USER GUIDE

How to sign up as an existing employer

To access mySkillsSA **you will need to be authorised by the mySkillsSA admin user for your organisation**. They can provide authority by adding you to the organisation under the manage users page in mySkillsSA.

If you had **access to ATLAS previously** and your email address was in our system, you should also be able to sign up to mySkillsSA.

Not sure if you're authorised? If you're not sure who your organisation's admin person is or whether your information transferred correctly from ATLAS, you can request access today. You can also call the South Australian Skills Commission on 1800 673 097.

Step one – Start sign up

If you've been authorised to access mySkillsSA for your organisation, you get started via the sign up link here.

Enter the email that was used to authorise your access. If you were an ATLAS user previously, simply enter the email associated with your username.

Only a person authorised to act on behalf of the organisation should sign up on behalf of an organisation. If you're an admin, additional users for this organisation can be added once signed in. False or misleading information may result in a maximum penalty of $10,000 in accordance with S75 of the *South Australian Skills Act 2008*.

Step two – Keep your details secure

The next step is to tick the box accepting you will take responsibility for protecting your information.

You should not share your information with others in the organisation. If you would like to provide access, those with admin access can add that person as a mySkillsSA user.

If your email is associated to multiple organisations, you may also need to enter a PIN. Simply find the PIN in the email sent to you, enter it into the box provided and you will be asked to choose a new PIN that you'll remember.

Once you've entered all the information required, click the 'Continue' button.

Step three – Verify your account and sign in

The final step of sign up is to verify your account.

A link will be sent to your email. Simply open your email, copy the verification code and enter it into the box provided.

Once you've entered the code, click on the 'Sign up' button. If successful, you should now have signed up for mySkillsSA.