

## Video transcript

### Sign up as a new employer

- 0:09 Welcome to mySkillsSA's sign up tutorial.
- 0:13 This tutorial is for businesses looking to register to employ trainees or apprentices in South Australia.
- 0:21 In this video you'll learn how to:
- sign up to mySkillsSA as a new business
  - add your business details, including your ABN
  - create a profile that will make you the admin user for your organisation, and
  - navigate the homescreen to explore your next steps.
- 0:37 So let's get started.
- 0:44 After you've chosen to sign up for mySkillsSA, you'll be navigated to this screen where you will be asked if you are registering your business for the first time to employ trainees or apprentices.
- 0:56 As a business who has not used mySkillsSA before, simply choose 'Yes' and hit the 'Continue' button. This will take you to the authorisation screen asking you to confirm you are authorised to act on behalf of the business.
- 1:10 It's important you read this information as providing false or misleading details may result in a penalty. If you're confident you're authorised, hit the 'Continue' button and you'll be asked to enter your ABN details.
- 1:27 If you do not know your ABN details, you can look these up on the Australian Business Register website.
- 1:32 If you know your details, simply type in the 11 digits and click on the 'Search' button.
- 1:40 This will search the Australian Business Register to find your ABN so you can confirm the details are correct.
- 1:49 If your ABN has been used in mySkillsSA before, you will not be able to sign up. Rather, you will need to speak to others in your organisation to confirm who is listed as the admin user against your account.
- 2:00 If you're not sure, you can call the South Australian Skills Commission or request access via the link provided.
- 2:06 Given the ABN we entered has not been used in mySkillsSA and the details are correct, we can hit the 'Continue' button.
- 2:16 It's time to create a user profile for yourself. Simply enter your first name, last name, email.

- 2:30 You will need to confirm your email by typing it in.
- 2:36 Your email will be used when accessing mySkillsSA in the future. That's why it's important you confirm the details and that the details match and are correct.
- 2:45 Then enter in your mobile number, an additional phone number or contact number if you'd like, position title.
- 2:56 You can use 'Other' should your position not be listed.
- 3:02 The next step is to tick the box to say that you are accepting responsibility for protecting your information. You should not share your details with other people.
- 3:12 If you'd like to give someone access to mySkillsSA, as an admin, you'll be able to add them as a user. This is important as when registering or making changes to traineeships or apprenticeships, your user profile is recorded as part of your submitted application.
- 3:29 Sharing information makes it difficult for the South Australian Skills Commission to verify your identity and provides opportunity for fraud or corruption to take place.
- 3:40 The final step is to enter your PIN number.
- 3:47 Once all of your details are entered correctly, simply choose the 'Continue' button.
- 3:53 The final step of the sign up process is to verify your account.
- 3:58 An email will be sent to the email address you provided. Simply open up the email, copy the verification code and enter it into the screen provided. If you didn't receive the email, check your junk or spam folders.
- 4:13 Once you've entered the correct verification code, simply hit the 'Sign up' button and you will have successfully signed in to mySkillsSA.
- 4:23 Once you signed in as a new business registering to employ trainees or apprentices, the options available will be limited. You can either start your registration application or if you've changed your ABN or are acquiring a business, you can start the change of ownership application.
- 4:42 If you're not sure which to choose, the South Australian Skills Commission is available to support you in getting started. Simply click on the 'Support and contact' menu at the top which will provide you with their contact details.
- 4:57 As an admin user, you can also add a new user to your organisation's mySkillsSA account.
- 5:04 Well, that's it for this tutorial, well done, you've successfully signed up to mySkillsSA. If you'd like to start a registration application, you can explore other video tutorials that will help you complete your application.