



Login to the USI Registry System

Click on
https://www.usi.gov.au
/help/login-to-usiregistry and select
Login to your account
now for Student Portal









Tick - I agree to the Terms and Conditions and click on the Next button

TERMS AND CONDITIONS

IT IS IMPORTANT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE USING THIS WEBSITE.

The USI website Terms and Conditions define our shared responsibilities in regards to:

- · Your personal information and privacy;
- Information security;
- Accessibility.

Education or training providers <u>must not use this portal</u> (Student Portal) to create, view, or update student USIs. Organisations can only operate on behalf of a student through their integrated student management system or via the <u>USI Organisation Portal</u>.

By agreeing to the terms and conditions I acknowledge that giving of false or misleading information is a serious offence.

I agree to the <u>Terms and Conditions</u>.

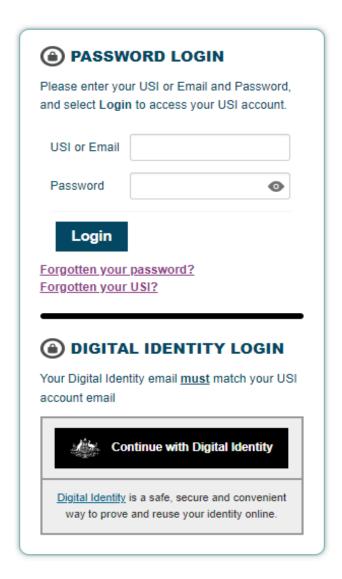
More information in regards to the USI website terms and conditions can be found here.

Next



To login and access your USI account, enter your USI or Email and Password.

Alternatively, you can login via Digital Identity which is connected to your myGovID.





Click on **Provide** your USI

USI STUDENT PORTAL

Update Personal Details

Please select to update your personal details.

Update Contact Details

Please select to update your contact details.

Change Password

Please select to change your password.

Change Check Questions

Please select to change your check questions.

Provide your USI

Please select to print or email your USI verification details or to manage access permissions for your account.

View VET Transcript

Please select to access your VET transcript.

VET Transcript History

Please select to view downloaded VET transcript history.



Scroll down the page and click on the **Add Organisation** button

SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS

You can set up access for organisations to view and/or update your USI account. You can also set up access for organisations to view your transcript. Providing access to your USI account and your transcript may assist your training organisation to process your enrolment.

If you have already set access permissions for an organisation to view and/or update your USI account they will be listed below.

Select Edit to update the current permissions, Remove to remove the current permissions or Add Organisation to search and set permissions for a particular organisation.

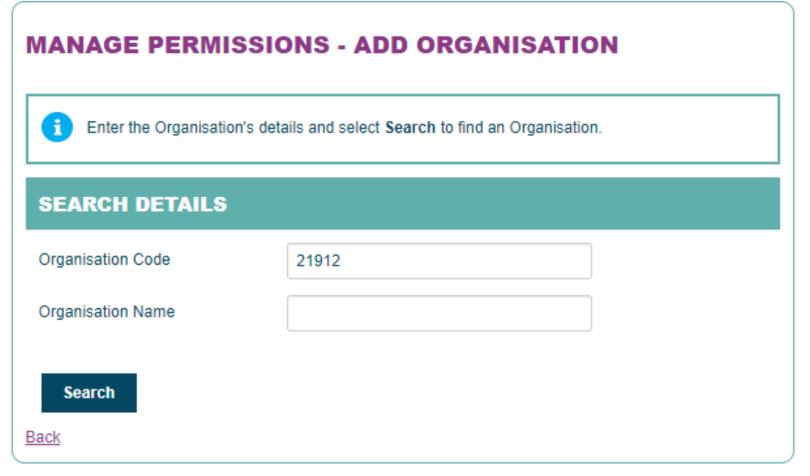
Organisation	Organisation	Expiry	View	Update	View VET
Name	Code	Date	Details	Details	Transcripts

Add Organisation

Return to home page

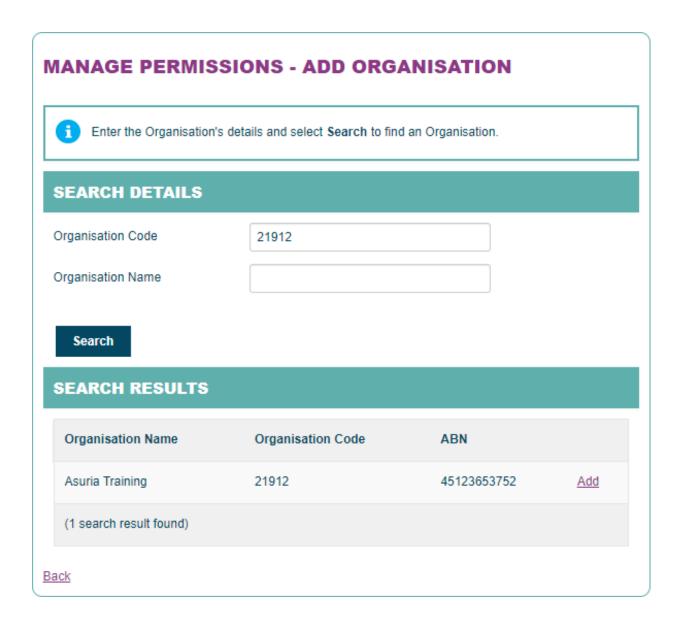


Enter **21912** as the **Organisation Code** and click on **Search**





Click on **Add** for the returned search result

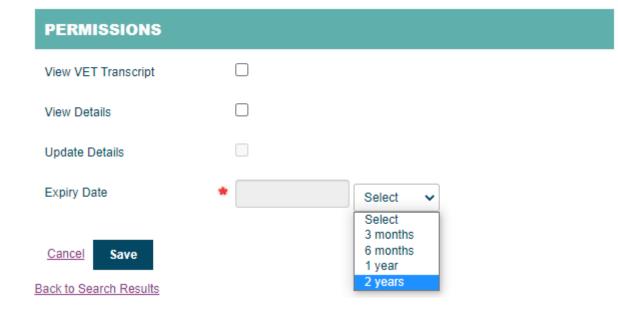




Tick on View VET
Transcript and View
Details in the
Permissions section

Select **2 years** for **Expiry Date**

Click on the Save button





You can allow an Organisation to view or update your USI account.

The Permissions you can give an Organisation are:

- View VET Transcript allows the Organisation to view your transcripts.
- View Details allows the Organisation to view your personal and contact details.
- Update Details allows the Organisation to view and update your personal and contact details. Only Registered Training Organisations are able to update your details.

Expiry Date gives the Organisation a specific period (from the date of permission) in which they can view or update your details. You can set a permission expiry date by selecting one of the following:

- 3 Months
- 6 Months
- 1 Year
- 2 Years

After the Expiry Date has passed the Organisation will not be able to access your USI account. You may change the expiry date at any time.



You will be redirected to a confirmation page.

Type in admissions@asuria.com.au
in the <a href="mailto:Emailto:

Please allow up to **5 working days** to review and process your Credit Transfer request.

PROVIDE YOUR USI



To help your training organisation to verify your USI you can print or email your USI verification details to them on this screen. You can also set permissions to allow your training organisation to view and/or update your USI account details or view your transcript.



The Organisation has been successfully added to your Permission list.

PRINT YOUR USI

The print out will include your USI, your name and your date of birth. Please take care when using a shared printer if others may see your details.

Print USI

EMAIL YOUR USI

The USI Office can send an email containing your USI verification details to your education or training provider on your behalf. Before including your provider please check that they wish to receive this information by email as they may need you to enter your USI directly into their systems.

Please note the email will include personal information about you including your USI, your name and your date of birth. Enter the email address or addresses (separated by a comma) in the box below and then select Send.

admissions@asuria.com.au



Send

For any questions, please contact us at:

admissions@asuria.com.au www.asuria.com.au/training

