

Creating your USI (Unique Student Identifier) number

From 1 January 2015 it is now a requirement that all students require a USI (Unique Student Identifier) number for all studies. Applying for a USI is cost free and will remain with you for life.

Benefits to you as a student -

- The USI will link information about your VET achievements regardless of where you have studied
- Enable easier access to secure digital transcripts of your achievements
- Give you more access to, and more control over your educational information.
- Easier for you to find, collate and authenticate your VET achievements into a single transcript.
- Ensure your records are not lost.

Please note that if you do not supply your Training Organisation with a USI number, the Training Organisation is not legally able to issue you with your Statement of Attainment or qualification certificate.

Instructions

Please follow the step by step instructions and refer to the screen dumps to ensure you correctly apply for your USI.

Step 1 - Log on to www.usi.gov.au and press "Create a USI"

The screenshot shows the homepage of the Unique Student Identifier (USI) system. At the top, there is a navigation bar with the Australian Government logo and the Skills Unique Student Identifier text. Below this is a search bar and a menu with options like Home, About, Students, Training Organisations, System Developers, Create your USI, Help Centre, and Contact Us. The main content area features a 'Welcome to the Unique Student Identifier' section with three primary buttons: 'Create a USI', 'Student Login', and 'Help Centre'. A blue arrow points to the 'Create a USI' button. Below these buttons are two featured sections: 'One USI to access your records and results' with a photo of a woman, and 'Training Provider Login' with a lock icon. The footer contains the slogan 'USI - bringing your skills together'.

Step 2 - Select "Create USI"

The screenshot displays the 'USI STUDENT PORTAL' page. On the left, a list of actions is provided: '1. Create a new USI account', '2. View your application status', '3. Login to your USI account', '4. Find your USI', '5. Reset your password', and '6. Activate your USI account.' Below this list are three main sections: 'CREATE USI', 'FORGOTTEN USI', and 'ACTIVATE USI'. A blue arrow points to the 'Create USI' button in the 'CREATE USI' section. The 'FORGOTTEN USI' section includes a 'Forgotten USI' button. On the right side of the page, there is a 'LOGIN' section with input fields for 'USI' and 'Password', a 'Login' button, and a 'Forgotten your password?' link. Below the login section is a message: 'Need to activate your USI account? Activate your account here.' The footer contains various links like 'Disclaimer', 'Security', 'Accessibility', 'Privacy', 'Copyright', 'Terms and Conditions', and 'Contact us', along with the note 'Times are shown in Canberra, Australia time.'

Step 3 – Complete Personal Details fields ensuring. * is a mandatory field. You must complete this field.

CREATE USI - PERSONAL DETAILS

You are now going to create your USI. Before you commence, please ensure you have a form of ID such as a Driver's Licence. Please complete the following details matching your form of ID and select Next.

* Indicates a mandatory field

PERSONAL DETAILS

Name Details

Do you have a First Name and Family Name e.g. John Smith?
 Yes No, I only have one name

First Name *Use capitals as appropriate - e.g. Kim* *

Middle Name *Use capitals as appropriate - e.g. Spencer*

Family Name *Use capitals as appropriate - e.g. McCosker, de Smeth* *

Date of Birth *Format DD/MM/YYYY* *

Confirm Date Of Birth *

Country of Birth * Australia

Town/City of Birth *

Gender * Select

Country in which you are * Australia

CONTACT DETAILS

Preferred Contact Method * Email

Email Address *

Confirm Email Address *

Mobile Phone *E.g. +61 555 555 555 (remove the zero at the start)*

Home Phone *E.g. +61 2 5555 5555*

Address Details

Country of Residence * Australia

Address

Suburb/Town/City

State Select

Postcode

Cancel Next

HELP

Personal Details
 Personal Details include your name, gender, date of birth and where you were born. These must match the details on the form of ID.
[More Help...](#)

Contact Details
 Contact Details include your preferred contact method, email address, phone number and address. It is important that these details are up-to-date and correctly entered. The contact details will be used by the USI Registrar to:
 • send you a link to activate your USI account
 • advise you if your USI account details are changed
 • reset and advise you of a new password if you requested one
 • respond to your enquiries and help requests.
 You may complete all fields or just the preferred contact method chosen.
 If you change your contact details in the future please ensure you update your USI account.
[More Help...](#)

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Step 4 – Indicate your preference of Identification

ate your USI x USI Student Portal - Create x

tertiary Education [AU] https://portal.usi.gov.au/student/Usi/Create/DocumentType

Australian Government
Department of Industry

Skills
Unique Student Identifier Registry

You are here: [Home](#) > Create USI

1. Personal Details ✓ 2. Confirm Details ✓ 3. Evidence of Identity 4. Password/Check Questions >

CREATE USI - EVIDENCE OF IDENTITY

i We need to confirm your identity. Please select a form of ID and select **Next**.

★ Indicates a mandatory field

DOCUMENT TYPE

Document Type

Driver's Licence
 Medicare Card
 Passport (Australian)
 Visa (with Non-Australian Passport)
 Birth Certificate (Australian)
 Certificate of Registration by Descent
 Citizenship Certificate
 ImmiCard

Cancel Back Next

HELP

Evidence of Identity

Evidence of Identity is the form of ID you need to select from the list. The details of the form of ID will be checked electronically through the Document Verification Service which verifies common Australian forms of ID.

The Document Verification Service can immediately verify your form of ID using one of the following:

- Driver's Licence
- Medicare Card
- Passport (Australian)
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

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Step 5 – Place your details of your identification EXACTLY as it appears on the ID DOCUMENT you have chosen. i.e. full name or first and last name.

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tertiary Education [AU] https://portal.usi.gov.au/student/Usi/Create/EvidenceOfIdentity

Australian Government
Department of Industry

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1. Personal Details ✓ 2. Confirm Details ✓ 3. Evidence of Identity 4. Password/Check Questions >

CREATE USI - EVIDENCE OF IDENTITY

i Please select the State or Territory in which the Driver's Licence was issued and the licence number, and select **Next**. See the example below or see **Help**.

★ Indicates a mandatory field

DRIVER'S LICENCE DETAILS

First Name
 Middle Name
 Family Name
 Date of Birth
 State *****
 Licence Number *****

Cancel Back Next

HELP

Driver's Licence

A Driver's Licence must be current and valid and issued by an Australian State or Territory.

State is the State or Territory that issued the Driver's Licence. When you select the state or territory, a sample of the licence for that state or territory will appear on the page.

Licence Number is on the Driver's Licence. Its location differs on each state and territory licence.

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Step 6 – Set a password for future log on to the USI site and set questions and answers as a prompt if you forget your password.

The screenshot shows the 'CREATE USI - SET PASSWORD, QUESTIONS AND ANSWERS' page. It includes a progress bar with four steps: 1. Personal Details, 2. Confirm Details, 3. Evidence of Identity, and 4. Password/Check Questions. The main content area has a 'SET PASSWORD' section with two input fields for 'Password' and 'Password Confirmation', both marked as mandatory with red asterisks. The 'Password' field has an 'invalid' error message. Below this is the 'SET QUESTIONS AND ANSWERS' section with two dropdown menus for 'Question 1' and 'Question 2', and two text input fields for 'Answer 1' and 'Answer 2'. A 'Next' button is visible at the bottom. A 'HELP' sidebar on the right provides password requirements: at least nine characters, including lowercase and uppercase letters, numbers, and special characters. It also explains the purpose of questions and answers.

Step 7 – You now have your USI number for life. It is important you quote this number at enrolment for any future study you may undertake. It may be advisable for you to store this number in a safe place where you can access it in the future.

The screenshot shows the 'CREATE USI - SUCCESS' page. A green checkmark icon indicates success. The text reads: 'Your USI account has been created. Your USI is [input field]'. A blue arrow points to the input field containing the USI number. Below this, it says 'You will need this number to log in to your account.' and provides a link to 'Return to home page'. The footer contains navigation links like 'Disclaimer', 'Security', 'Accessibility', 'Privacy', 'Copyright', 'Terms and Conditions', and 'Contact us', along with the note 'Times are shown in Canberra, Australia time.'