Apprenticeship Vacancy Matching Service
Setting up a Provider AVMS User in LASS and accessing AVMS

16th December 2008
### Information and revision history

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### Supporting documentation:

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Overview

The Learning + Skills Council Application Security System (LASS) enables us to manage access by key users, such as LSC colleagues and Learning Providers, to view and work with our LSC IT systems.

Definitions used within this document:

- **A Provider Application User** is a LASS user that logs into specific applications in this case the Apprenticeship Vacancy Matching Service - AVMS.
- **A Provider User Approver** is a LASS registered super-user that can create and maintain Application Users. **Note**: these users can not access the Apprenticeship Vacancy Matching Service Application using their super-user login.

This Reference Guide explains how a **Provider User Approver** that has been set up by the LSC then goes on to set up a user within their organisation to access AVMS.

The Process

LASS is organised in a hierarchical structure. This means that each LSC Region manages the LASS accounts for the Providers in their region. It is important that you understand this process as the following sequence of events must follow this order:

1. An **LSC Regional User Approver** sets up access for the Provider User Approvers in their Region that have been identified.

2. The **Provider User Approver** then sets up access for the Application Users within the Provider’s organisation.

3. The **Application Users** can then access the Application to set up the Provider profile and create vacancies for their associated Employers.

Once you have been set up as a Provider User Approver in LASS for the application by the LSC Vacancy Matching Service Team, you will need to
follow these steps to grant access to yourself and those staff in your organisation that will use the Apprenticeship Vacancy Matching System.

The guidance assumes that Provider User Approvers have been set up for you as a Provider.

- Follow option A for users who already have access to Provider Gateway.
- Follow option B for users with existing LSC/OLDC Accounts
- Follow option C for new members of staff not yet set up on LASS

**Grant an existing LASS user access to the Apprenticeship Vacancy Matching Service**

Go to: https://gateway.lsc.gov.uk/providergateway/

Log in and select User Administration from the User Maintenance home page.

1. **Select task**

Select the radio button **Update existing User Gateway user** and click **Next**.

2. **Please select the user to update**

Click the drop down list to display the list of users for your organisation.
Select the user to update and click **Next**

The User Account Details for the selected user are displayed.

**Note:** If the user is not listed on the drop down, they have not been set up on LASS. To set them up follow the process below.
3. Under the **Role Details**: section of the page:

   Click the **Applications**: drop down to display the list of applications and select **NAVMS**.

4. As a Provider user, only one role is available.

   In the **Available Roles** box, select **Provider Read Write** and click **Add Role**.

   **Provider Read Write** is displayed in the **Assigned Roles** box.

5. Click **Next**

6. **Confirmation of User Account Details**

   A confirmation screen is displayed confirming the new role to be assigned.

   Check the details carefully and, if they are correct, click **Save**

   ![Confirmation Screen]

**Note:** If they are not correct click **Return to User Details** to go back to the previous screen to amend them.
The user will now be able to access the Learning Provider home page within AVMS:

https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/forms/LearningProvider/LearningProviderHome.aspx

It would be beneficial to save this url as one of your favourites for ease of access to AVMS

They will be able to use the full functionality of the Apprenticeship Vacancy Matching Service as applicable to Providers.
Grant a user with an existing LSC or OLDC account access to Apprenticeship Vacancy Matching Service

Go to:
https://gateway.lsc.gov.uk/providergateway/

Log in and select User Administration from the User Maintenance home page.

1. **Select task**

   Select the radio button **Create a new User Gateway user (user already has an LSC logon user@lsc.gov.uk or is a user of Data Collections Web)** and click Next.

2. **Search for the existing user account** by entering the existing username.

   You will be notified if the username you have entered does or does not exist in the system.

   ![User Maintenance](image)

   Select the user to update and click Next.
Note: If the user is not listed on the drop down, they do not already have a logon to any LSC applications.

To set up a new user follow the process below.

3. The User Maintenance screen which contains ‘User Account Details’ is displayed. It is vital that this screen is administered correctly.

![User Maintenance Screen](image)

Enter the business email address and a contact telephone number for the user.

This information is required – you cannot set up a user without providing these details. **Please ensure they are correct.**

4. Assign a **Provider Gateway Role** under the **Role Details:** section of the page:

**Note:** Most queries are a result of input errors in this area.

Firstly, no user will be able to access the Provider Gateway without at least a Read Only Role in the Provider Gateway Application.

Select the **Provider Gateway** first from the **Application:** drop-down menu.

In the **Available Role:** box, select **Read Only** and click **Add Role >>**
5. **Assign a NAVMS Role**

   Click the Applications: drop down a second time to display the list of applications and select NAVMS.

   As a Provider user, only one role is available.

   In the Available Roles box, select **Provider Read Write** and click **Add Role >>**.

   **Provider Read Write** is displayed in the Assigned Roles box.

6. Click **Next**

   **KEY ENTRY:** All users and user-approvers must be assigned a Read Only role in the Provider Gateway Application. Additionally, all User-Approvers must also have the User-Approver role assigned to them in the Provider Gateway Application.

   Before completing the registration process, please review the ‘User Account Details’ page to ensure all of the information that has been entered is correct.

7. **Confirmation of User Account Details**

   A confirmation screen is displayed confirming the new role to be assigned.

   Check the details carefully and, if they are correct, click **Save**.
Note: If they are not correct click [Return to User Details] to go back to the previous screen to amend them.

The user will now be able to access the Learning Provider home page within AVMS:

https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/forms/LearningProvider/LearningProviderHome.aspx

It would be beneficial to save this url as one of your favourites for ease of access to AVMS

They will be able to use the full functionality of the Apprenticeship Vacancy Matching Service as applicable to Providers.
Provider user approver grants a new member of staff access to the Apprenticeship Vacancy Matching Service

A new employee not registered on User Gateway has no access to any LSC systems. A Provider User Approver (super-user) can give them access. Go to: [https://gateway.lsc.gov.uk/providergateway/](https://gateway.lsc.gov.uk/providergateway/)

Log in and select **User Administration** from the User Maintenance home page.

1. **Select task**

   Select the radio button **Create a brand new user** and click **Next**

2. **Enter Username**

   Type the user name (maximum 20 characters) for the new user and click **Next**

**Note:** The Username must be unique. You will be notified if the Username you have entered is currently registered to another user.
3. **Set User Account Details**

Enter the business email address and a contact telephone number for the user. This information is required – you cannot set up a user without providing these details. Please ensure they are correct.

![User Maintenance](image1)

4. **Set the Role Details** for this account.

Under the **Role Details**: section of the page:

Click the **Applications**: drop down to display the list of applications. Select **NAVMS**.

![Role Details](image2)
5. As a Provider application user, only one role is available.

In the **Available Roles** box, select **Provider Read Write** and click **Add Role >>**

**Provider Read Write** is displayed in the **Assigned Roles** box.

6. Click **Next**

7. **Confirmation of User Account Details**

A confirmation screen is displayed confirming the new account to be registered.

Check the details carefully and, if they are correct, click **Save**.

Note: If they are not correct click **Return to User Details** to go back to the previous screen to amend them.

An e-mail will be sent to the new user which contains a link. After accessing the link the username is displayed and the user selects a password.

Please note the user must access this link within 24 hours.
The user will now be able to access the Learning Provider home page within AVMS:

https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/forms/LearningProvider/LearningProviderHome.aspx

It would be beneficial to save this url as one of your favourites for ease of access to AVMS

They will be able to use the full functionality of the Apprenticeship Vacancy Matching Service as applicable to Providers.

They will be required to change their password on first login.

**User login format**

Once provider user accounts are created a user logs in using the following format:

isp\User Name

Where isp\ indicates they are a Provider and User Name is the user name they were allocated in step 2 above.

**Please note it will take one hour before the update of the AVMS role will take affect and allow access to the system. This is the time it take for cache (temporary memory) to be refreshed**
AVMS Access Supporting screen shots

The User should access AVMS once your Regional NAS Support Team have registered Employers and assigned these Employers to Providers.

After entering the Gateway Username/Password, it can take several minutes before the AVMS Provider Home page will be displayed.

The Learning Provider Home Page is as follows:

If the Provider has Multiple Sites, the correct Provider site will need to be selected before the Home Page will be displayed.
1. The user then selects ‘Maintain my profile’ (this was referred to as Set-up in your training manual) to set up the Locations and Frameworks which are part of the total Provider offer.

2. Provider can now select ‘Manage my vacancies’ (this was through Employers in your training manual P29) and create Vacancies for linked Employers that they are linked with.
Issues to be aware of

The following are screens which highlight the possible scenarios that can occur if the User does not follow the process described above:

**The Provider Read Write role has not been assigned to a Provider User within Provider Gateway.**

The User Gateway screen will be redisplayed

**ACTION** – User needs to contact your **Provider User Approver** and request that the AVMS Provider Read Write role is assigned to you.
The Provider has not been linked to an Employer

The following message will be displayed. The User will not be permitted to perform any action.

**ACTION** – Contact a member of your NAS Support to check your Employer/Provider Relationship.