

## WAAMS user access levels

There are five types of user access roles with WAAMS for employers. You can assign as many (or as few) of these access levels to an organisation contact, and modify, as required. Each access role has limitations on what can be viewed and edited.

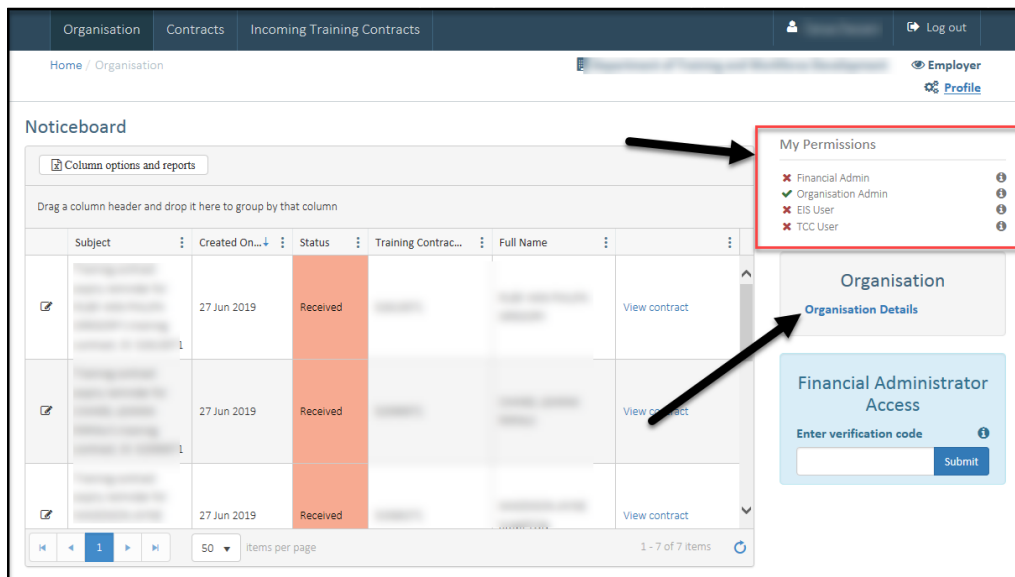
User role	What does this mean	How to get this access
EIS base user	<ul style="list-style-type: none"> <li>Has read-only access to training contracts and organisation details</li> </ul>	<ul style="list-style-type: none"> <li>Default access level following an invitation to WAAMS from the organisation administrator</li> </ul>
EIS user	<ul style="list-style-type: none"> <li>Has read-only access to the training contracts and organisation details</li> <li>Can submit and manage the employer incentive claims</li> </ul>	<ul style="list-style-type: none"> <li>Organisation administration can assign EI user</li> </ul>
TCC user	<ul style="list-style-type: none"> <li>Can create training contract changes (TCCs) on behalf of the parties to the contract</li> </ul>	<ul style="list-style-type: none"> <li>Default from existing pre-EI employer users</li> <li>Organisation administrator can assign TCC user</li> </ul>
Financial administrator	<ul style="list-style-type: none"> <li>Can edit the organisation's bank details and payroll tax status</li> <li>Can manage other financial administrator users</li> <li>Has read only access to employer incentives</li> <li>Has read only access to training contracts and organisation details</li> </ul>	<ul style="list-style-type: none"> <li>Financial administrator verification code</li> <li>Other financial administrators</li> </ul>
Organisation administrator	<ul style="list-style-type: none"> <li>TCC user permissions</li> <li>Can create and edit organisation details including managing the organisation's contacts and WAAMS users</li> </ul>	<ul style="list-style-type: none"> <li>Auto-generated invitation to WAAMS at training contract registration</li> <li>Apprenticeship Office staff, on request from the organisation</li> </ul>

### Assigning access levels for your organisation's contacts

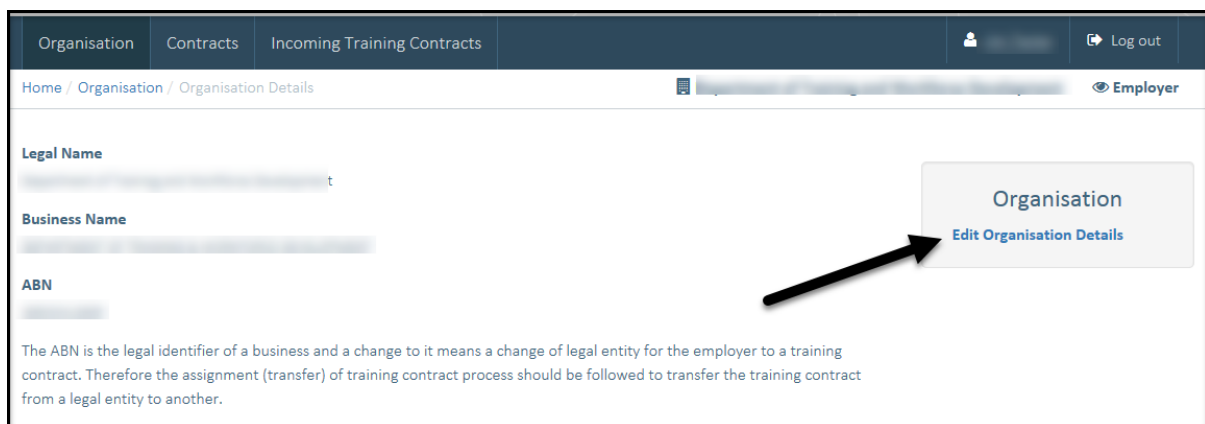
The organisation administrator has the authorisation to assign organisational contacts with varying access levels within WAAMS with the exception of nominating the financial administrator.

A portal user's access roles are displayed on the WAAMS home page under *My Permissions*. Portal users with the **Organisation Admin** role ticked, can manage portal access for your organisation contacts. Contact your organisation administrator to upgrade your access roles.

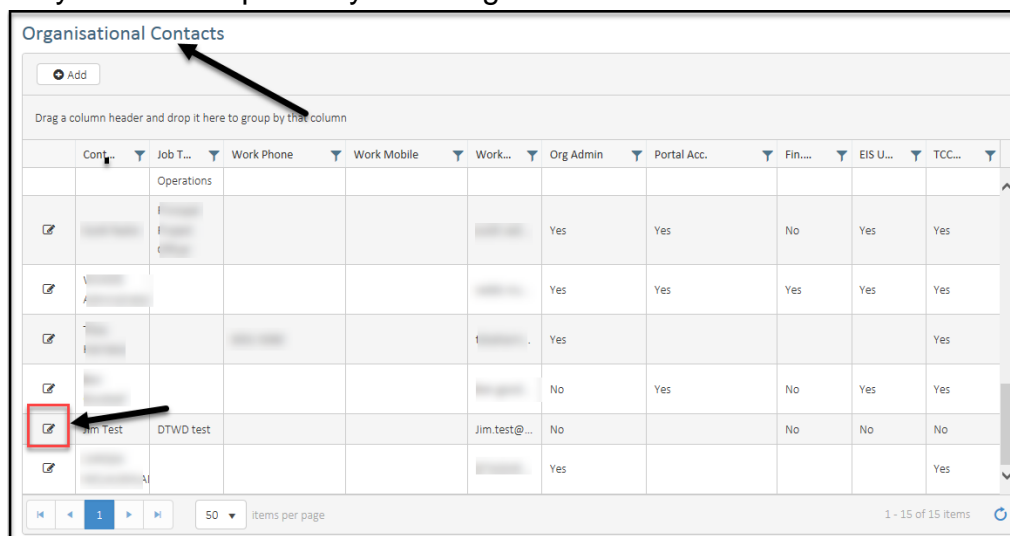
# 1 Select Organisation Details.



# 2 In the Organisation Details page, select Edit Organisation Details.



# 3 Scroll down to the Organisational Contacts grid. Find and select the contact you wish to update by selecting the edit button.



- 4 Assign as many or as few of the access roles by ticking the 'yes' box associated with each role and then select **Submit**.

Home / Organisation / Organisation Details / Edit Organisation Details / Organisational Contact

Employer Profile

Name  
Jim Test

Work Email  
Jim.test@test.com

Work Mobile

Work Phone

Job Title  
DTWD test

Is Organisation Administrator?  
 Yes

Is EIS User?  
 Yes

Is TCC User?  
 Yes

Status  
Active

Submit

Invite to Portal  
Create Portal Invite

The contact's access roles will be updated once they log back into WAAMS.

### Need assistance?

If you require any assistance with WAAMS, please contact Apprenticeship Office on 13 19 54 or email at [rai.projects@dtwd.wa.gov.au](mailto:rai.projects@dtwd.wa.gov.au).