USER GUIDE

How to sign up as a new employer

Step one – Confirm you're a new employer

After you've navigated to the sign up screen, you will need to confirm you are registering for the first time to employ trainees or apprentices in South Australia.

Simply select 'Yes' and click the 'Continue' button.

Step two – Confirm you're authorised

To sign up on behalf of an organisation you will need to confirm you have the appropriate authorisation. It is important you read the information provided.

If you're authorised, click the 'Continue' button.

Step three – Enter your ABN

Enter your organisation's 11 digit ABN and click the 'Search' button. This will look up your ABN via the Australian Business Register website.

Once the ABN is found and displayed on the screen, click the 'Continue' button.

If your organisation has signed up to mySkillsSA, you will not be able to sign up a second time. Speak to the person who signed up last time to add you to the organisation. You can also request access from the South Australian Skills Commission.

Step four – Add your details to your profile

The information you provide on this screen will set you up a profile in mySkillsSA. Enter your:

- first name
- last name
- email (you will need to type it twice to confirm)
- mobile
- phone number (not mandatory), and
- position title.

Your email will become your username when signing in to mySkillsSA. Be sure to enter the correct email for future access.

Step five – Keep your details secure

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

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

Once you've ticked the box, enter a 6-digit PIN. Choose a PIN that you'll remember and click the 'Continue' button.

Step six – 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.