





# **Steps to grant Asuria access to view your USI transcript**



# Step 1

## Login to the USI Registry System

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

	
<b>Students</b>	<b>Education and Training Providers</b>
Login to the Student Portal	Login to the Organisation Portal
If you have a USI, login here to access your account.	If you are a Registered Training Organisation or Higher Education Provider, login here to access our services.
<a href="#">Login to your account now</a> >	<a href="#">Login Now</a> >



# Step 2

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 must not use this portal (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 [USI Organisation Portal](#).

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

☒ I agree to the [Terms and Conditions](#). \*


More information in regards to the USI website terms and conditions can be found [here](#).

Next

# Step 3

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.

 **PASSWORD LOGIN**

Please enter your USI or Email and Password, and select **Login** to access your USI account.


USI or Email

Password


Login

[Forgotten your password?](#)  
[Forgotten your USI?](#)

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 **DIGITAL IDENTITY LOGIN**

Your Digital Identity email must match your USI account email

 **Continue with Digital Identity**

[Digital Identity](#) is a safe, secure and convenient way to prove and reuse your identity online.

# Step 4

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.

# Step 5

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

[Return to home page](#)

# Step 6

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

## MANAGE PERMISSIONS - ADD ORGANISATION

 Enter the Organisation's details and select **Search** to find an Organisation.

### SEARCH DETAILS

Organisation Code	<input type="text" value="21912"/>
Organisation Name	<input type="text"/>


**Search**

[Back](#)

# Step 7

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

## MANAGE PERMISSIONS - ADD ORGANISATION

 Enter the Organisation's details and select **Search** to find an Organisation.

### SEARCH DETAILS

Organisation Code

Organisation Name

**Search**

### SEARCH RESULTS

Organisation Name	Organisation Code	ABN	
Asuria Training	21912	45123653752	<a href="#">Add</a>
(1 search result found)			

[Back](#)



# Step 8

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

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

Click on the **Save** button

**PERMISSIONS**

View VET Transcript	<input type="checkbox"/>
View Details	<input type="checkbox"/>
Update Details	<input type="checkbox"/>
Expiry Date	<div><div>*</div><div></div><div><div>Select</div><div><div>Select</div><div>3 months</div><div>6 months</div><div>1 year</div><div>2 years</div></div></div></div>

Cancel

Save

[Back to Search Results](#)

## ? HELP

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.

# Step 9

You will be redirected to a confirmation page.

Type in [admissions@asuria.com.au](mailto:admissions@asuria.com.au) in the **Email Your USI** section and click on **Send** button.

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](mailto:admissions@asuria.com.au)

Send

For any questions,  
please contact us at:

[admissions@asuria.com.au](mailto:admissions@asuria.com.au)  
[www.asuria.com.au/training](http://www.asuria.com.au/training)

**ASÜRİA**

ASSURED PEOPLE SERVICES