



Australian Government  
Department of Social Services

# Data Exchange

## myGovID and RAM

March 2020

# Agenda

**Introduction**

**What is myGovID?**

**Using RAM to manage access**

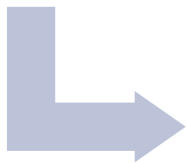
**Accessing the Data Exchange with myGovID**



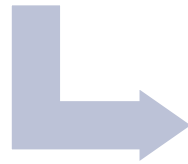
# Why is AUSKey being replaced?

- AUSKey as an authentication method has reached end of life
- To take advantage of improved security options such as facial recognition and finger print recognition
- to make authentication mobile, instead of downloading an electronic key to a computer or a USB drive

Get your myGovID



Link ABN and users  
in RAM



Login to the Data  
Exchange Portal with  
myGovID



# What is myGovID?

# myGovID is different to myGov



## myGovID

Your myGovID lets you prove who you are when using government online services.



## myGov

Your myGov account lets you select and link to government online services from the one place.

[Learn more about myGov](#) 

# myGovID transition

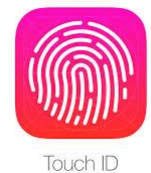


It is critical that all organisations and their staff are fully transitioned to new authentication solutions by  
**27 March 2020**

# myGovID



- identity proofing and authentication service
- belongs to you
- uses the security and identification features in your smart device



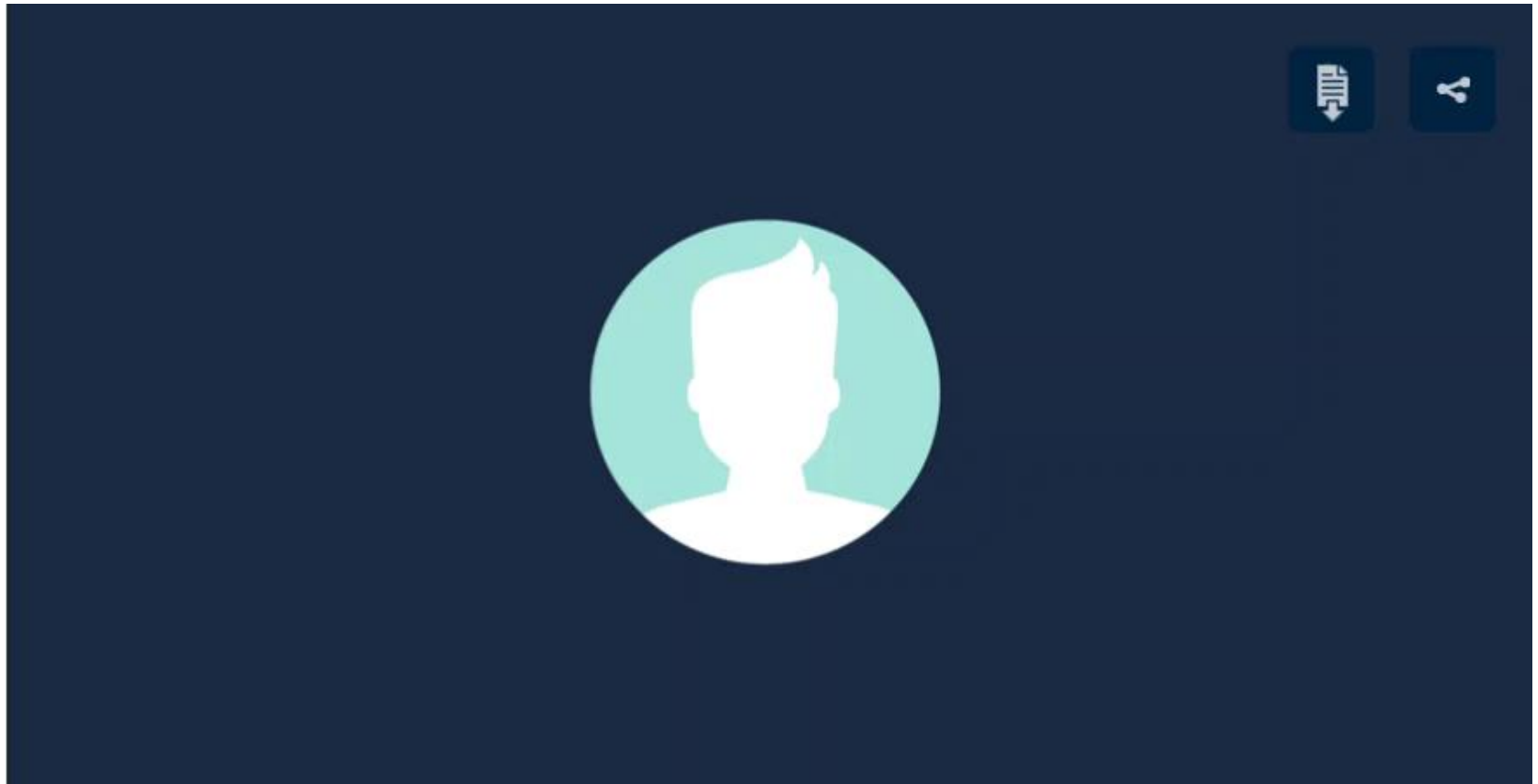




# How secure is myGovID?

Your information is controlled by **you** and protected by the Australian Government

Accredited under the Australian Trusted Digital Identity Framework and the Gatekeeper Public Key Infrastructure Framework



# Getting your myGovID



To get a myGovID you will need:

- An Apple or Android Smart phone with a compatible operating system:
  - Apple iOS 10 or later; or
  - Android 7.0 (Nougat) or later.



# Identity strength

There are two levels of identity you can have:

**Standard**

**Basic**



# myGovID identity strengths

## Standard identity strength

- ✓ Verified your identity in myGovID with two Australian government-issued documents.



Can **only** accept authorisations for Standard users.

## Basic identity strength

- ✗ You have not verified your identity in myGovID.



Can **only** accept authorisations for Basic users.

# In Summary



**Step 1**  
Download the  
myGovID app



**Step 2**  
Set up your  
myGovID



**Step 3**  
Add your identity  
document details



**Step 4**  
You're finished  
setting up!



# Using RAM to manage access

# Relationship Authorisation Manager (RAM)

- [Relationship Authorisation Manager \(RAM\)](#) is an organisation-level authorisation service that allows you to:
  - link each of your staff's myGovIDs; and
  - to manage who can act on behalf of your organisation online.



# Getting started in Relationship Authorisation Manager (RAM)

Principal Authority sets up their own myGovID;

links to the business in RAM.

Sets up authorisations for other users

# Linking myGovID's to your business



# Principal Authority

The principal authority needs to link to the ABN in RAM first.

The principal authority is a person responsible for the business, such as:

- an eligible **individual associate** listed on the ABN in the Australian Business Register (ABR)
- a **sole trader**
- a **primary person** (no individual associates listed in the ABR) who holds a role such as a:
  - company director or public officer
  - Director of an Australian charity or not-for-profit organisation

# Principal Authority actions

Principal Authorities are responsible for:

- Linking new staff to the ABN
- Import AUSKeys into RAM if the AUSKey is up to date
- Removing staff who leave an organisation
- Set a time limit for access (if appropriate)
- Renew access for staff who have a Basic Strength myGovID annually

# Getting started

Setting up is different depending on your role:

- [Principal authority](#)
- [Authorised user](#)
- [Business software user or provider](#)

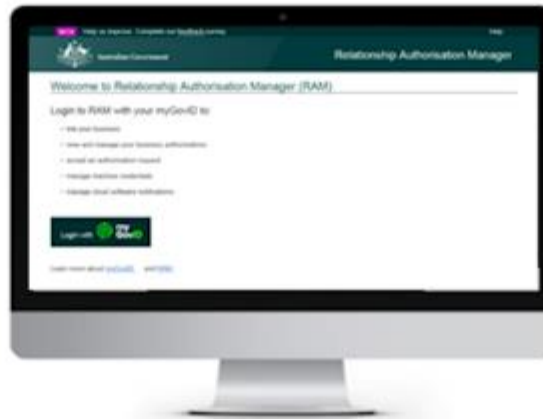
# Relationship Authorisation Manager (RAM)



# Accepting your RAM authorisation

To begin:

Go to [authorisationmanager.gov.au](https://authorisationmanager.gov.au)





## Welcome to Relationship Authorisation Manager (RAM)

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Login to RAM with your myGovID to:

- link your business
- view and manage your business authorisations
- accept an authorisation request
- manage machine credentials
- manage cloud software notifications

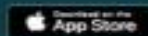


Learn more about [myGovID](#) and [RAM](#)



### Get the myGovID app

Prove who you are and get a code to login with the myGovID app.  
Download the app now to get started.



What's next?

1. Download the app
2. Prove who you are
3. Come back and login

### Already have the myGovID app?

Login with your myGovID email to continue.

▪ Email appears incorrect or may contain an invalid character, review your details or enter a new email

 Remember me



1. Open myGovID on your phone

2. Accept or enter the code



6 4 8 7



Waiting...

3. Come back

Cancel

# Pending authorisation request

Relationship Authorisation Manager (RAM)

To: <your name>

You have a pending authorisation request from <your organisation> (ABN XX XXX XXX XXX)

## What you need to do

Review the pending authorisation request by following these steps:

1. Go to [authorisationmanager.gov.au](http://authorisationmanager.gov.au)
2. Login with your myGovID.

*You will need a myGovID to login to RAM. By logging in, you will be given the option to register for a myGovID or use your existing myGovID.*

3. Once logged in to RAM, enter your authorisation code exactly as shown below and select 'Submit'.

**6 G 6 v 2 T**

**Important: this code will expire on Monday, 23 December 2019.**

*(NB: Disregard any previous authorisation code you may have received for this ABN. If the code has expired, contact the authorising business to have them issue a new one.)*

4. Select 'Accept' or 'Decline'.


Regards  
Relationship Authorisation Manager (RAM) Team

Find out more on the RAM website [info.authorisationmanager.gov.au](http://info.authorisationmanager.gov.au)



## Ameen Ahmed

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View or manage relationships and authorisations, machine credentials and cloud software notifications. The actions you can complete will vary depending on the type of authorisation you have for a particular business. [Find out more](#) 

Link your business 



Enter an authorisation code 

Enter the code as shown in the authorisation email you received.

<input type="text"/>	Submit
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Note: The code is case sensitive

**Name:** Ameen Ahmed  
**Authorisation code email address:**AmeenAhmed@mail.com

### Authorisation details

**ABN:** 10000000002  
**Start date:** 09/12/2019  
**Authorisation type:** Authorisation administrator

**Entity name:** Winston and Sons Cleaning Services  
**End date:** Not specified  
**Machine credential administrator:** Yes

### Agency access details

Agency	Level of access
⊕ AUSTRALIAN TAXATION OFFICE	Full
⊕ DEPARTMENT OF EMPLOYMENT, SKILLS, SMALL AND FAMILY BUSINESS	None
⊕ WORKPLACE GENDER EQUALITY AGENCY	None
⊕ NSW DEPARTMENT OF EDUCATION	None

### Declaration

I declare that:

- I am the person identified as the representative.
- I have used my own identity credential to access this service.
- I understand that by accepting this authorisation I will be able to represent this business with the listed government agencies and services.
- I understand that when acting on behalf of this business with Government, my details are recorded and I am accountable for the actions I undertake.
- I understand that my personal information used to create this authorisation, including my full name, email address and my relationship to the business, may be shared with other agencies included in this request.

I understand and accept this declaration

# Accept your RAM Authorisation



## Login with myGovID

Log in to RAM entering the 4-digit code into your myGovID app.



## Enter the 6-digit authorisation code

Enter the 6-digit code from your authorisation request email into the box titled 'Enter an authorisation code' then select submit.



## Summary

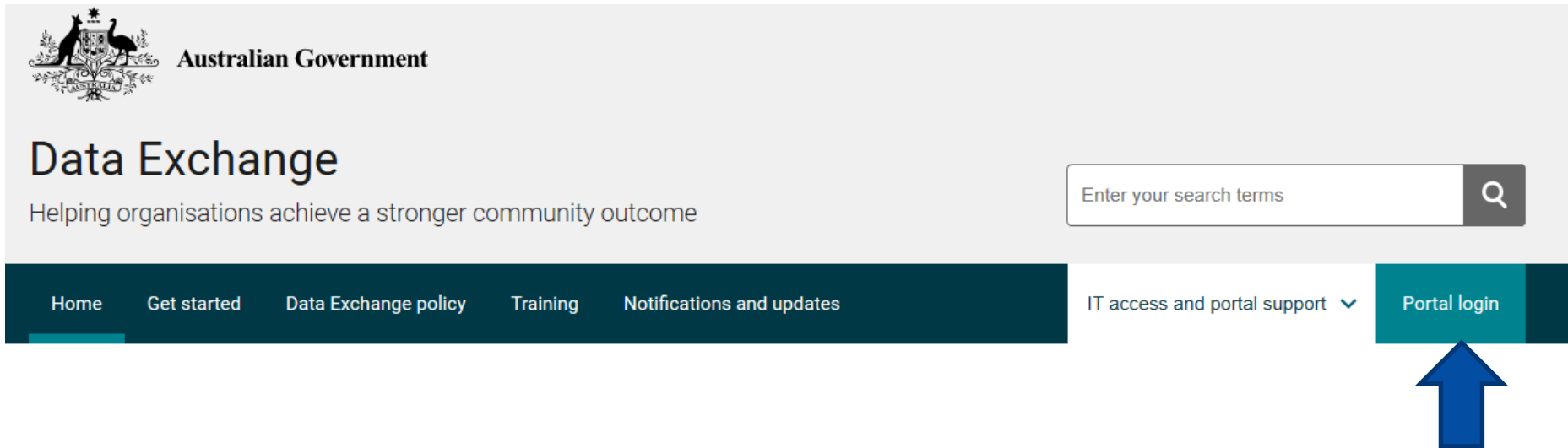
Review the summary of the authorisation and select check box to accept declaration, then select accept.

The background of the slide is a blurred image of a laptop and a tablet. The laptop screen shows a line graph with a blue line, and the tablet screen shows a bar chart with three bars in red, purple, and green. The overall scene is dimly lit, with a dark blue and black color palette.

# Accessing the Data Exchange with myGovID

# Access the Data Exchange

# DEX.dss.gov.au



The screenshot shows the top section of the Australian Government Data Exchange website. On the left is the Australian Government crest and the text "Australian Government". Below this is the "Data Exchange" title and the tagline "Helping organisations achieve a stronger community outcome". On the right is a search bar with the placeholder text "Enter your search terms" and a magnifying glass icon. Below the search bar is a dark teal navigation bar with the following links: "Home", "Get started", "Data Exchange policy", "Training", "Notifications and updates", "IT access and portal support" (with a dropdown arrow), and "Portal login". A large blue arrow points upwards to the "Portal login" link.



# Access the Data Exchange

Once you have been authorised, you can use your myGovID to access the Data Exchange

Select myGovID.





Department of Social Services



Sign in with one of these accounts




# Login for first time



**Get the myGovID app**  
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**Already have the myGovID app?**  
Login with your myGovID email to continue.

Remember me

myGovID is different to **myGov** 


# Accept the Code



1. Open myGovID on your phone

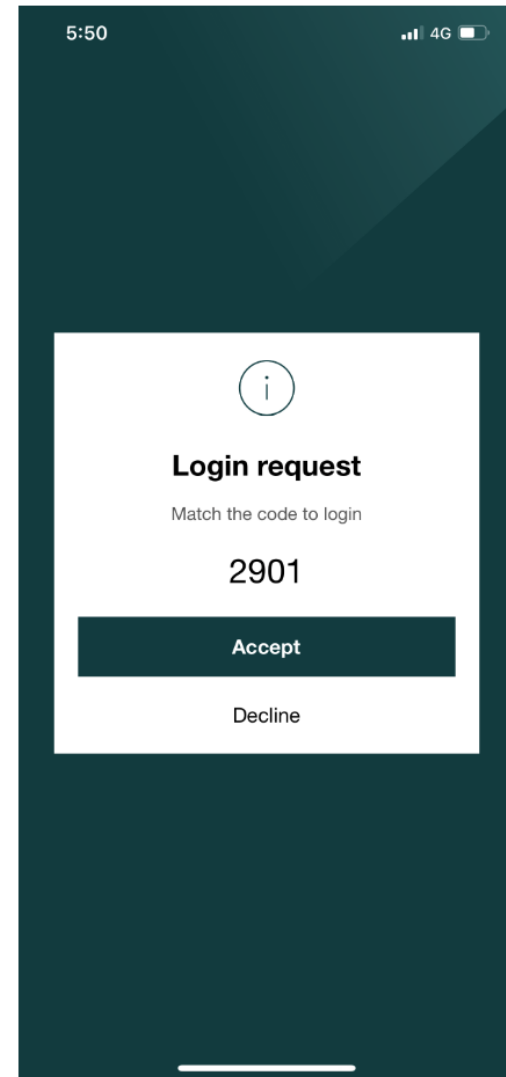
2. Accept or enter the code

2 9 4 0



Waiting...

3. Come back





## Request activation code for DSS Data Exchange

Please enter the email address that was provided in your user access request form. An activation code will be sent to this email address with instructions on how to complete the account activation process.

All fields marked with an asterisk ( \* ) are required

Email Address: \*

[Cancel](#)

[Continue](#)

[Back to content top](#)



## Request activation code for DSS Data Exchange

Please enter the email address that was provided in your user access request form. An activation code will be sent to this email address with instructions on how to complete the account activation process.

All fields marked with an asterisk ( \* ) are required

Activation Code \*

[Cancel](#)

[Continue](#)

[Back to content top](#)



## MyDEX Dashboard

Go to

### Find



Client



Case



SCORE

### Add



Client



Case

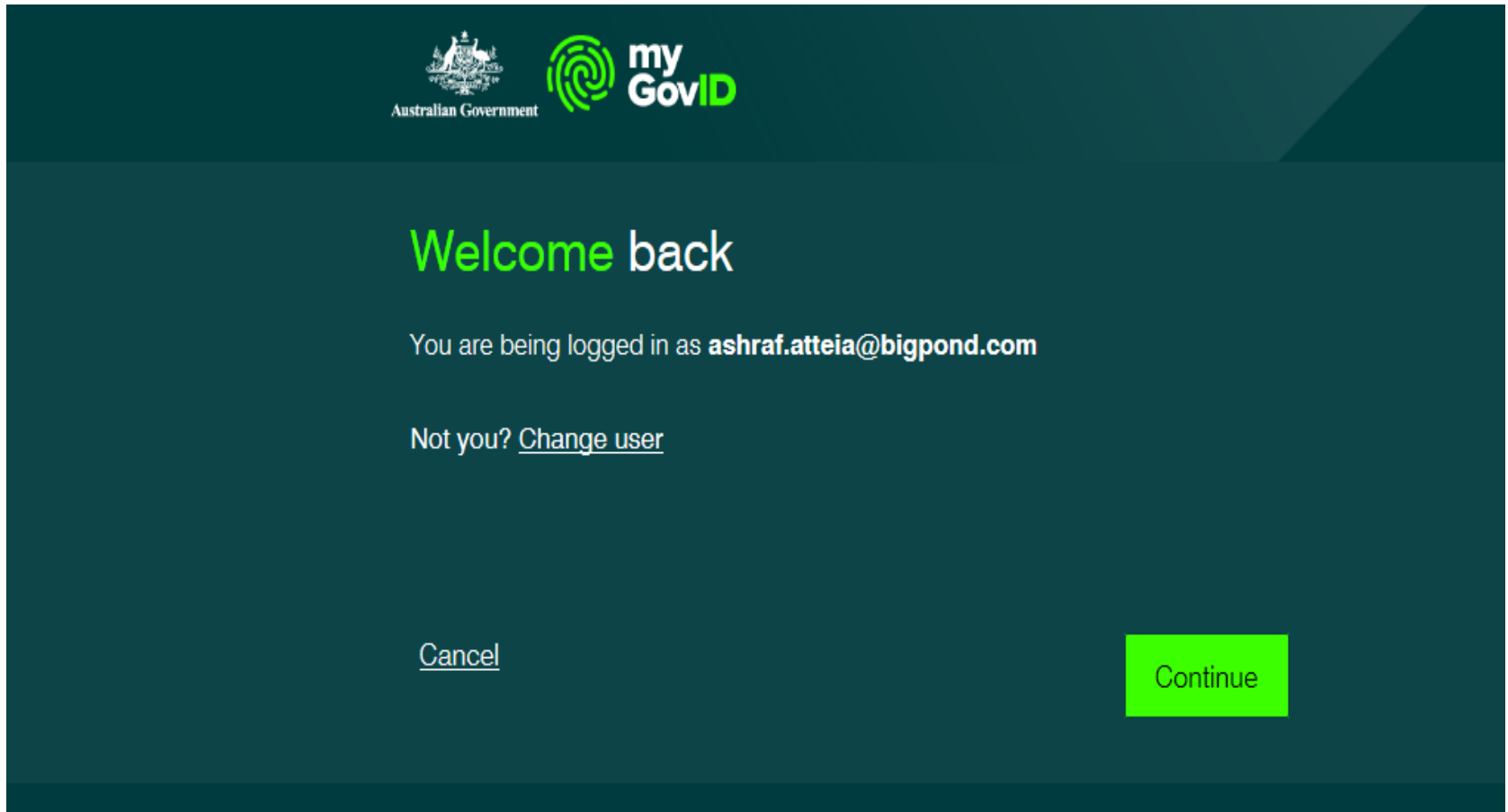


Session

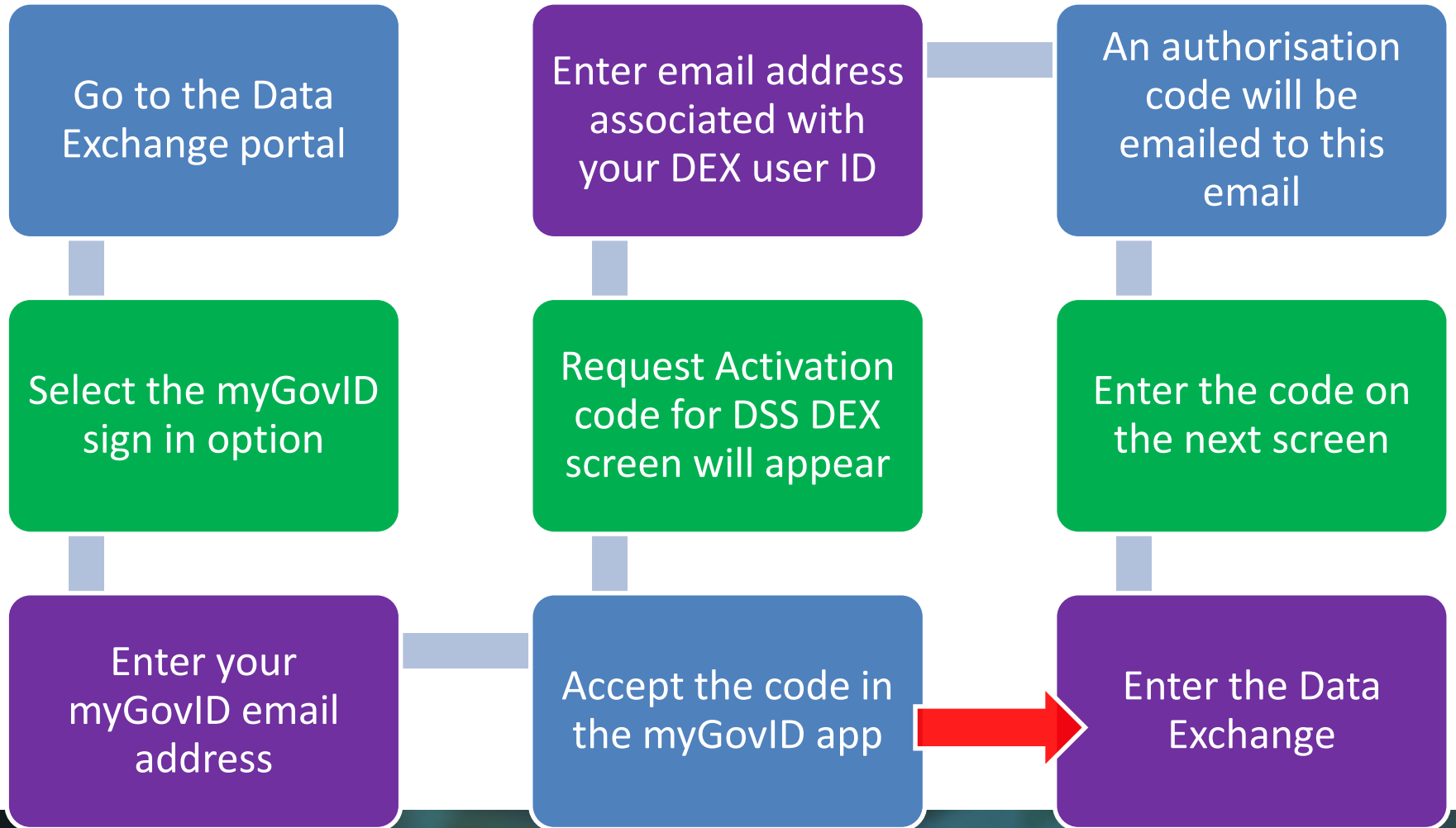


SCORE

# Subsequent log-ins



# In Summary





# For more information:

myGovID:

- [www.myGovID.gov.au](http://www.myGovID.gov.au)

Relationship Authorisation Manager  
(RAM)

- <https://info.authorisationmanager.gov.au/>