

CONTENTS

1. How to create a USI for yourself	1
2. Create a USI on behalf of another person	5
3. Forms of Identification Accepted	6
4. Personal Information	9
5. Contact Details	10

1. How to create a USI for yourself

Create a USI step by step

Getting a Unique Student Identifier (USI) is quick, easy and free. Follow the steps below to create a USI for yourself.

STEP 1: Have a valid form of ID handy

Go to the USI Registry System (<https://portal.usi.gov.au/student/>), and have a valid form of ID ready.

Have at least one form of current and valid ID handy that will be acceptable. Don't worry, many forms of ID are acceptable and most people will own not one but two or three forms of ID. If you do not have one of these forms of ID, contact us for assistance.

IMPORTANT: When you create your USI, enter your details exactly as they appear on your form of ID.

STEP 2: Read and agree to the terms and conditions.

(If you have previously agreed to the terms and conditions, you might not see this step)

The screenshot shows the 'STUDENT PORTAL' interface. At the top left is the Australian Government logo, and at the top right is the USI logo (Unique Student Identifier). Below the logos is a breadcrumb trail: 'You are here: Home > Terms and Conditions'. The main content area is titled 'TERMS AND CONDITIONS' and contains the following text:

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.

Education or training providers **must not use this portal** (Student Portal) to create, view, or update student USIs. Organisations can only operate on behalf of a student through their integrated student management system or via the [USI Organisation Portal](#).

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](#).

Next

Document Name: How to Create a USI	RTO Code: 45763	CRICOS Code: 03956A
Version: 3.0	Approved: 21 Jun 2023	Review Date: 21 Jun 2024
		Page 1 of 13

STEP 3: Create USI

CREATE USI

★ Indicates a mandatory field

i Are you applying for a USI on behalf of another person? If you are providing assistance and the person is with you, select No. If you are applying for a USI on behalf of another person who is not currently with you, select Yes.

★ Are you applying for a USI on behalf of another person? Yes No

[Cancel](#) **Next**

You only need to fill in a few details and have one form of ID to verify who you are. It should only take you about 5 minutes. Please select Create USI.

STEP 4: Select your evidence of identity document

See below the types of ID that is acceptable:

- Australian passport
- non-Australian passport (with Australian Visa)
- Australian birth certificate - please note: a birth certificate extract or commemorative birth certificate will not be accepted
- Australian driver's licence
- Medicare card
- certificate of registration by descent
- Centrelink concession card
- citizenship certificate
- ImmiCard

Important: The personal details you enter must match those shown on your identification.

STEP 5: Enter your personal details exactly as they appear on your form of ID.

Contact details options include:

- Email
- Mobile phone
- Home phone number
- Mailing address.

You must provide your country of residence.

Note: If you use a mailing address as your preferred contact method, you will still need access to a computer to activate your USI account or change your password. If the name you use for business or official purposes is not the name on your form of ID, you can choose to enter this in the preferred name field.

STEP 6: Enter your contact details, including at least two contact methods.

Once you have entered your details, the USI Registry System will check and confirm your identity using the 'Documentation Verification Service' (DVS).

STEP 7: Securing your account

Next set your USI password and check questions.

CREATE USI - CONFIRM DETAILS

i Please confirm the details you entered match your form of ID. If your details do not match you will not be able to create a USI.

If your details do not match your form of ID then select **Back to Edit** to update them.

If your details match your form of ID select **Confirm Identity**.

PERSONAL DETAILS	
First/Given Name	John
Middle Name/s	
Family/Last Name	Doe
Date of Birth	05 June 2002
Document Type	Driver's Licence

DRIVER'S LICENCE DETAILS	
State/Territory	WA
Licence Number	6448515
Licence Card Number	L000152643

Example of a Driver's Licence - Click on image to enlarge



Cancel
Back to Edit
Confirm Identity

STEP 8: You're done!

Your USI will now be displayed on the screen and will have been sent to you for your records. Please keep a record of this number as this USI is yours for life!

If you are enrolling in training your training organisation will need to collect and verify your USI. To help your training organisation to do this, you may want to print or email your USI verification details from this screen.

You can also set up access for organisations to view and/or update your USI account.

You can also set up access for organisations to view your transcript. Providing access to your USI account and your transcript may assist your training organisation to process your enrolment.

STEP 9: What's Next?

Each time you enrol with a new training organisation, remember to give them your USI - either by email or by providing access.

CREATE USI - SUCCESS

✔ Your USI account has been created and your USI is **9S.JZ8PSTSY**. Your USI has been sent to you for your records. Please keep a record of this number.

If you are enrolling in training your training organisation will need to collect and verify your USI. To help your training organisation to do this, you may want to print or email your USI verification details now.

PRINT YOUR USI

The print out will include your USI, your name and your date of birth. Take care when using a shared printer if others may see your details.

[Print USI](#)

EMAIL YOUR USI

The USI Office can send an email containing your USI verification details to your training organisation on your behalf. Please note the email will include personal information about you including your USI, your name and your date of birth. Please enter the email address or addresses (separated by a comma) in the box below then select **Send**.

[Send](#)

SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS

You can set up access for organisations to view and/or update your USI account. You can also set up access for organisations to view your transcript. Providing access to your USI account and your transcript may assist your training organisation to process your enrolment.

If you wish to give a training organisation permission to access your USI account select **Add Organisation** to search and set permissions for a particular organisation.

Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View Transcripts
Add Organisation					

[Return to home page](#)

2. Create a USI on behalf of another person

How do I create a USI on behalf of another person?

Sometimes you may have to create a USI on behalf of another person. Below is a step by step guide showing you what you will need to do to create a USI on behalf of another person.

STEP 1: Have a valid form of ID for the student ready

STEP 2: Go to the Create your USI page for students

STEP 3: Agree to the Terms and Conditions

STEP 4: Applying for a USI on behalf of another person

STEP 5: Your Details

STEP 6: Evidence of Identity

STEP 7: The student's personal details

STEP 8: The student's contact details

STEP 9: You're done!

The 'Create USI – Success' screen will provide details of the USI and on whose behalf it was created. A copy of the USI details will be sent to the student via their preferred method of contact which will include an Activation Link. This requires the student to secure their USI account by setting their Password and Check Questions. You **cannot** do this on their behalf.

If the student needs to provide their USI to an education or training provider, from this screen you can print a copy of the key USI details that need to be provided to the education or training provider.



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

CREATE USI - SUCCESS

 The USI account has been created for Matthew Jones and the USI is **JABNEN7C2K**.
A copy of the USI details has been sent to the student.
From this screen you can print a copy of the USI for your records.

PRINT USI

To print the USI details select the Print USI button below. The print out will include the student's USI, name and date of birth.

Please take care when using a shared printer as others may see the student's USI details.

You are also reminded of your obligations under the *Student Identifiers Act 2014* and the *Student Identifiers Regulation 2014*, specifically in relation to the protection of records of student identifiers and unauthorised use of student identifiers. For more information you can view the Terms and Conditions on our website at www.usi.gov.au

[Print USI](#)

[Return to home page](#)

[Create another USI](#)

Document Name: How to Create a USI	RTO Code: 45763	CRICOS Code: 03956A
Version: 3.0	Approved: 21 Jun 2023	Review Date: 21 Jun 2024
		Page 5 of 13

3. Forms of identification

When you create your USI, we ask you to provide a valid form of ID to make sure that the USI is unique to you and not used by another person, and to make sure that you don't accidentally create two USIs.

To create a USI you will need to use a valid form of Australian ID from the list below. You won't need to upload a copy of your ID; you will simply need to type in some of the information that appears on your ID.

Important: Personal details entered must match those shown on your form of ID. The USI Registry System uses the [Documentation Verification Service](#) or DVS to verify the details you have entered are correct.

One of the following are acceptable forms of ID:

- [Australian Passport](#)
- [Non-Australian Passport \(with Australian Visa\)](#)
- [Australian Birth Certificate](#)
Please note a Birth Certificate extract or Commemorative Birth Certificate will not verify
- [Australian Driver's Licence](#)
- [Medicare Card](#)
- [Certificate of Registration By Descent](#)
- [Centrelink Concession Card](#)
- [Citizenship Certificate](#)
- [ImmiCard](#)

If you don't have one of these forms of ID, please contact your training organisation for assistance. We don't keep any of the information from your ID, although we do keep some of your personal information which may also appear on your ID. If you would like more information about what data we keep, you can view the Student Identifiers Registrar's Privacy Policy.

Students who do not have standard forms of identity

The OSIR understands some students may not have had their birth registered and/or have access to standard verifiable identification documents.

Document Name: How to Create a USI	RTO Code: 45763	CRICOS Code: 03956A
Version: 3.0	Approved: 21 Jun 2023	Review Date: 21 Jun 2024
		Page 6 of 13

Incarcerated students

Students who are currently sentenced or on remand within a correctional facility may not have access to standard verifiable identification documents. With consent from the student, training organisations may create a USI on behalf of an incarcerated student using the Incarcerated Students Evidence of Identity Form. The form also allows the student to authorise a correction/education officer to act on their behalf when engaging with the OSIR to verify, amend and/or create a unique student identifier.

Indigenous students

Some indigenous students may not have had their birth registered with a Register of Births, Deaths and Marriages. The Aboriginal and Torres Strait Islander Peoples Evidence of Identity Form allows students to provide all necessary information, in lieu of standard verifiable identification, for training organisations to create a USI on their behalf.

The information required from each form of ID are shown below

Type of document	Information required
Australian Passport	First name Middle name Family name Document Number
Non-Australian Passport (with Australian issued Visa)	First name Middle name Family name Passport Number
Australian Birth Certificate	First name Middle name Family name State/ Territory issued Registration number Date printed/ issued Note: Unfortunately, people with one name only will not verify with DVS using an Australian Birth Certificate, please use a different form of ID.
Driver's Licence	First name Middle name

Type of document	Information required
	Family name State/ Territory issued Licence number
Medicare Card	First name Middle name Family name Card Number Ref Number Card Colour Expiry Date
Certificate of Registration by Descent	First name Middle name Family name Acquisition Date
Centrelink Concession Card	First name Middle name Family name Customer Reference Number (CRN) Card type Expiry Date
Citizenship Certificate	First name Middle name Family name Acquisition Date Stock Number (located on the back of the Certificate)
ImmiCard	First name Middle name Family name Card Number

4. Personal information

To create a USI, you will need to provide personal details and contact information. The information provided will help in avoiding the creation of duplicate USIs and ensure your training records are linked to your USI account.

Your personal details include:

- name
- date of birth
- place and country of birth
- gender

Your contact information includes:

- email address
- mobile phone
- home phone (optional)
- postal address

You can access and update your records in the USI Registry System at any time. You will need to provide a new form of ID to update your personal details. No proof of ID is required to update contact information.

Training organisations can also update your records in the USI Registry System, if you have given them permission.

Important: Personal details entered must match those shown on your form of ID.

Note: If you have given permission to a training organisation to view and/or update your USI account but you do not want them to see your contact information, you can select 'Hide Contact Details' in the USI Registry System.

Name

Your date of birth

Enter your date of birth as shown on your form of ID in the format Day/Month/Year.

Your place and country of birth

Country of birth

Enter your country of birth as the country where you were born. If the name of your country of birth has changed, enter the current name.

Town/city of birth

Enter your town/city of birth as the town/city where you were born.

If the name of your town/city of birth has changed, enter the current name.

Your gender

Gender is part of a person's personal and social identity referring to the way a person feels, presents, and is known within their community.

Gender options on your USI account include M (male), F (female), or X (indeterminate/intersex/unspecified). You do not need to provide proof of your gender.

5. Contact details

When you create your Unique Student Identifier (USI) you will need to enter as many of your contact details as you can. This will help us get in touch with you if we need to. It is important that these details are up-to-date and correctly entered.

You can enter:

- email
- mobile phone
- home phone number
- mailing address

***Note:** You must provide your country of residence. If you use a mailing address as your preferred contact method you will still need to access a computer to activate your USI account or change your password.*

Why will you contact me?

The Office of the Student Identifiers Registrar will contact you to:

- send you a link to activate your USI account
- advise you if your USI account details have been changed
- reset and advise you of a new password if you request one
- provide you with your USI if you forget it
- respond to your enquiries and help requests

Once you have created your USI it will be displayed on your screen, write it down for safe keeping.

Depending on which contact details you entered, your USI will be sent to your:

Document Name: How to Create a USI	RTO Code: 45763	CRICOS Code: 03956A
Version: 3.0	Approved: 21 Jun 2023	Review Date: 21 Jun 2024
		Page 10 of 13

- email
- mobile number
- mailing address

Note: *If your contact details change, please ensure you update your USI account.*

Can I hide my contact details?

Yes, select 'Hide Contact Details' if you do not want your contact details displayed to providers you have given permission to view and update your USI account.

What email address should I use?

Your chosen email address is where emails will be sent to you. You must use an email address that is unique to you because your email address can also be used as your User ID when logging into the USI Registry System. If you do not have an email address you can leave this field blank.

Note: *For privacy reasons the USI Registry System does not allow an email address to be used on more than one USI account.*

Mobile number

Your mobile number is the number on which you may be contacted or receive SMS messages. Cell number is another term used for mobile number.

Home phone number

You may also wish to add your home phone number as an additional contact number.

Mailing address

Your address is where you can be contacted by mail. This can be either a post office box, locked bag address or your home address, including street number and street name.

Suburb/Town/City

Suburb/town/city is where your address is located.

State

State is the state or territory where your address is located.

Postcode

Postcode relates to the suburb/town/city of your address.

Document Name: How to Create a USI	RTO Code: 45763	CRICOS Code: 03956A
Version: 3.0	Approved: 21 Jun 2023	Review Date: 21 Jun 2024
		Page 11 of 13