](#). Please put “Auditor IDAMS log in” at the top of your query.

## New auditor registration

If you are new user this year, please use the following steps.

Open the [IDAMS login page](#), which looks like this.



Then click **I don’t have an account**.

This will take you through a typical system registration set-up. Once you have entered your details the next screen will look like this:

## Registration

We have sent you an email for verification.

Please click the link in the email to proceed to the next stage of the registration process.

You will receive a verification email, which you will need to click to confirm your account.

The verification email will look like this:

You have set up an account with the Skills Funding Agency. To complete your registration, please confirm your email address by clicking the button below.

Confirm My Email Address

Read our [Terms and Conditions](#)

Kind regards,  
The Skills Funding Agency Team

Once you click **Confirm My Email Address**, a new page will open, which looks like this:

## Registration

You have been assigned the user ID:

**isp\idamsg**

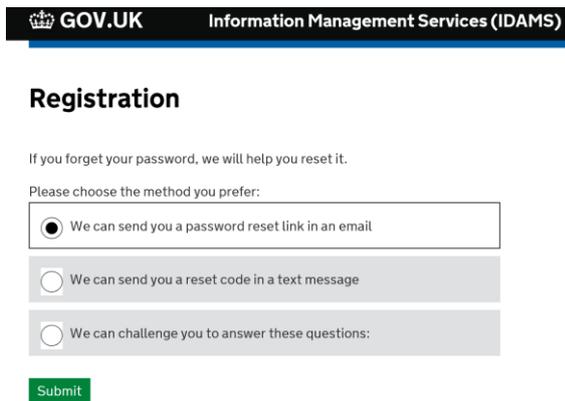
You will be able to sign in using this user ID or your email address.

Continue

This page will provide you with your unique user ID. You can either use your user ID or your email address (the one you registered with) to login once fully registered.

As soon as you get this email, **please keep working through the screens** to ensure your account is fully set up. If you stop here, you won't be fully registered.

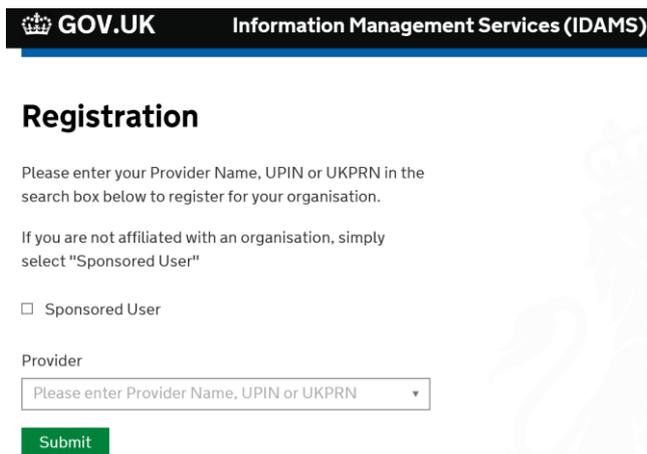
Once you press continue, you will get a set of options to reset your password if you forget it. This page will look like this:



The screenshot shows the top navigation bar with the GOV.UK logo and the text 'Information Management Services (IDAMS)'. Below this is a heading 'Registration'. A message states: 'If you forget your password, we will help you reset it. Please choose the method you prefer:'. There are three radio button options: 'We can send you a password reset link in an email' (which is selected), 'We can send you a reset code in a text message', and 'We can challenge you to answer these questions:'. A green 'Submit' button is located at the bottom left of the form area.

Simply follow the next steps for whichever option you would like to us.

You will then get to the provider registration screen, which looks like this:



The screenshot shows the top navigation bar with the GOV.UK logo and the text 'Information Management Services (IDAMS)'. Below this is a heading 'Registration'. A message states: 'Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation. If you are not affiliated with an organisation, simply select "Sponsored User"'. There is a checkbox labeled 'Sponsored User'. Below this is a 'Provider' label and a search box containing the text 'Please enter Provider Name, UPIN or UKPRN'. A green 'Submit' button is located at the bottom left of the form area.

ALL new auditors must register against the provider called:

- **External Auditor – Preparer/Approver 000001**

To select this Provider from the list, type “external auditor” and the form’s active search function will bring up correct Provider for you.

This can be seen here:

## Registration

Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation.

If you are not affiliated with an organisation, simply select "Sponsored User"

Sponsored User

Provider

extern X

NONE

**EXTERNAL AUDITOR - PREPARER/AUDITOR - 000001 - 00000001**

**DO NOT SELECT SPONSORED USER ON THIS PAGE.** This option is for a different group of users and should not be used by academy trusts or auditors.

Once you have selected this option, the provider screen will look like this:

## Registration

Please enter your Provider Name, UPIN or UKPRN in the search box below to register for your organisation.

If you are not affiliated with an organisation, simply select "Sponsored User"

Sponsored User

Provider

EXTERNAL AUDITOR - PREPARER/AUDITOR

**Provider Name:** External Auditor - Preparer/Auditor

**UPIN:** 000001

**UKPRN:** 00000001

Submit

Then select **Submit**. The next screen you see will confirm that your registration request has been received and is pending approval by the IDAMS team. The screen will look like this:

## Registration

Your registration request has been received and it is pending approval.

The approval will be received by Mr ppdtest133 ppdtest133.

Close

Once your account has been approved by the IDAMS team, you will receive an email confirmation within 5 working days to state it has been set up and is ready for you to use in the form login page.

**Hello Test Auditor,**

Your account has been approved. You can start using isp\testt2 to login.

Kind regards,  
The Skills Funding Agency

Once you have completed these steps you will need to speak to your academy trust contacts to let them know you have been set up.

## Linking the auditor to the trust

The trust's **Accounts Return Internal Approver** will have to carry out a few simple steps to link the auditor's account to the trust's accounts return online form. Until this has happened, auditors will not be able to access the AR.

The example below shows the screen used by the **Accounts Return Internal Approver** with both an **External Auditor Preparer** and an **External Auditor Approver** details added using the same email address the auditor used to register.

When **Save & Next** is selected, the **External Auditor Preparer** (if selected) and **External Auditor Approver** will be able to log into the AR online form. If the trust needs more auditor roles, simply select **Add New Instance** to generate more lines.

**GOV.UK** Online Forms Service for Academy Trusts - Accounts Return

**BETA** This is new guidance. Complete our quick 5-question survey to [help us improve it](#).

ACADEMY TRUST OVERVIEW **X**    ACCOUNTS RETURN **X**    DECLARATION & SUBMISSION **X**

### External Auditor details

Firm name:

Person Name:     Phone number:  **X**

Email address:     Re-type email address:     Role:  **X**

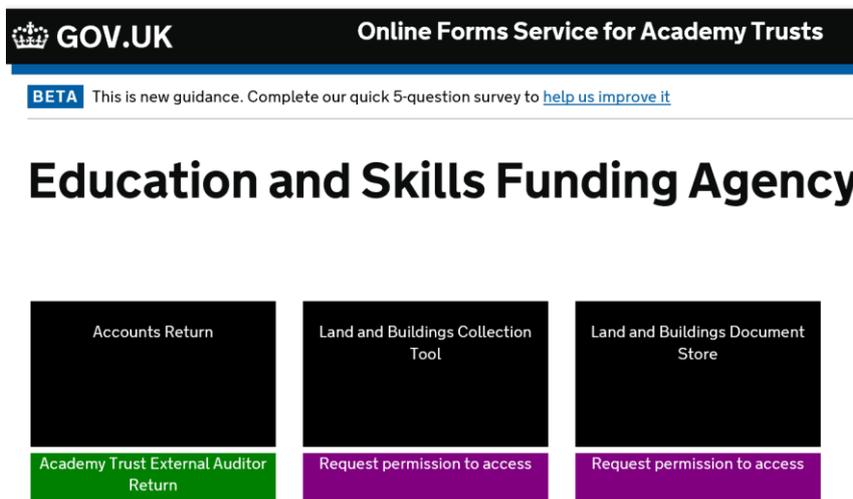
Person Name:     Phone number:  **X**

Email address:     Re-type email address:     Role:  **X**

## Auditor actions

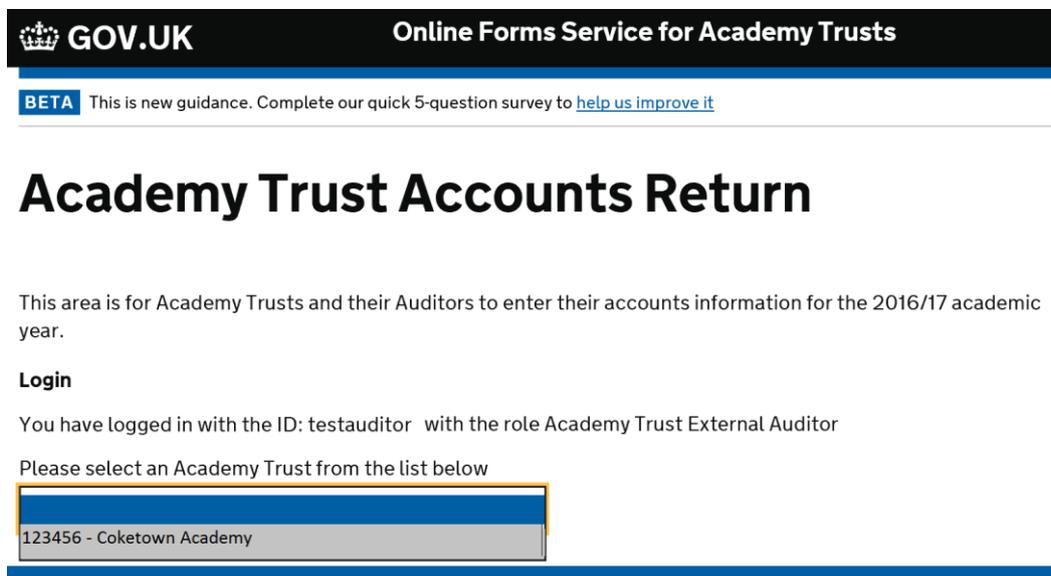
When they [log in to IDAMS](#), the external auditor for both roles will see a screen that looks like:



**Please note** auditors will not have access to the land and buildings tool. They only have access to the Accounts Return icon, highlighted in green.

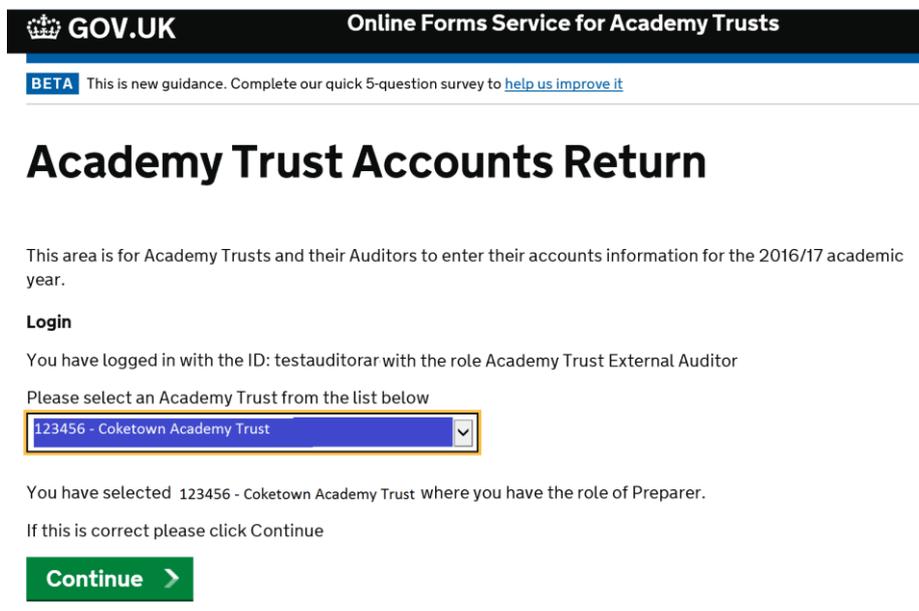
When auditors select the **Accounts Return** icon, they will see a drop-down box showing the academy trusts to which they are linked.

The selection screen looks like this:



The screenshot shows the top navigation bar with the GOV.UK logo and the text "Online Forms Service for Academy Trusts". Below this is a "BETA" notice: "This is new guidance. Complete our quick 5-question survey to [help us improve it](#)". The main heading is "Academy Trust Accounts Return". The text below reads: "This area is for Academy Trusts and their Auditors to enter their accounts information for the 2016/17 academic year." Under the heading "Login", it says: "You have logged in with the ID: testauditor with the role Academy Trust External Auditor". Below that, it says: "Please select an Academy Trust from the list below". A dropdown menu is shown with the selected option "123456 - Coketown Academy".

Once you have selected the trust you want to work on, the next screen will show you the role you have been assigned (either **external audit approver** or an **external audit preparer**).



The screenshot shows the top navigation bar with the GOV.UK logo and the text "Online Forms Service for Academy Trusts". Below this is a "BETA" notice: "This is new guidance. Complete our quick 5-question survey to [help us improve it](#)". The main heading is "Academy Trust Accounts Return". The text below reads: "This area is for Academy Trusts and their Auditors to enter their accounts information for the 2016/17 academic year." Under the heading "Login", it says: "You have logged in with the ID: testauditor with the role Academy Trust External Auditor". Below that, it says: "Please select an Academy Trust from the list below". A dropdown menu is shown with the selected option "123456 - Coketown Academy Trust". Below the dropdown, it says: "You have selected 123456 - Coketown Academy Trust where you have the role of Preparer." Below that, it says: "If this is correct please click Continue". A green button labeled "Continue" with a right-pointing arrow is visible at the bottom.

Once you press **Continue** you will be able to access the trust which has linked to your account. The example above shows the role of **External Audit Preparer** and takes the user to the first screen of the AR form. Depending on the selection made in the questionnaire it will look similar to this:

ACADEMY TRUST OVERVIEW
ACCOUNTS RETURN
DECLARATION & SUBMISSION

### Balance Sheet Assets

Intangible Fixed Assets
Non-Current Investments
Current Investments
Tangible Fixed Assets
Debtors
Stock
Cash

Cost
Amortisation
Impairment
Net Book Value
Asset financing
Amortisation periods

## Cost

	Software	Other	Total
Original prior year closing balance (£'000)	<a href="#">help</a> 0	<a href="#">help</a> 0	0
Adjustments made to opening balance (£'000)	<a href="#">help</a> 0	<a href="#">help</a> 0	0
Additions (£'000)	<a href="#">help</a> 0	<a href="#">help</a> 0	0
Transferred in on conversion - local authority (£'000)	<a href="#">help</a> 0	<a href="#">help</a> 0	0
Transferred in on conversion - elsewhere (£'000)	<a href="#">help</a> 0	<a href="#">help</a> 0	0
Transferred in on existing academies joining the trust (£'000)	<a href="#">help</a> 0	<a href="#">help</a> 0	0
Transferred out on existing academies leaving the trust (£'000)	<a href="#">help</a> 0	<a href="#">help</a> 0	0

# Common registration issues and resolutions

## Forgotten login details

- Use the password reset option on the login page

## All Super Users have left the trust

- Please contact us using [our enquiry form](#). Please put “IDAMS Super User” at the top of your query and we will reassign this access to another user at your trust

## Pending approval

- The IDAMS team is processing your application. This may take up to 5 working days

## How many roles can I have?

- At an academy trust, you can only have one role per user per online form, ie, accounts return internal preparer and LBCT preparer
- For the AR the accounts return internal approver and LBCT approver must be someone with the authority of the accounting officer to approve them
- You can have multiple external audit approvers and preparers as long as the external auditors are registered in IDAMS

## My email address has changed since I first registered

- If you can log into IDAMS, you can update your contact details in the ‘My Identity’ icon

## My auditors can’t see my trusts AR

- Double check that your accounts return internal approver has typed in the email address exactly as given by your auditors ie, no spaces or gaps
- Confirm with your auditors that they have registered fully with the IDAMS system and if they log into their IDAMS account they can see the My Identity’ icon
- For all other queries and issues, please take screenshots and inform [our enquiry form](#) with an explanation of the issue

## I’m not getting the IDAMS emails

- Check your junk, spam & clutter folders – you may have to speak to your IT support teams to ensure that the system isn’t blocking them

# Registration process checklist

## IDAMS access check

Ask all relevant staff to register or to confirm that they have access to the IDAMS system. For new trusts the first user will become the Super User and will have the responsibility to assign roles within your trust.

*Tip: password resets are quick to sort out. Typically a reset email password is sent – this will depend on your preference selected when registering.*

## IDAMS Super User identification for existing users

Within your trust, you will need to identify who the Super User(s) are, as they will need to assign roles out to users.

*Tip: Super User will have three icons when they log into IDAMs, regular users will have just one.*

If more than one Super User is required, then this role can be assigned to other registered users. If there is no Super User working at your trust (ie, retired, left employment etc), please contact us via [our enquiry form](#). Please put “No IDAMS Super User” at the top of your query.

## Role allocation

Ask the Super User to review and agree who should have what role for the AR and LBCT. These should be assigned to users promptly to allow them to start work on the returns.

## Auditor roles

Make contact with your external auditors to find out who exactly in their practice will be:

- Preparing your AR (if applicable)
- Approving your AR (**mandatory role**)

Then confirm if the auditor(s) have registered with IDAMS yet. If so double check the email address they used to register. This is important as the email address must match exactly to the one used to register; any mismatches will not link the auditor to your trust.

Ask a user with the **Accounts Return Internal Approver** role to log into the AR and input these auditor email addresses into the external auditor section of the ‘academy trust overview’ tab. If your auditor will be preparing you AR, the **Accounts Return Internal Approver** will need to login early and input the auditor details, creating the link. Without the link, no auditors will be able to access your AR.

## General advice

Keep a log of:

- Who has what role for AR and LBCT?
- Who is/are the Super User(s)?
- Which auditors have what role?
- All to cover which email address they have used in IDAMS to register

<b>Checklist summary actions</b>	
<input checked="" type="checkbox"/> Super user(s) have been identified at your trust	
<input checked="" type="checkbox"/> New trusts to register as soon as possible	
<input checked="" type="checkbox"/> Super user(s) have invited any new users to register using 'Invite Employee' icon in IDAMS	
<input checked="" type="checkbox"/> Super user(s) have reviewed all user roles and agreed with management who should have what roles	
<input checked="" type="checkbox"/> Super user(s) have assigned roles to agreed users	
<input checked="" type="checkbox"/> All existing users have checked their login details	
<input checked="" type="checkbox"/> Confirmed that all necessary academy users have LBCT roles and can access the ESFA online form	
<input checked="" type="checkbox"/> Confirmed that all necessary academy users have AR roles and can access the ESFA online form	
<input checked="" type="checkbox"/> Contact has been made with your auditors to confirm:	
<input checked="" type="checkbox"/> Which auditors will be doing what roles in AR	
<input checked="" type="checkbox"/> If the auditors have registered via guidance above	
<input checked="" type="checkbox"/> What email address they have registered with in IDAMS	
<input checked="" type="checkbox"/> <b>AR internal approver</b> have input the auditor details in the 'External Auditor Details' tab	
<input checked="" type="checkbox"/> Confirm that your external auditors can access the AR online form	



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write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

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