HOW TO CREATE YOUR UNIQUE STUDENT IDENTIFIER (USI) PROCEDURE

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.

Go to http://www.usi.gov.au and follow these steps to create your Unique Student Identifier (USI).

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) *a Birth Certificate extract is not sufficient
- Certificate of Registration by Descent
- Citizenship Certificate
- Immigration Card (ImmiCard)

CREATING YOUR USI – AUSTRALIAN STUDENTS

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

Click on Create my USI
Click on ‘I am an Australian Student’

The following will appear:

Click the type of ID you have below

Verify your identity

In order to create a USI, we need to verify your identity. You can use one of the following forms of ID.

What form of ID do you want to use? *

- Australian Passport
- Australian birth certificate
- Australian Driver’s Licence
- Medicare Card
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard
Click ‘Create your USI now’

Check the box ‘I agree to the Terms and conditions’

Click next

Click ‘Create USI’

Based on Version 9 June 2016
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 NSW 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.

Click next
Check your details carefully!

CREATE USI - CONFIRM DETAILS

Please confirm that your details are correct and select Next. If you wish to make changes please select Back.

PERSONAL DETAILS

First Name  John  
Middle Name  
Family Name  Smith  
Date of Birth  01/01/1990  
Country of Birth  Australia  
Town/City of Birth  NEWCASTLE  
Gender  Male  

CONTACT DETAILS

Email Address  john.smith@live.com  
Mobile Phone  0434111111  
Home Phone  0249494949  
Country of Residence  Australia  
Address  1 Ocean Parade  
Suburb/Town/City  NEWCASTLE  
State  NSW  
Postcode  2300  

Click next
Select the evidence you wish to present

Click next

Evidence of Identity: Enter the requested details as shown on your form of ID

Example of Medicare below:

Click next
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 (9) characters long and contain three (3) 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

1. 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. Over the page 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
2. Your USI will now be displayed on the screen. It will be made up of numbers and letters. You should write down, print or take a photo of your USI and keep it 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.

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

4. Return to the ‘Home Page’ and select ‘Student Login’. Enter your USI and password in the ‘Login’ box.

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

**UPDATING 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.

1. Click on ‘Save’.
2. Search by either NSW - State Training Services or Code TA0002.
3. Add NSW - State Training Services 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.

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 www.usi.gov.au or advise the TAFE NSW representative so they can assist you.
STUDENTS WITH FORGOTTEN USI OR PASSWORD

Go to www.usi.gov.au

Click on

1. Click on ‘I want to login to my USI account’.

Note: the ‘I have forgotten my password’ and ‘I have forgotten my USI’ will take you to a set of instructions only.

Select ‘Forgotten your USI?’ or ‘Forgotten your password?’

For ‘Forgotten your USI’ you will need to fill in all the mandatory fields (*) and click next. To verify who you are to display your USI. The details must be the same as those you entered when you applied for or last updated your USI account.

To reset your password you will be asked to:
• Enter your USI or email
• Answer your secret questions
• Verify your identity by providing details of one of the forms of ID listed at Step 1