

HOW TO CREATE A UNIQUE STUDENT IDENTIFIER (USI)

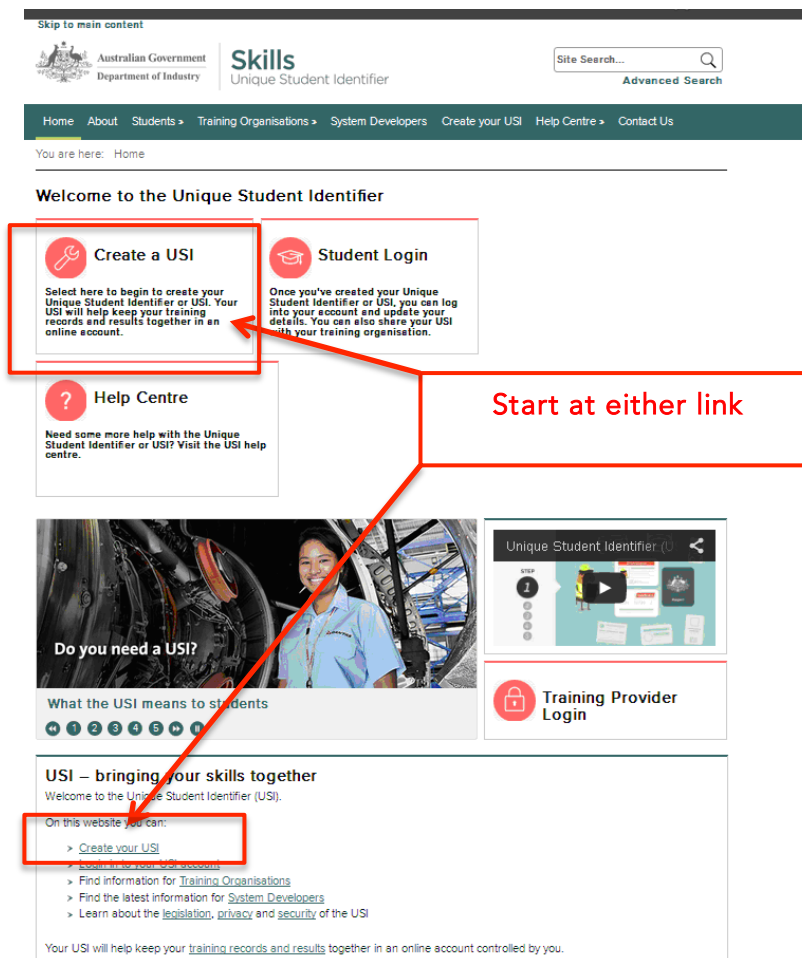
STEP BY STEP INSTRUCTIONS FOR STUDENTS TO SET UP AN USI.

All accredited VET Training and Assessments will require you to nominate your USI to the Registered Training Organisation (RTO). You can set up your USI yourself, or you can get Your Licence to set it up on your behalf.

These are the steps to creating your own USI through <http://www.usi.gov.au>

STEP 1

From the home page of <http://www.usi.gov.au>, you can start by clicking on 'Create a USI':

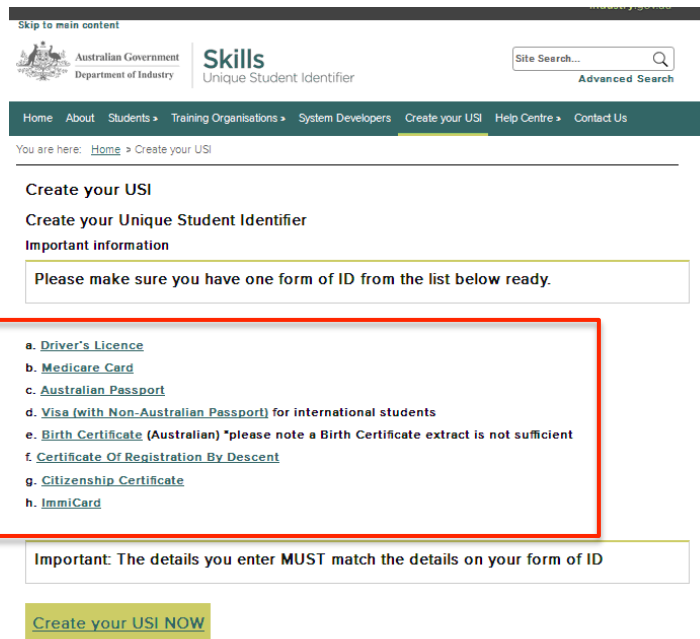


The screenshot shows the homepage of the Unique Student Identifier (USI) website. The page is titled "Skills Unique Student Identifier" and is part of the Australian Government Department of Industry. The main navigation menu includes "Home", "About", "Students", "Training Organisations", "System Developers", "Create your USI", "Help Centre", and "Contact Us".

Key features and links highlighted with red boxes and arrows:

- Create a USI:** A red box highlights the "Create a USI" link, which is accompanied by a red icon of a wrench and screwdriver. The text below it reads: "Select here to begin to create your Unique Student Identifier or USI. Your USI will help keep your training records and results together in an online account."
- Student Login:** A red box highlights the "Student Login" link, which is accompanied by a red icon of a graduation cap. The text below it reads: "Once you've created your Unique Student Identifier or USI, you can log into your account and update your details. You can also share your USI with your training organisation."
- Help Centre:** A red box highlights the "Help Centre" link, which is accompanied by a red icon of a question mark. The text below it reads: "Need some more help with the Unique Student Identifier or USI? Visit the USI help centre."
- Start at either link:** A red box with the text "Start at either link" has arrows pointing to the "Create a USI" and "Student Login" links.
- Do you need a USI?:** A red box highlights the "Do you need a USI?" link, which is accompanied by a red icon of a question mark. The text below it reads: "What the USI means to students".
- Training Provider Login:** A red box highlights the "Training Provider Login" link, which is accompanied by a red icon of a padlock.
- USI - bringing your skills together:** A red box highlights the "Create your USI" link in the "On this website you can:" section. The text below it reads: "Welcome to the Unique Student Identifier (USI). On this website you can: > Create your USI".

You will need a form of identification, so be sure to have one from the list below before you start.



Skip to main content

Australian Government
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Skills
Unique Student Identifier

Site Search...
Advanced Search

Home About Students > Training Organisations > System Developers Create your USI Help Centre > Contact Us

You are here: [Home](#) > Create your USI

Create your USI

Create your Unique Student Identifier

Important information

Please make sure you have one form of ID from the list below ready.

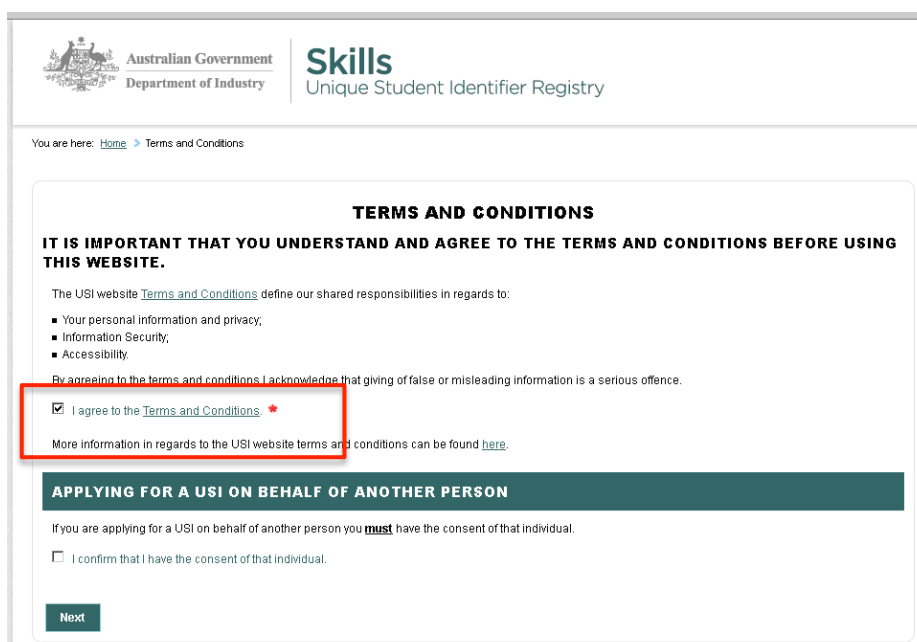
- a. [Driver's Licence](#)
- b. [Medicare Card](#)
- c. [Australian Passport](#)
- d. [Visa \(with Non-Australian Passport\)](#) for international students
- e. [Birth Certificate \(Australian\)](#) *please note a Birth Certificate extract is not sufficient
- f. [Certificate Of Registration By Descent](#)
- g. [Citizenship Certificate](#)
- h. [ImmiCard](#)

Important: The details you enter **MUST** match the details on your form of ID

[Create your USI NOW](#)

STEP 2

You are required to state that you've read the Terms and Conditions of setting up a USI. You will need to agree to these before you can proceed in creating a USI.



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You are here: [Home](#) > Terms and Conditions

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.

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](#). *

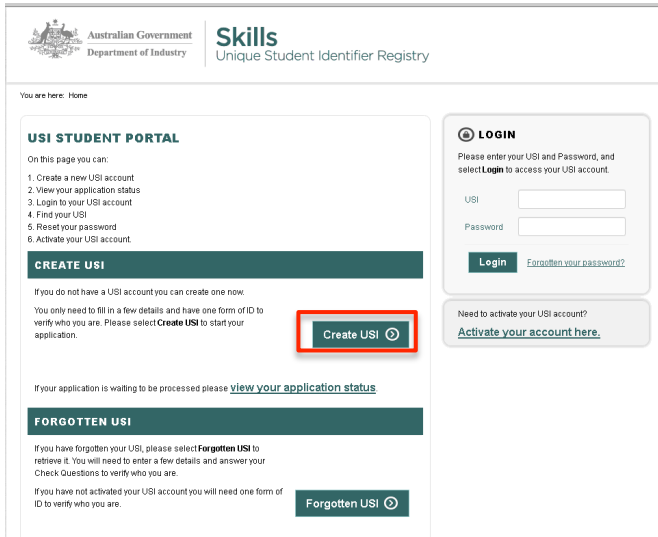
More information in regards to the USI website terms and conditions can be found [here](#).

APPLYING FOR A USI ON BEHALF OF ANOTHER PERSON

If you are applying for a USI on behalf of another person you **must** have the consent of that individual.

I confirm that I have the consent of that individual.

[Next](#)



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You are here: Home

USI STUDENT PORTAL

On this page you can:

1. Create a new USI account
2. View your application status
3. Login to your USI account
4. Find 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. 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.

If your application is waiting to be processed please [view your application status](#)

FORGOTTEN USI

If you have forgotten your USI, 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.

LOGIN

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

USI:

Password:

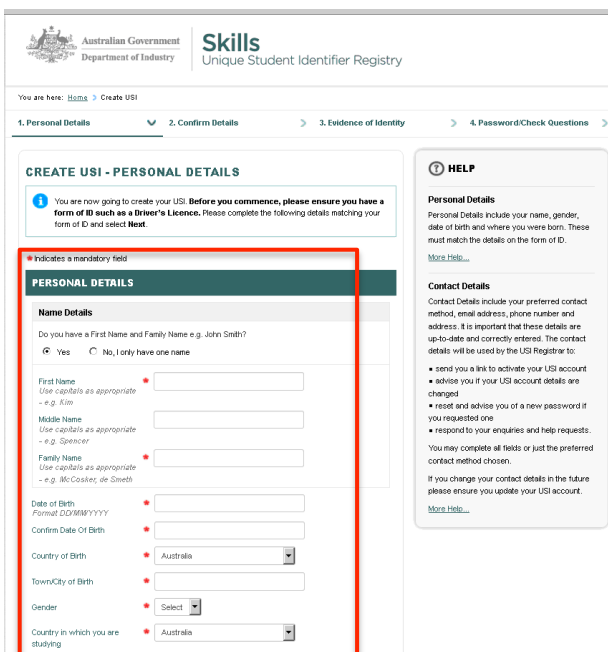
Login [Forgotten your password?](#)

Need to activate your USI account?
[Activate your account here.](#)

You can then continue on with creating your USI.

STEP 3

To start creating your USI, you will need to enter in your personal details. All the fields with red asterisks are mandatory fields and must be completed.



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You are here: Home > Create USI

1. Personal Details > 2. Confirm Details > 3. Evidence of Identity > 4. Password/Check Questions >

CREATE USI - PERSONAL DETAILS

PERSONAL DETAILS

Name Details

Do you have a First Name and Family Name e.g. John Smith?
 Yes No, I only have one name

First Name

Middle Name

Family Name

Date of Birth

Confirm Date Of Birth

Country of Birth

Town/City of Birth

Gender

Country in which you are studying

HELP

Personal Details

Personal Details include your name, gender, date of birth and where you were born. These must match the details on the form of ID.

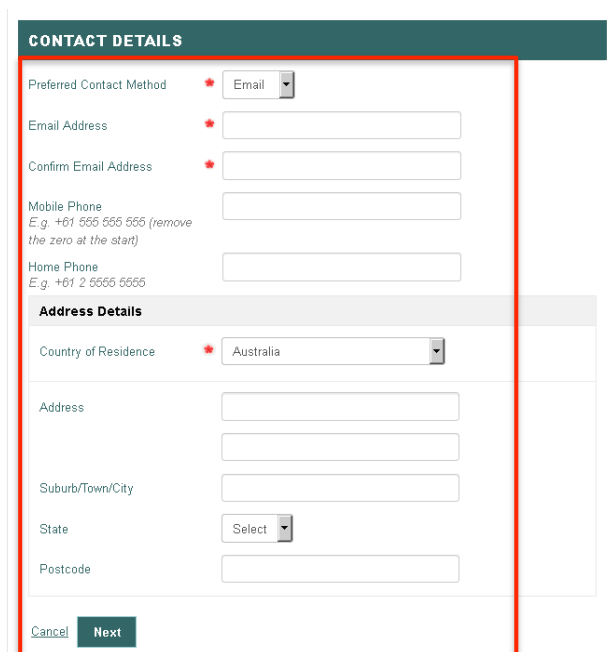
Contact Details

Contact Details include your preferred contact method, email address, phone number and address. It is important that these details are up-to-date and correctly entered. The contact details will be used by the USI Registrar to:

- send you a link to activate your USI account
- advise you if your USI account details are changed
- reset and advise you of a new password if you requested one
- respond to your enquiries and help requests.

You may complete all fields or just the preferred contact method chosen.

If you change your contact details in the future please ensure you update your USI account.



CONTACT DETAILS

Preferred Contact Method

Email Address

Confirm Email Address

Mobile Phone
E.g. +61 555 555 555 (remove the zero at the start)

Home Phone
E.g. +61 2 5555 5555

Address Details

Country of Residence

Address

Suburb/Town/City

State

Postcode

Cancel **Next**

STEP 4

In this step you will need to select a form of identification and input the necessary details.

CREATE USI - EVIDENCE OF IDENTITY

We need to confirm your identity. Please select a form of ID and select **Next**

Indicates a mandatory field

DOCUMENT TYPE

Document Type

- Driver's Licence
- Medicare Card
- Passport (Australian)
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

Cancel Back Next

CREATE USI - EVIDENCE OF IDENTITY

Please select the State or Territory in which the Driver's Licence was issued and the licence number, and select **Next**. See the example below or see **Help**

Indicates a mandatory field

DRIVER'S LICENCE DETAILS

First Name

Middle Name

Family Name

Date of Birth

State

Licence Number

Example of a Driver's Licence

Cancel Back Next

STEP 5

The next step is to set your passwords, questions and answers.

CREATE USI - SET PASSWORD, QUESTIONS AND ANSWERS

Your account is protected by a password, and check questions and answers. It is important to choose a password, and check questions and answers that you can remember. Please refer to **Help** to create a valid password. Please set your password and check questions/answers, and select **Next**.

Indicates a mandatory field

SET PASSWORD

Password Invalid

Password Confirmation

SET QUESTIONS AND ANSWERS

Question 1

Answer 1

Question 2

Answer 2

Cancel Next

CREATE USI - SUCCESS

Your USI account has been created.

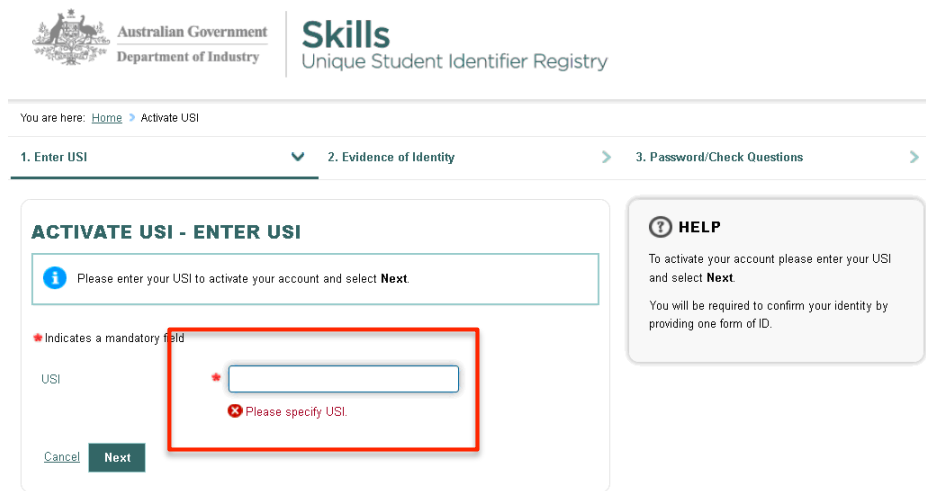
Your USI ID is **00000000000000000000000000000000**.

You will need this number to log in to your account.

[Return to home page](#)

STEP 6

The final step in creating your USI is to activate it by heading back to home page and follow the prompts. You will receive an email that contains your USI. You will need to view that email to get your USI to activate it on the home page.



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You are here: [Home](#) > Activate USI

1. Enter USI 2. Evidence of Identity 3. Password/Check Questions

ACTIVATE USI - ENTER USI

i Please enter your USI to activate your account and select **Next**.

* Indicates a mandatory field

USI

x Please specify USI.

[Cancel](#) [Next](#)

? **HELP**

To activate your account please enter your USI and select **Next**

You will be required to confirm your identity by providing one form of ID.

Once you've set up your USI, be sure to store the details somewhere for easy reference in the future. Each time you undertake in any training, you will need to tell your RTO – like Your Licence, your USI details.

Your USI is accredited, nationally recognized and authentic.