

USI Registration Instructions

Please go to www.usi.gov.au

1.

The screenshot shows the homepage of usi.gov.au. It is divided into two main sections: 'Student' and 'Training Organisation'. Under 'Student', there are several yellow buttons: 'Student login', 'Create my USI' (circled in red), 'Not sure if I have a USI / find my USI', 'Reset my password', 'Access my transcript', and 'Update Personal/Contact Details'. Under 'Training Organisation', there are teal buttons: 'Training Organisation Login', 'Create USI', 'Find USI', and 'Verify a USI'. At the bottom, there is a purple button for 'Employer Information'. A large grey arrow points from this page to the next step.

2.

The screenshot shows the 'Create a USI' page on usi.gov.au. It features a search bar for training courses, a dropdown menu set to 'All', and a 'Search' button. Below this, there is text explaining that a USI is for life and that users need to provide identification. A list of acceptable forms of ID is provided: Australian Passport, Non-Australian Passport (with Australian Visa), Australian Birth Certificate, Australian Driver's Licence, Medicare Card, Certificate of Registration by Decent, Citizenship Certificate, and ImmiCard. At the bottom, there is a blue button labeled 'Create a USI' (circled in red). A large grey arrow points from this page to the next step.

3.

The screenshot shows the 'Terms and Conditions' page on portal.usi.gov.au. It includes the Australian Government logo and the USI Unique Student Identifier logo. The page title is 'TERMS AND CONDITIONS'. A prominent message states: 'IT IS IMPORTANT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE USING THIS WEBSITE.' Below this, there is a list of responsibilities: 'Your personal information and privacy;', 'Information Security;', and 'Accessibility.'. A warning box states: 'Registered Training Organisations (RTOs) must not use the Student Portal to create USIs. RTOs can only apply on behalf of a student through the USI Registry System Organisation Portal or via their integrated student management system.' At the bottom, there is a checkbox labeled 'I agree to the Terms and Conditions.' (circled in red) and a 'Next' button.

USI Registration Instructions

www.usi.gov.au

4.

portal.usi.gov.au

Australian Government **USI** Unique Student Identifier

You are here: Home

i Some users may experience short intermittent outages between 7:00pm and 11:00pm AET Thursday, 25 July 2019 while Microsoft patches are applied. We apologise for any inconvenience.

USI STUDENT PORTAL

On this page you can:

1. Create a USI account (if you don't already have one)
2. View your application status
3. Login to your USI account
4. Retrieve your USI
5. Reset your password
6. Activate your USI account.

CREATE USI

If you do not have a USI account you can create one now, it should only take you about 5 minutes.

You only need to fill in a few details and have one form of ID to verify who you are. Please select **Create USI** to start your application.

Create USI ➔

5.

portal.usi.gov.au

Australian Government **USI** Unique Student Identifier

You are here: Home > Create USI

1. Create USI > 2. Personal Details >

CREATE USI

i Are you applying for a USI on behalf of another person? If you are providing assistance and the person is with you, select No. If you are applying for a USI on behalf of another person who is not currently with you, select Yes.

***** Indicates a mandatory field

***** Are you applying for a USI on behalf of another person? Yes No

Cancel Next

? HELP

Applying on behalf of another person

If you are applying for a USI on behalf of another person, the details entered on this screen will be included in the

6.

***** Indicates a mandatory field

EVIDENCE OF IDENTITY

Document Type *****

Non-Australian Passport (with Aust

NON-AUSTRALIAN PASSPORT (WITH AUSTRALIAN VISA) DETAILS

Passport Number *****

Visa Documentation

PERSONAL DETAILS

Name Details

Do you have a First Name and Family Name e.g. John Smith? **Select "Yes" !!!**

Yes No, I only have one name

First/Given Name *****

Middle Name/s

Family/Last Name *****

If you have forgotten your existing USI number, please follow below instructions to retrieve it.

1.

usi.gov.au — Private

A USI - Unique Student Identifier is a reference number that creates an online record of your training and qualifications attained in Australia.

If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment.

A USI is for life! You only have to create it once

Your USI

- Create a USI >
- Forgot your password >
- Find your USI >
- View your transcript >
- Update your details >
- Student Login >**

Training Organisation

- Find a Student USI >
- Create a Student USI >
- Verify a Student USI >
- Training Organisation Login >
- Employer >

NEWS UPDATE

2.

portal.usi.gov.au

Australian Government **USI** Unique Student Identifier

You are here: Home

USI STUDENT PORTAL

On this page you can:

- Create a USI account (if you don't already have one)
- View your application status
- Login to your USI account
- Retrieve your USI
- Reset your password
- Activate your USI account.

CREATE USI

If you do not have a USI account you can create one now, it should only take you about 5 minutes.

You only need to fill in a few details and have one form of ID to verify who you are. Please select **Create USI** to start your application.

Create USI

FORGOTTEN USI

If you have forgotten your USI, you can retrieve it in just a few minutes. Please select **Forgotten USI** to retrieve it. You will need to enter a few details and answer your Check Questions to verify who you are.

If you have not activated your USI account you will need one form of ID to verify who you are.

Forgotten USI

3.

portal.usi.gov.au

Australian Government **USI** Unique Student Identifier

You are here: Home > Forgotten USI

FORGOTTEN USI

* Indicates a mandatory field

* Select one of the following options to retrieve your USI

- Enter your email address to retrieve USI
- Enter your mobile number to retrieve USI
- Enter your personal information to retrieve USI

HELP

Select one of the following options to retrieve your USI. The email address, mobile number or personal details must be the same as you used to create your USI account.

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Times are shown in Canberra, Australia time. Version: 2020.01.15.1