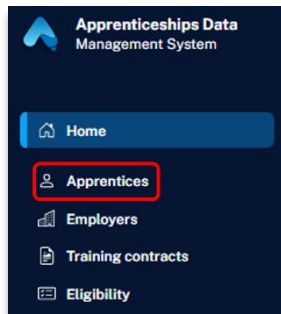


# Quick Reference Guide: How to create a new Apprentice Profile

The Apprentices module in ADMS makes it easy to manage Apprentice Profiles. This guide shows you how you can create a new Apprentice Profile.

1. Navigate to the Apprentices module.



**RESULT:** The Apprentices list is displayed.

2. Click 'Add new'.
3. Fill in the details for the Apprentice.
4. Click 'Next'.

**RESULT:** ADMS will search for existing Apprentice Profiles.

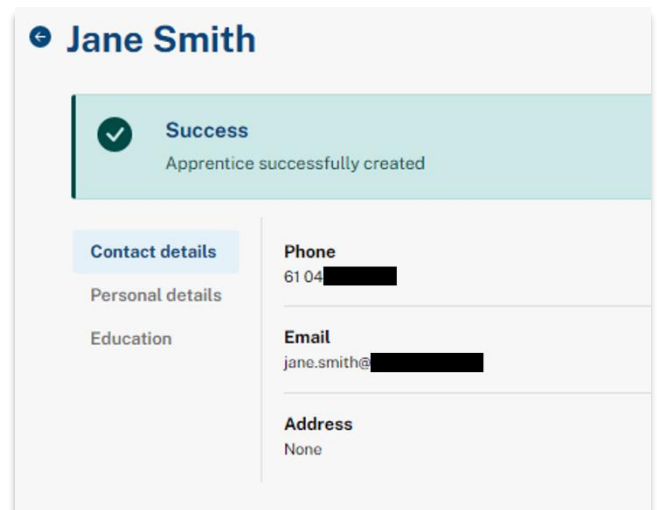
*NOTE: If the right profile for the Apprentice is found, you can view this profile instead of creating a new one.*

5. Click 'Create a new profile'.

6. Fill in the contact details of the Apprentice.

7. Click 'Create profile'.

**RESULT:** The new Apprentice Profile will be created and displayed.



*NOTE: A new Apprentice ID will be created for the Apprentice.*

## Support

For assistance with ADMS, log a job using the [Digital Solutions Support Portal](#).

For feedback on this quick reference guide, contact [ADMSEngagement@dese.gov.au](mailto:ADMSEngagement@dese.gov.au).