

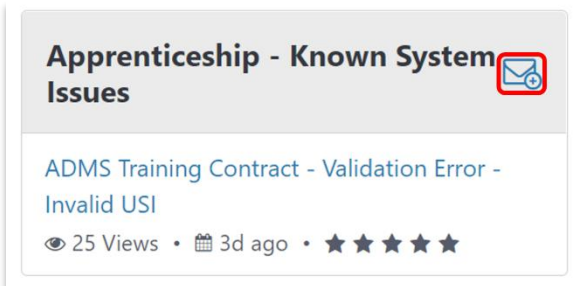
Quick Reference Guide: How to subscribe to ADMS Known System Issue notifications

The Digital Solutions Support Portal provides users with up-to-date ADMS information regarding known system issues, workarounds, and system outages. This guide shows you how you can subscribe to be notified when this information becomes available.

1. Navigate to dese.service-now.com/digitalsolutions

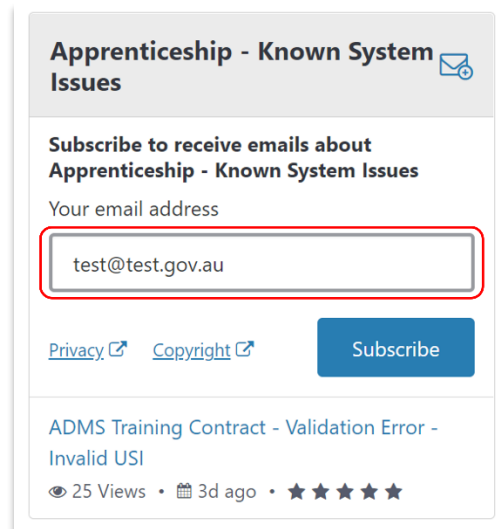
NOTE: If you aren't already authenticated, you may need to sign in by selecting 'Exchange STS – Business authorisation' and logging in with your myGovID Digital Identity.

2. Click on the envelope icon next to the 'Apprenticeship – Known System Issues' tile.



RESULT: The tile will expand and display an email address field.

3. Enter your email address into the text box.



4. Click 'Subscribe'.

RESULT: A notification banner will appear at the top of the webpage and an email to confirm your subscription will be sent to the email address you entered.

5. Click 'Yes, subscribe me to this list' in the confirmation email you received.

RESULT: A new browser window will open and display a confirmation message.

NOTE: You will now receive an email notification when new information is published.



Australian Government

Hello,

Please click the button below to verify your email address. If you did not make this request, you can ignore this email.

[Yes, subscribe me to this list](#)

Thank you.

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.