

## Register for the AVETMISS Validation Software

### What is the AVETMISS Validation Software (AVS)?

The AVETMISS Validation Software (AVS) is a web-based data validation and reporting system. Registered training organisations (RTOs) use the software to validate and submit their AVETMISS data to the National VET Provider Collection. RTOs may also use AVS to make Unique Student Identifier (USI) transcript updates and amendments. Please see the [AVS User Guide](#) for more details.

### How do I register for AVS?

Go to: <https://avs.ncver.edu.au/avs/> and click on the red register link under the sign in box on the right hand side of the screen. The registration type you select will determine the access you have to AVS.

Submission process	Registration type
Registration is required when a user needs to: submit fee-for-service AVETMISS data directly to NCVER for their RTO, make USI transcript updates, submit a Nil Return or uses an SMS with API functionality	<a href="#">Register</a>
Self-registration is for SMS vendors and system developers and those who submit activity to state training authorities only and do not need to update USI transcripts for students	<a href="#">Self-register</a>
<p>* Please note, QLD, VIC and WA have their own validation software. Please use their validation software to submit your data.            ** Please confirm with your STA that you can submit your data on non-state managed training to them.</p>	

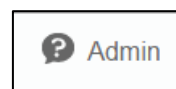
### My AVS administrator has left my RTO, how can I update users in AVS?

Please follow the 3 steps outlined below:

1. Confirm that your RTO's profile and contact details are up to date on the [www.training.gov.au](http://www.training.gov.au) website
  - If they are not yet up to date you will need to update them first before contacting NCVER
2. Ensure that the new AVS contacts have [self-registered](#) for AVS (NCVER will link the new self-registered accounts to the existing RTO account)
3. Send NCVER's client support team an email ([support@ncver.edu.au](mailto:support@ncver.edu.au)) requesting the contact details to be updated. The email must:
  - be from your RTO's CEO (as per [www.training.gov.au](http://www.training.gov.au)) with official RTO email signature
  - include your RTO number and RTO name
  - include the email address(s) and name(s) of the new designated AVS user(s) and specify who is to be the Primary Contact (for details on AVS user roles please see Admin section of the [AVS User Guide](#))
  - confirm that new users have successfully *self-registered* for AVS – as per step 2.

## Can I add/remove users or edit user roles within my RTO's AVS account?

Yes. Both the *Primary Contact* and *Organisation Administrator* are able to maintain users within your RTO's *Registered AVS* account. For details on how to add, remove or edit users please see the Admin section of the [AVS User Guide](#).

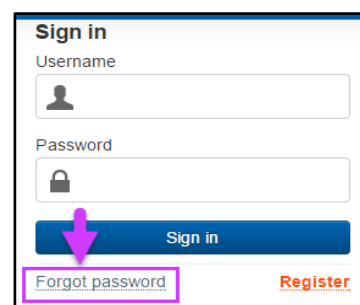


Please note that *self-registered AVS* users cannot add/remove or maintain users as *self-registered* accounts are only associated with one email address (one user).

## What happens if I forget my AVS password and/or username?

If you forget your AVS password, you can easily reset your password by clicking on the "Forgot password" link to email yourself a new password. If you do not see the email in your inbox, please check your junk mail folder.

AVS user names are always email addresses. If you cannot remember which email address you used please contact our Client Support team by completing our [contact form](#).



## Do I have to register for AVS to submit a Nil return?

Yes. You will need to *Register* your RTO to be able to submit a Nil return via AVS, a self-registered account will not allow a Nil return to be submitted. Please see our [How to submit a Nil return](#) fact sheet for more details on how to submit a Nil return.

## Do I have to register for AVS to update a USI transcript?

Yes. You will need to *Register* your RTO for AVS to be able to submit a USI transcript update via AVS, a self-registered account cannot access the USI transcript update tool Please see our [USI Transcript Update Tool](#) fact sheet and [AVS User Guide](#) for more details on how to update a USI transcript.

### What help is available?

NCVER has a dedicated client support team to help you with your AVETMISS related queries. Our team can be contacted a number of ways:

Contacting the AVETMISS client support team			
Fill out our <a href="#">contact form</a>	Email: <a href="mailto:support@ncver.edu.au">support@ncver.edu.au</a>	Phone: 08 8230 8400	Toll free: 1800 649 452