



For Apprentice/Trainee - User Guide - Updating your address, email address or contact number

To submit a change of Learner Address, Email and Contact Number.

1. Log in to the WAAMS portal.

WAAMS Apprenticeship Management System

Apprenticeship Office Home

WAAMS Login

Request an account

Verify Trade Certificate

Email

Password

Remember me

Portal conditions of use

I agree to the [Western Australian Apprenticeship Management \(WAAMS\) Terms and Conditions of Use](#), and acknowledge that without limitation to those terms and conditions, it is my responsibility to ensure that:

- I do not provide access to data in the portal to any person otherwise than as authorised by the terms and conditions;
- my organisation has authorised my level of access to the portal; and
- When I cease to be a representative or employee of my organisation, my organisation access is deactivated.

The Department is therefore entitled to assume that any transaction occurring in the Portal from an authorised user account, originates from that authorised user and is a valid transaction or instruction which may not be reversed.

However, the Department understands that there may be a submission made in error. If an incorrect submission is made, the organisation or individual user should contact the Department immediately on 13 19 54 (for callers outside WA, please call 08 6551 5499).

Login

2. Click into your **Profile Name** at the top right corner.

Contracts Incoming Training Contracts TAA Portal

Home / Contracts

Log out

Learner

Active and Suspended Training Contracts

View all Training Contracts

3. Update your **residential and postal address, contact number** or **email address**.

Home / My Details Learner Profile

Full Name
[Redacted]

Gender
[Dropdown menu]

USI
[Redacted]

To update personal details, please submit a "Change of Learner Details" in your training contract.

Home Phone [Redacted] Mobile Phone [Redacted] Other Phone [Redacted]

Primary Email
[Redacted]

The Apprenticeship Office will use the new email address for any future correspondence sent by the Department.

| | |
|--|---|
| Residential Address [Redacted] [Redacted] | Postal Address [Redacted] [Redacted] |
| Suburb [Redacted] | Suburb [Redacted] |
| State [Redacted] | State [Redacted] |
| Post Code [Redacted] | Post Code [Redacted] |

Same as Residential Address

Indigenous Status

4. Click on **Submit**.

Submitted By (Portal)
[Redacted]

Submit

Apprenticeship Office
T: 13 19 54
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W: dtwd.wa.gov.au/apprenticeshipoffice