

Getting started On your Digital Apprenticeship Service (DAS) Account:

Create a DAS Account: Follow the link to set up your DAS Account Herefordshire,

<https://manage-apprenticeships.service.gov.uk/> **Before setting up your apprenticeship service account**

You'll need:

- an email address you have access to
- the Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- authority to add PAYE schemes to the account
- authority to accept the employer agreement on behalf of your organisation

We'll ask you to:

- create an account
- add a PAYE scheme on behalf of your organisation
- accept the employer agreement with the ESFA

For further guidance please watch this video: <https://www.youtube.com/watch?v=NC3RzRrvGoc>

Once have created your account, you will need to add the college as a training provider and set permissions so we are able to add funding reservations on your behalf:

From the home page of your account, click on **Your training providers**

Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

Apprentices

Add apprentices, update details of existing apprentices, change training providers and authorise payments to training providers.

Your apprenticeship adverts

Create adverts to post on find an apprenticeship, view applications, your previous adverts and adverts created by training providers.

Your training providers

Add training providers and manage permissions to choose what they can do on your behalf.

Find apprenticeship training

Search for apprenticeships and see details of approved providers who can deliver the training.

Feedback on training providers

Give feedback on your training providers.

1. Click on **Add a training provider**, enter our UKPRN number **10003023** and click **Continue**
2. Select **Yes, Add Herefordshire, Ludlow & North Shropshire College** and **Continue**

It is important that you follow the remaining steps to set the permissions that will allow us to make changes to your account.

4. Click on **Return to training providers** (or from the home page of your account, click on **Your training providers**).
5. Then next to Herefordshire, Ludlow & North Shropshire College click on **Set Permissions**
6. Next, you will be asked 'Do you give Herefordshire, Ludlow & North Shropshire College permission to add apprentice records?' Select **"Allow"**

These permissions are on behalf of Herefordshire & Ludlow College

Add apprentice records

This allows your training provider to add apprentice records. If you do not pay the levy, this permission also allows your training provider to reserve funding.

- Allow
- Do not allow

Recruit apprentices

This allows your training provider to create and manage job adverts. It also allows them to receive and manage applications.

- Allow
- Allow, but I want to review job adverts before they're advertised
- Do not allow

Continue

7. Next, you will be asked 'Do you give Herefordshire, Ludlow & North Shropshire College permission to recruit apprentices?' Select **"Allow or Allow, but I want to review before they are advertised"** and **Continue**
8. Finally, you will be asked to confirm permissions Herefordshire, Ludlow & North Shropshire College.

These permissions are on behalf of Herefordshire & Ludlow College

Add apprentice records	Allow	Change
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Recruit apprentices	Allow	Change
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Confirm