



## WHY DO YOU NEED A USI: Unique Student Identifier or USI

If you are a new or continuing student undertaking nationally recognised training and course you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not be able to enrol in a qualification. Your USI will give you access to online records of the training you have done since 1 January 2015. If you require more information please go the USI website.

Please follow the simple steps below to now create your USI:

## Create your USI

1. Go the USI website [www.usi.gov.au](http://www.usi.gov.au)
2. Where it says who are you, click on **I AM A STUDENT**
3. Click on **I want to create a USI**
4. You will be prompted to ask **Who are you**, click the one that is appropriate to you
5. **Verify your identity:** from past experience the Medicare Card is the best. If you do use the Medicare Card you **MUST** put exactly what is on the card i.e. if your name is Aaron Elvis Presley, but on the card is **Aaron E Presley** this is what you need to use.
6. Click on the form of ID that you have readily available.
7. Then it will prompt you to **Create your USI now** click on this
8. Confirm the terms and conditions and press **NEXT**
9. Click on Create USI ➡
10. **Your personal details:** this is where you have to put what is exactly on your form of **ID** refer to point (5)
11. **Contact details:** if you put a mobile number in or an email address in, your USI will be forwarded to you by either of these contact details.
12. Once you have completed filling in your details press **NEXT**
13. You will be asked to confirm your details, make sure that all the information is correct if for some reason it is not correct press **BACK** to correct it otherwise press **NEXT**
14. You will be asked to select the **Evidence of Identity** highlight the one that is appropriate to you, but as I have mentioned previously the **Medicare Card** is the best form of identity press **NEXT**
15. Please fill in the details that are required where the red **\*asterisks** is present then press **NEXT**
16. If all the details are correct you should then go to the next page where you will be asked to **Set a Password**
17. Your password has to be at least **9** characters you **must** have a **CAPITOL** letter a **lower case** letter a **Number** and a **Symbol!**
18. You will be asked to set **2 Questions** and **Answers:** You need to click on the drop down where it says **select** and choose a **question** that you can remember and then choose an **answer** that you can remember. If for some reason you lose your USI number and need to retrieve it you will be prompted to answer the **Questions** and **Answers** you chose to verify yourself.
19. Once you have completed this press **NEXT**
20. Your USI will then be displayed on the screen and you will receive either an **EMAIL** or **SMS** also with your USI number on it, **please** keep this in a safe place, you will be required to use this number throughout your schooling and work life.