HOW TO CREATE YOUR UNIQUE STUDENT IDENTIFIER (USI) PROCEDURE

Available from: https://www.usi.gov.au

All students studying nationally recognised training are now required to have a Unique Student Identifier (USI). A USI is an account, or reference number, comprising of numeric and alpha characters. The USI will allow students online access to their training records and results (transcript) through their online USI account.

A USI will allow you to have reliable online access to your record of training history. The USI will stay with you for life and will be recorded with any nationally recognised Vocational Education and Training (VET) courses that are undertaken from January 2015.

Have at least one form of ID from the list below ready:
- Drivers Licence
- Medicare Card (a current Medicare card where your name is included)
- Australian Passport
- Visa (with Non-Australian passport) for international students
- Birth Certificate (Australian) Note: a birth certificate extract is not sufficient
- Certificate of Registration by Descent
- Citizenship Certificate
- Immigration Card (Immicard)

CREATING YOUR USI – AUSTRALIAN STUDENTS

Go to https://www.usi.gov.au

1. Click on Create my USI.
2. Click on ‘I am an Australian Student’.
3. Click the type of ID you have.
4. Click ‘Create your USI now’.
5. Check the box ‘I agree to the Terms and Conditions’.

6. Click Next.

7. Click ‘Create USI’.

8. Fill in your Personal Details, making sure that you use your FULL LEGAL NAME including any middle name. The red asterix (*) beside a field indicates it is compulsory and must be completed. Your TAFE email address is not suitable as it expires when your course finishes. You can create a free Gmail address if you don’t already have an email address.

9. Click next.

10. Check your details carefully.

11. Click next.

12. Select the evidence you wish to present.

13. Click next.

14. Enter the requested details as shown on your form of ID.

15. Click next.

16. You will now be asked to create your USI password.
Set your USI account password and questions for security. It is important to choose a password and questions and answers that you can remember:

Password: A valid password must be:
At least nine characters long and contain three of the following character sets:
- Contain lowercase letters a-z, and
- Contain uppercase letters A-Z, and
- Contain numbers 0-9, and
- Contain special characters !, @, #, $, %, ^, &, *

For example: P4j6k&24Y or a minimum of 12 characters from one character set. For example: aeobgujkwtsrt

SECRET QUESTIONS AND ANSWERS

You are required to set 2 ‘Secret Questions and Answers’, choosing from questions in the dropdown box, or you can choose to create your own. Below is the list of questions you can choose from. Your answers must be less than 40 characters.

- What was your childhood nickname?
- What is the name of your best friend?
- What street did you live on in primary school?
- What is your oldest sibling’s middle name?
- What primary school did you attend?
- What is your oldest cousin’s first and last name?
- What was the name of your favourite animal?
- In what city or town did your mother and father meet?
- What was the last name of your primary school teacher?
- What is your grandmother’s maiden name?
- In what city or town was your first job?
- Where was your wedding reception held?
- Write your own Question.

Your USI will now be displayed on the screen. It will be made up of numbers and letters. You should write down your USI somewhere safe or enter it into your phone for safe keeping. Your USI will also be sent to you by either your email, phone or by mailing address (which ever you choose as your preferred contact method when creating your USI). Be sure to bring your USI with you each time you enrol in a VET course.

There are a few more steps before TAFE NSW can finalise your enrolment.

Return to the home page and select ‘Student Login’. Enter your USI and password in the ‘Login’ box.

When the ‘Confirm Details’ screen loads, click on ‘Update’ in Current Permissions.

1. Select ‘Add Organisation’.
2. Search by either TAFE NSW – Hunter Institute or Code 90002.
3. Add TAFE NSW – Hunter Institute to your permissions list for the duration of your course or up to a maximum period of 5 years.
4. Select the box ‘View Details’ only.
5. Click on ‘Save’.
6. Click on ‘Log Out’ at the top right of the screen.
7. Remember the above steps must be completed before your enrolments can be finalised.
STUDENTS WITH DUPLICATE USI

When you create your USI, the system will check existing accounts and advise if there is a USI account already established. If you become aware of the possibility of you having two USIs, please report to https://www.usi.gov.au/ or advise the TAFE NSW representative so they can assist you.

STUDENTS WITH FORGOTTEN USI OR PASSWORD

Go to https://www.usi.gov.au/

Click on ‘Not sure if I have a USI / find my USI’ or for password resetting click on ‘Reset my password’

NB:

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

NOT SURE IF I HAVE A USI / FIND MY USI

This option will allow you to obtain a USI. You will need to select one of the three options:

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

RESET MY PASSWORD

This option will allow you to obtain your password. You will need to select one of the three options:

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