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](http://www.usi.gov.au)

**STEP 1**

From the home page of [http://www.usi.gov.au](http://www.usi.gov.au), you can start by clicking on ‘Create a USI’:
You will need a form of identification, so be sure to have one from the list below before you start.

**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.

**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.

Any attempted deliberate and or fraudulent use of the system or providing 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
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.
STEP 4

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

STEP 5

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

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.