

UNIQUE STUDENT IDENTIFIER (USI)

HOW TO APPLY - INSTRUCTIONS

USI...bringing your skills together

WHAT IS THE USI?

- A joint initiative between the Australian and State and Territory Governments. It is supported by the [Student Identifiers Act 2014](#).
- A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: **3AW88YH9U5**
- Your USI account will contain all your nationally recognised training records and results from January 1 2015 onwards.
- Under the legislation training organisations can only issue certification when they have received your USI

DO YOU NEED A USI?

- If you are undertaking nationally recognised training, you will need to have a USI from January 1 2015
- This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- School students completing nationally recognised training;
- Students continuing with nationally recognised training. This means you have already started your course in a previous year (and not completed it) and will continue studying after January 1 2015.

CAN I APPLY FOR A USI ON SOMEONE'S BEHALF?

Yes, however please be aware that you must first have the student's permission to do this. You will also be required to tick a box in the Terms and Conditions screen to confirm you have permission of the student to do so.

HOW TO APPLY

The application process should only take a few minutes to complete. It is important to record your USI somewhere safe when you have received it as you will be required to provide it for all nationally accredited training that you complete in the future.

Step One – The Website

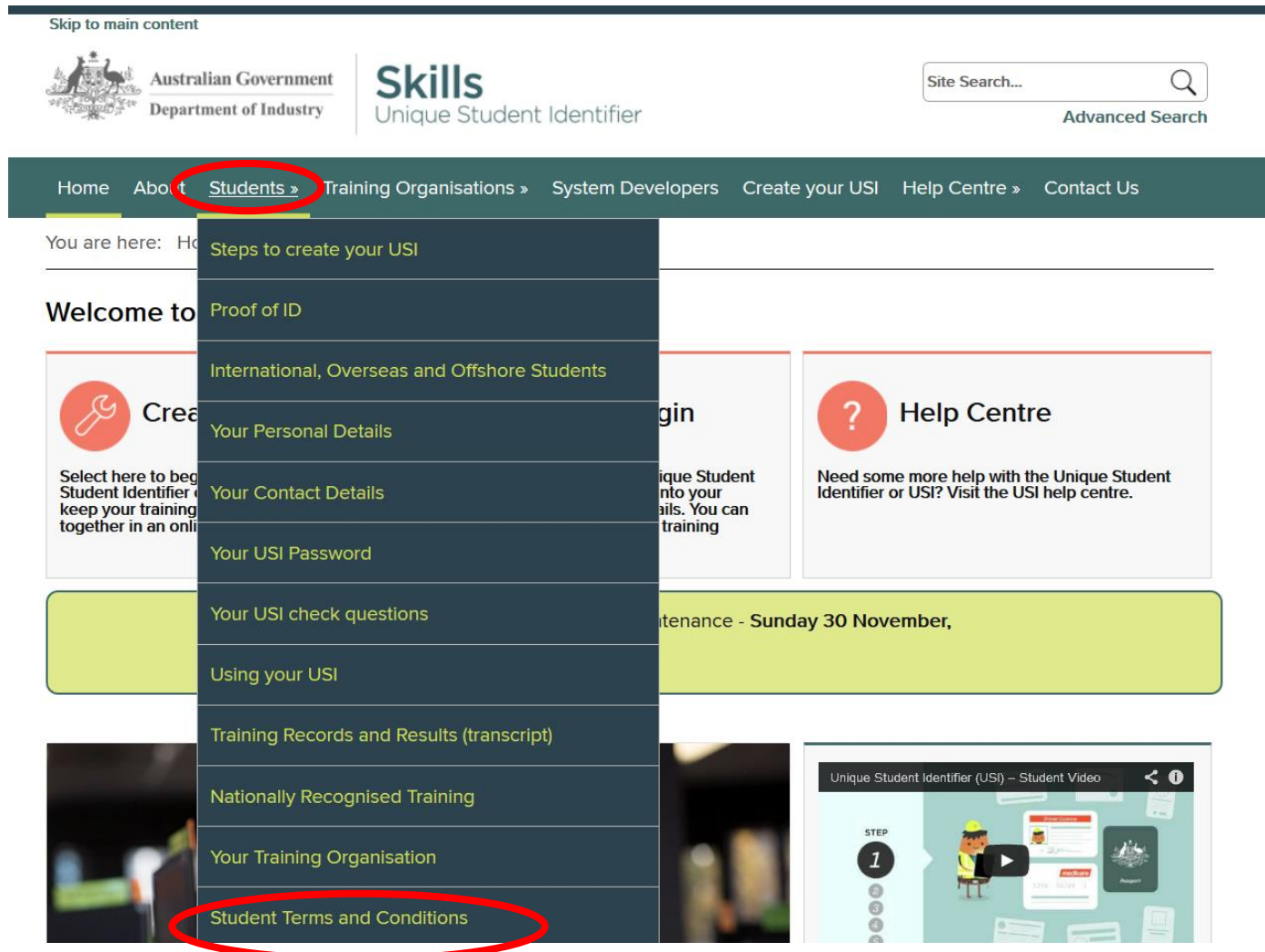
- Go to the USI Registry website www.usi.gov.au and familiarise yourself with the process and requirements. During the application process you will be asked to accept the terms and conditions of the website.

The home page appears as below:

The screenshot shows the homepage of the Unique Student Identifier (USI) Registry. At the top right, the text 'industry.gov.au' is displayed. Below this is a dark blue navigation bar with the following links: Home, About, Students », Training Organisations », System Developers, Create your USI, Help Centre », and Contact Us. The 'Home' link is highlighted with a yellow underline. Below the navigation bar, the text 'You are here: Home' is displayed. The main content area features a header with the Australian Government Department of Industry logo on the left, the 'Skills Unique Student Identifier' logo in the center, and a search bar on the right labeled 'Site Search...' with a magnifying glass icon and a link to 'Advanced Search'. Below the header, there are three main content boxes, each with a red circular icon and a title:

- Create your USI**: 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**: 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**: Need some more help with the Unique Student Identifier or USI? Visit the USI help centre.

- The green banner across the top of the screen provides the site menu. To view FAQ's and specific information in regards to the USI and the application process, you can select either the 'Students' option from this banner or the 'Help Centre' as shown below. If you hover over each option, a sub-menu will appear to allow you to select a specific topic. The terms and conditions can be found under the 'Students' menu:



Skip to main content

You are here: [Home](#) > [Help Centre](#) > Student help

Student help

[Problems creating a USI](#)

[Create a USI](#)

[Information needed to apply for a USI](#)

[Access to my USI account](#)

[About privacy and security of my information](#)

[General USI questions](#)

[Using your USI account](#)

Student Help

[Problems creating a USI](#)

[Create a USI](#)

[Information needed to apply for a USI](#)

[Access to my USI account](#)

[About privacy and security of my information](#)

[General USI questions](#)

[Using your USI account](#)

[Student help »](#) 

[Problems creating a USI](#)

[Training organisation help »](#)

[Create a USI](#)

[Proof of ID Examples »](#)

[Information needed to apply for a USI](#)

[Access to my USI account](#)

[About privacy and security of my information](#)

[General USI questions](#)

[Using your USI account](#)

[▲ Back to top](#)

- When you are ready to begin the application to create your USI, you can select the 'Create USI' from the home page as below

industry.gov.au

Skip to main content

Australian Government
Department of Industry


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](#)

Welcome to the Unique Student Identifier

 **Create your USI**
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**
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**
Need some more help with the Unique Student Identifier or USI? Visit the USI help centre.

STEP TWO – Prepare your ID and personal information

- To ensure you are only ever issued one single USI number, and to enable accurate recording of your results – you will need to provide details from one form of acceptable ID as listed below. Click '*Continue*' when you are ready:


The screenshot shows the Skills Unique Student Identifier (USI) website. At the top right, the URL 'industry.gov.au' is displayed. Below the header, there is a navigation menu with links: Home, About, Students », Training Organisations », System Developers, Create your USI (highlighted), Help Centre », and Contact Us. A search bar is located on the right side of the header. Below the navigation menu, the breadcrumb trail reads: 'You are here: [Home](#) > Create your USI'. The main heading is 'Create your USI'. Below this, the text reads: 'For students (parents, guardians or carers) to create a USI. Please make sure you have one form of ID from the list below ready. Examples of acceptable forms of ID:'. A list of acceptable forms of ID is provided, including Driver's Licence, Medicare Card, Australian Passport, Visa (with Non-Australian Passport) for international students, Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient, Certificate Of Registration By Descent, Citizenship Certificate, and ImmiCard. Below the list, there is a link to 'Read more about the forms of ID needed to create a USI.'. A grey box contains the text: 'Important: The details you enter MUST match the details shown on your form of ID'. At the bottom, a green 'Continue' button is highlighted with a red circle.

industry.gov.au

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

For students (parents, guardians or carers) to create a USI

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

Examples of acceptable forms of ID:


- > Driver's Licence
- > Medicare Card
- > Australian Passport
- > Visa (with Non-Australian Passport) for international students
- > Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- > Certificate Of Registration By Descent
- > Citizenship Certificate
- > ImmiCard

[Read more](#) about the forms of ID needed to create a USI.

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

[Continue](#)

- You will then be required to accept the Terms and Conditions before proceeding. When you are ready you will need to select the check box next to the statement *'I agree to the Terms and Conditions'*. If you are applying for a USI on someone's behalf you will also be required to confirm you have the consent of that individual before selecting *'Next'* to continue:

 **Australian Government**
Department of Industry

Skills
Unique Student Identifier Registry

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

The next page is the *'USI Student Portal'* and will provide you with several options related to your USI, including:

1. Create USI
2. Forgotten USI (if you have previously created one and can't remember it)
3. Activate your account (this will be completed at the end of the application process where you can set your password etc)
4. Log in (if you have already created and activated your USI and wish to view your account)

At this stage you will need to select the *'Create USI'* option:

Australian Government
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Unique Student Identifier Registry

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.

[Create USI](#)

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.

[Forgotten USI](#)

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.](#)

STEP THREE – Your personal details

Enter your personal details. It is important that the details you enter here exactly match the details as shown on the proof of ID you will be using. Otherwise the USI will not verify and you will not be able to complete the application process. Key points to remember when entering *'Personal Details'* are:

- The personal details must be entered *as* they are shown on the student's form of ID (eg you must enter the first, and/or middle and the family name exactly as they are shown on the form of ID that the student has presented to you). Abbreviated or nicknames cannot be used unless shown on the form of ID.
- The first question on this screen is *'Does the student have a First Name and Family Name?'* This is asked because, in some societies, it is common for people to have one name. If only one name appears on the student's form of ID, please select *'No, the student only has one name'*. This will then display one field to be completed entitled *'Name'*.
- There are some fields on this screen that are mandatory. They are indicated by a red asterisk ***. The system prevents progressing from this screen if the mandatory fields are not completed.
- If you require information about how to complete the personal details fields select *'Help'* on the right of the screen.
- A comprehensive help guide appears as a popup screen of you select the *'Help'* option at the right hand side of the screen.

The screenshot displays the Australian Government Department of Industry USI portal. The main page is titled 'CREATE USI - PERSONAL DETAILS' and shows a progress bar with '1. Personal Details' selected. A message states: 'You are now going to create a USI account or update your details. Please ensure you have the student's permission and ensure you have the student's permission and Please ensure the details match the form of ID'. Below this is a section for 'PERSONAL DETAILS' with a 'Name Details' field containing the question 'Does the student have a First Name and Family Name?'. A red asterisk indicates a mandatory field. A 'Personal Details Help' popup is open, providing instructions for 'First Name', 'Middle Name', and 'Family Name'. The popup text is as follows:

Personal Details Help

- First Name**
 - First Name must be the same first name shown on the form of ID
 - Given name, forename or Christian name are other terms used for first name
 - Abbreviated or nicknames may not be used unless they are shown on the form of ID.
- Middle Name**
 - Middle Name must be the same middle name shown on the form of ID
 - Second name or second given name are other terms used for middle name
 - Abbreviated or nicknames may not be used unless they are shown on the form of ID.
- Family Name**
 - Family Name must be the same family name shown on the form of ID
 - Surname or last name are other terms used for family name
 - Abbreviated or nicknames may not be used unless they are shown on the form of ID.

The background page also shows a 'Log Out' button and a 'HELP' section with 'Personal Details' and 'Contact Details' subsections.

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

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

CREATE USI - PERSONAL DETAILS

i You are now going to create your USI. **Before you commence, please ensure you have a form of ID such as a Driver's Licence.** Please complete the following details matching your form of ID and select **Next**.

★ Indicates a mandatory field

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 ★
Use capitals as appropriate
- e.g. Kim

Middle Name
Use capitals as appropriate
- e.g. Spencer

Family Name ★
Use capitals as appropriate
- e.g. McCosker, de Smeth

Date of Birth ★
Format DD/MM/YYYY

Confirm Date Of Birth ★

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.

[More Help...](#)

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.

[More Help...](#)

Mandatory fields are indicated by red asterisks *

★ Indicates a mandatory field

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 ★

*Use capitals as appropriate -
e.g. Kim*

Middle Name

*Use capitals as appropriate -
e.g. Spencer*

Family Name ★

*Use capitals as appropriate -
e.g. McCosker, de Smeth*

Date of Birth ★

Format DD/MM/YYYY

✘ The Date of Birth must in the format DD/MM/YYYY.

Confirm Date Of Birth ★

✘ 'Confirm Date Of Birth' and 'Date Of Birth' do not match.

Country of Birth ★

Town/City of Birth ★

[More Help...](#)

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.

[More Help...](#)

Trouble shooting:

If any mandatory fields have not been completed or are not in the correct format, you will not be able to proceed to the next step. The required fields will be appear with red text underneath them with advice on how to correct the information

STEP FOUR – Enter your contact details

You only need to complete the preferred contact method, however if you wish you can complete all fields if required or requested by the student. Please note that the contact details you enter will determine how you will receive confirmation of your USI from the USI Registry. Your confirmation will include a link that must be accessed on a computer in order to activate your USI account. When activating the account, you will be able to create a password for your account and if required give an RTO the right to view your details for the purpose of RPL for example.

Key points to remember when entering '*Contact Details*' are as follows:

- You must provide one Preferred Contact Method. The default is email. However, the student may choose to be contacted by mobile phone or mail. By selecting the Preferred Contact Method from the drop down list, the mandatory fields indicated by a red asterisk *, will show next to the field that is to be completed. For email and mobile, you are required to enter the student's details and re-enter to confirm they are correct.
- If the student selects mail as the preferred contact method, please ensure all the address fields are completed. You will also need to make the student aware that it will still be necessary for them to access a computer to activate their account and set their password and check questions, and to change their password or other account details.
- The student's Country of Residence can be selected from the drop down list. In most cases the country of residence will be Australia and this is the default displayed on this screen.
- It is important that the student's contact details are accurate and up to date so that they can be contacted by the USI Office. This may be to confirm changes to their account, password resets and respond to enquiries from the student.
- You need to advise your students to update their USI account if they change their contact details.
- There are some fields on this screen that are mandatory. They are indicated by a red asterisk *. The system prevents progressing from this screen if the mandatory fields are not completed.
- If you require information about how to complete the contact details fields select '*Help*' on the right of the screen. By choosing More Help at the end of the text, additional explanations will be displayed similar to the Personal Details.

CONTACT DETAILS

Preferred Contact Method



Email

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



Australia

Address

Suburb/Town/City

State

Select

Postcode

[Cancel](#)

[Next](#)

Mandatory fields are indicated by red asterisks *

Troubleshooting:

- An email address can only be used to create one (1) USI account. If you share an email address with a family member, then you may need to use one of the other preferred contact methods such as SMS or Post.


- If you do not share your email address, and receive a message stating that your address has already been used to create a USI account, then you may already hold a USI. In this case you should use the 'Forgotten USI' option outlined in STEP TWO of this document. It can also be accessed through the 'Student Login' option on the home page

STEP FIVE – Confirm the ‘Personal’ and ‘Contact’ details entered

It is important that all details have been entered correctly. The next screen gives you the opportunity to check. By selecting the ‘Back’ button you can return to the previous page to make any necessary corrections.

If you are confident the information is correct, select the ‘Next’ button at the bottom

CREATE USI - CONFIRM DETAILS

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

PERSONAL DETAILS

First Name	Test
Middle Name	
Family Name	Student
Date of Birth	01/01/1995
Country of Birth	Australia
Town/City of Birth	GOULBURN
Gender	M
Country in which you are studying	Australia

CONTACT DETAILS

Preferred Contact Method	Mail
Email Address	
Mobile Phone	
Home Phone	+61248228066
Country of Residence	Australia
Address	36 Chantry Street
Suburb/Town/City	GOULBURN DC
State	NSW
Postcode	2580

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

STEP SIX – Enter the details from your chosen form of ID

Simply select which form of ID you will be using by clicking the round checkbox directly next to that option.

If you are applying for a USI on behalf of another person, you must ensure you have their permission. It is easiest and preferable if the student is holding the ID document but acceptable for them to provide the information in another way of necessary. The information is checked automatically in a process that will normally take less than 30 seconds, by the Attorney General's Department, Documentation Verification Service.

If you do not hold any forms of ID as listed in the website, please contact either your trainer or Allens Training directly to discuss administration@allenstraining.com.au

Key points to remember when completing the *'Form of Id'* details are:

- There are some fields on this screen that are mandatory. They are indicated by a red asterisk *. The system prevents progressing from this screen if the mandatory fields are not completed.
- Most document types have examples that can be enlarged. Samples of all documents can also be viewed on the website.
- Some of the required fields are document specific according to the document type you are using (eg there are differences between birth certificates in different states and years).
- If you require further information about how to complete the Evidence of Identity fields, select *'Help'* on the right of the screen. By choosing one of the identity documents in the Help section, more information about that document is displayed.
- If you want to start again select the BACK button.
- Checking by the DVS will normally take no longer than 30 seconds.



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

1. Personal Details



2. Confirm Details



3. Evidence of Identity



4. Password/Check Questions



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](#)



HELP

Evidence of Identity

Evidence of Identity is the form of ID you need to select from the list. The details of the form of ID will be checked electronically through the Document Verification Service which verifies common Australian forms of ID.


The Document Verification Service can immediately verify your form of ID using one of the following:

- [Driver's Licence](#)
- [Medicare Card](#)
- [Passport \(Australian\)](#)
- [Visa \(with Non-Australian Passport\)](#)
- [Birth Certificate \(Australian\)](#)
- [Certificate Of Registration By Descent](#)
- [Citizenship Certificate](#)
- [ImmiCard](#)


Troubleshooting:

- All international students in Australia will have been issued with an Australian Visa. This will let you use your passport as proof of ID when creating your USI.

- When you select the form of ID you are using, the screen will change to display the relevant fields. See below example for a NSW Drivers Licence:



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Unique Student Identifier Registry

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

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

CREATE USI - EVIDENCE OF IDENTITY

i 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	Test
Middle Name	
Family Name	Student
Date of Birth	01/01/1995
State	* <input type="text" value="Select"/>
Licence Number	* <input type="text"/>

[Cancel](#)

HELP

Driver's Licence

A Driver's Licence must be current and valid and issued by an Australian State or Territory.

State is the State or Territory that issued the Driver's Licence. When you select the state or territory, a sample of the licence for that state or territory will appear on the page.

Licence Number is on the Driver's Licence. Its location differs on each state and territory licence.

Mandatory fields are indicated by red asterisks *

CREATE USI - EVIDENCE OF IDENTITY

i 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	georgina
Middle Name	
Family Name	harris
Date of Birth	02/01/1995
State	* <input type="text" value="NSW"/>
Licence Number	* <input type="text"/>

Example of a Driver's Licence



[Cancel](#)

[Back](#)

[Next](#)

? HELP

Driver's Licence

A Driver's Licence must be current and valid and issued by an Australian State or Territory.

State is the State or Territory that issued the Driver's Licence. When you select the state or territory, a sample of the licence for that state or territory will appear on the page.

Licence Number is on the Driver's Licence. Its location differs on each state and territory licence.

STEP SEVEN – Receive USI

If the DVS check is successful the following screen will be displayed with the USI:

The screenshot shows the Skills Unique Student Identifier Registry 'ORGANISATION PORTAL'. At the top left is the Australian Government Department of Industry logo. The main header includes 'Skills Unique Student Identifier Registry' and 'ORGANISATION PORTAL'. A user is logged in as 'Abe Form - 0001' with a 'Log Out' button. A navigation bar contains 'Create USI', 'Verify USI', 'Find USI', and 'View Reports'. Below the navigation bar, a breadcrumb trail reads 'You are here: Home > Create USI'. The main content area features a 'CREATE USI - SUCCESS' message with a green checkmark icon. The message states: 'The USI account has been created. The USI is G8CWY5RHWR. The student will be notified of their USI.' Below this are two links: 'Return to home page' and 'Create another USI'. At the bottom, there is a footer with links for 'Disclaimer', 'Security', 'Accessibility', 'Privacy', 'Copyright', 'Terms and Conditions', and 'Contact us', along with the text 'Times are shown in Canberra, Australia time.'

Troubleshooting:

- 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 having two USI's, you should report this to the USI Office as soon as possible

Key points to remember after you have created the USI account (in particular if you have created a USI on behalf of someone else):

- The student will be notified that they have a USI account created for them.
- There will be a link in the notification sent to the student's preferred contact method, and they will be required to access the link and activate their account by setting their password and check questions.

CONGRATULATIONS – YOU HAVE NOW CREATED YOUR USI. PLEASE PROVIDE THIS TO YOUR TRAINING ORGANISATION AS SOON AS POSSIBLE.