

# Creating your company DAS account

The Digital Apprenticeship Service  
account for apprenticeship management



[WWW.HADDONTRAINING.CO.UK](http://WWW.HADDONTRAINING.CO.UK)

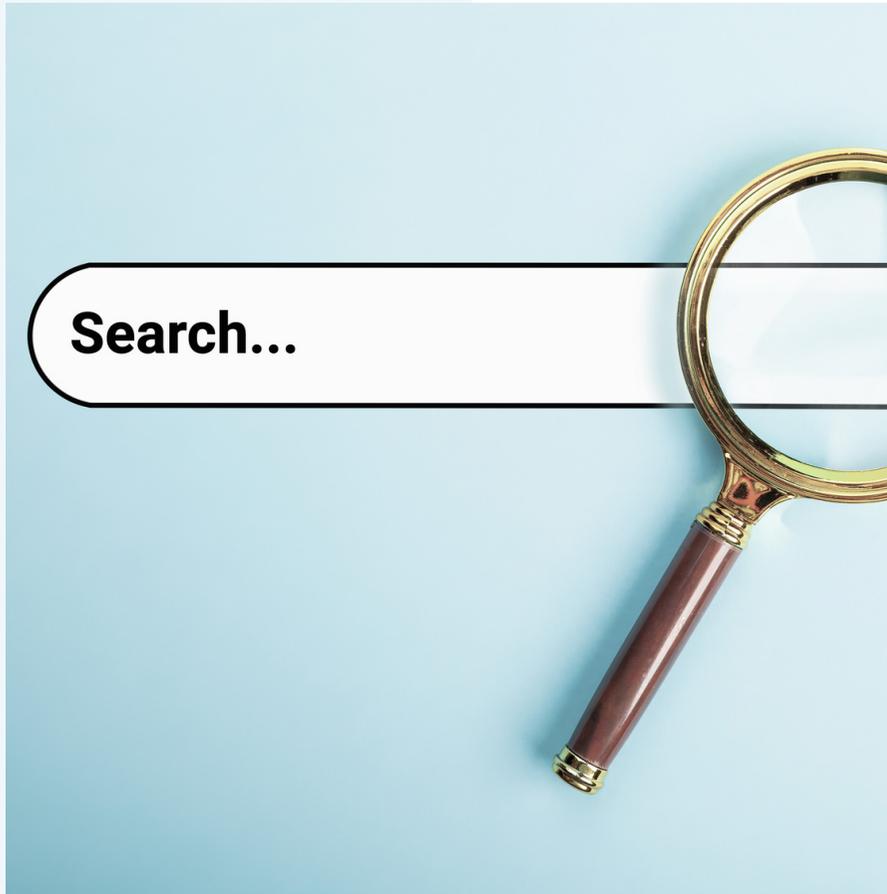


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## Access to DAS



By allowing us the following access, we can reserve funding for you, and add apprentice details within your cohorts, but you will still be required to check the information and approve before we proceed.



## Creating your account

Please follow the link below (This will enable you to sign into your DAS account or create an account)

**<https://accounts.manage-apprenticeships.service.gov.uk>**

# Assigning Haddon Training

Once you've signed in, you'll need to follow the below steps.

- ◆ Scroll down and click on **Your Training Providers**.
- ◆ Click on **Add a Training Provider**.
- ◆ Input Haddon Training Limited **UKPRN** (UK Providers Record Number): **10002841**, then select Haddon Training and press continue.
- ◆ Click **Yes**, add Haddon Training Limited as your identified provider and press continue. You have now successfully added Haddon Training Limited as your training provider.
- ◆ You now need to set the permissions. Click on **Return to your Training Providers**.
- ◆ To the right-hand side of the Training Providers Name (Haddon Training Limited) Click on **Set Permissions**.





## Adding vacancy permissions

- ◆ Question: Add apprentice records. Please press **Allow**.
- ◆ Question: Recruit apprentices; please **press one of the three options** available to you:
  - Allow
  - Allow, but I want to view adverts before they are advertised
  - Do not allow
- ◆ Press **Continue**.
- ◆ Are you sure you want to change permissions? Click **Yes**.
- ◆ Click **Confirm**.
- ◆ This will now take you back to the home screen.

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## Signing Agreements



Once you are logged into your account, please also ensure you sign any outstanding agreements:

- ◆ Click on **Home** at the top of your screen.
- ◆ Scroll down and click on **My Organisations and agreements.**
- ◆ Click on **View all agreements.**
- ◆ Please **sign any unsigned agreements** by scrolling to the bottom of the page.

# Need more help?

Please get in touch with one of our team and they can assist with any queries.

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