**STUDENT QUICK GUIDE**

### HOW TO CREATE A USI

- **Go to** www.usi.gov.au
- **Select** ‘Student Login’
- **Agree To** Terms and Conditions
- **Select** ‘Create USI’
- Follow the steps to create a USI

You will need a form of ID to create your USI such as a:
- Driver’s Licence
- Medicare Card
- Passport (Australian)
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

Your password must be at least 9 characters long, contain a lowercase letter, an uppercase letter and a number or special character.

Your USI is yours for life and you will need to take it with you every time you enrol in training.

If your ID does not verify click “Next” two more times to show the Request Help link. Create a Help Request and write down your HR number.

Your Help Request will be sent to the USI Office so that we can help you with the creation of your USI.

### HOW TO ACTIVATE YOUR USI ACCOUNT

If a training organisation created a USI for you, activate your USI account by:
1. Clicking on the link that was sent to either your e-mail address or mobile number.
2. Once you have clicked on the link you will be asked to set up a password and two check questions.
3. You will then be able to login to your USI account.

Your training organisation cannot do this part for you.

### HOW TO UPDATE PERSONAL OR CONTACT DETAILS

You can change your personal and contact details by logging in to your USI account and selecting either ‘Update Personal details’ or ‘Update Contact details’.

If you have given your training organisation permission to update your details they can make the changes for you.

If your account is not activated you won’t be able to view your transcript.

You will need a current form of ID if you want to change your name(s) or date of birth.
HOW TO RETRIEVE A FORGOTTEN USI OR PASSWORD

Go to www.usi.gov.au

Select ‘Student Login’

Agree To Terms and Conditions

Select ‘Forgotten your USI?’ or ‘Forgotten your password?”

Choose One of the following:
- E-mail address
- Mobile number
- Personal information

- If you select e-mail you will be sent a link that will expire after 10 minutes.
- If you select mobile number you will be sent a pin that will expire after 60 seconds.
- If you select personal information you will need to either answer your check questions or provide ID.

TRANSCRIPTS

- Transcripts for training completed before 1st of January 2015 will not appear in your USI account.
- Your transcript will show information from the certificates, diplomas or training records issued by your training organisation.
- The activation date for transcripts is yet to be decided.

HOW TO MANAGE PERMISSIONS

A really useful tool that will save both you and your training organisation time

Go to www.usi.gov.au

Select ‘Student Login’

Agree To Terms and Conditions

Login To your USI account

Select ‘Manage permissions’ tile

Search Organisation by either their Organisation code or name

Set Permissions and expiry date

Transcripts: The training organisation can view your transcripts but cannot update them.

View Details: The training organisation will be able to view your personal and contact details.

Note: If you do not want your training organisation to view your contact details Select ‘Update Contact Details’ and click on ‘Hide Contact Details’.

Update Details: The training organisation will be able to update your personal and contact details

When using your e-mail address or mobile phone number it must be the same as the one that is currently in your USI account

Make sure your answers to your check questions are spelt correctly (e.g. street instead of st)

Your transcript does not replace the training certificates, diplomas or training records issued to you by your training organisation but will come in handy if you misplace your documentation

USI.GOV.AU