

USER GUIDE

How to up sign up as a trainee or apprentice

To access mySkillsSA **you will need to be authorised**. New trainees or apprentices are authorised when their new training contract is approved by the South Australian Skills Commission.

Not sure if your training contract has been approved? If you're not sure your training contract is approved or your email is correct, you can call the South Australian Skills Commission on 1800 673 097.

Step one – Start sign up

Sign up using this URL: <https://skills-sa.my.site.com/mySkillsSA/s/login/SelfRegister>

Once the sign up screen loads, select 'I am a learner or parent/guardian'

Step two – Enter your email

The email you or your employer provided to the Apprentice Connect Australia Provider will be the email used for signing up to mySkillsSA. If this email is incorrect, you can contact the South Australian Skills Commission to update it.

Enter your email address into the 'Email' box.

Step three – 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. If someone requires access to view your training contract, contact the South Australian Skills Commission for support.

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

Step four – 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.

Step five – Moving forward

When accessing mySkillsSA in the future, you will need to use the sign in link as you are now an existing user - <https://skills-sa.my.site.com/mySkillsSA/s/login/>