

Australian Government Skills - Unique Student Identifier (USI)

Log on to the Australian Government, Dept of Industry Website www.usi.gov.au

The screenshot shows the homepage of the Unique Student Identifier (USI) website. The browser address bar displays 'http://usi.gov.au/Pages/default.aspx'. The page features the Australian Government logo and the 'Skills Unique Student Identifier' branding. A navigation menu includes 'Home', 'About', 'Students', 'Training Organisations', 'System Developers', 'Create your USI', 'Help Centre', and 'Contact Us'. The main content area is titled 'Welcome to the Unique Student Identifier' and contains three primary action buttons: 'Create a USI' (with a wrench icon), 'Student Login' (with a graduation cap icon), and 'Help Centre' (with a question mark icon). Below these buttons is a video player showing a 'Unique Student Identifier (USI) - Student Video'. At the bottom, there is a 'Training Provider Login' button with a padlock icon. A search bar is located in the top right corner.

To create your USI, you should have at least 1, preferably 2 forms of ID ready

(Driver's Licence, Medicare Card, Australian Passport, Birth Certificate (Australian), Certificate of Registration by Descent, Citizenship Certificate, Immi Card)

Select **Create a USI**

This is a close-up of the 'Create a USI' button from the website. It features a red circular icon with a white wrench. To the right of the icon, the text reads 'Create a USI'. Below this, a smaller block of text says: '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.'

Create your USI - Windows Internet Explorer provided by Brisbane City Council
http://usi.gov.au/create-your-USI/Pages/default.aspx

industry.gov.au

Skip to main content

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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](#)

Select

Accept the Terms and Conditions



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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](#).

If applying on behalf of another person, **Select Confirm that I have the consent of that individual**

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](#)

Select

The USI Student Portal



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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.

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 >

Create USI >

To continue to Create your USI, Select

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.](#)

Create USI – Personal Details

Enter your personal details * mandatory fields

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 *

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.

[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...](#)

Enter your contact details * mandatory fields

CONTACT DETAILS

Preferred Contact Method	*	Email <input type="text"/>
Email Address	*	<input type="text"/>
Confirm Email Address	*	<input type="text"/>
Mobile Phone		<input type="text"/>
<i>E.g. +61 555 555 555</i>		
<i>(remove the zero at the start)</i>		
Home Phone		<input type="text"/>
<i>E.g. +61 2 5555 5555</i>		

Address Details

Country of Residence	*	Australia <input type="text"/>
Address		<input type="text"/>
		<input type="text"/>
Suburb/Town/City		<input type="text"/>
State		Select <input type="text"/>
Postcode		<input type="text"/>

Select

Next

Create USI – Confirm Details

Check that your information displayed is correct

HELP

It is important that your contact details are accurate and up to date so that you can be contacted by the USI Registrar to assist you in relation to your USI account.

Select Back to correct your information OR Select Next to continue

[Cancel](#)

Back

Next

Create USI – Evidence of Identity

Select the document type you are using as you ID * mandatory field



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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 - EVIDENCE OF IDENTITY

i 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

? 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](#)

Select **Back** to correct your information OR Select **Next** to continue

[Cancel](#)

Back

Next

Enter the relevant information for your Document Type * mandatory fields



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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 Tanya

Middle Name

Family Name Rolfe

Date of Birth

State * QLD ▼

Licence Number *

✘ Please specify Licence Number.

Example of a Driver's Licence



? 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.

Select Back to correct your information OR Select Next to continue

[Cancel](#)

Back

Next

Create USI – Set Password, Questions and Answers

Enter your password, questions and answers * mandatory fields



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

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

CREATE USI - SET PASSWORD, QUESTIONS AND ANSWERS

i 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 *

HELP

Password

A valid password must EITHER be:

- At least nine (9) characters long and contain three (3) of the following character sets:
 - Lowercase letters a-z
 - Uppercase letters A-Z
 - Numbers 0-9
 - Special characters !, @, #, \$, %, ^, &, *

For example: P4j6k&24Y

- OR a minimum of 12 characters from one character set

For example: aeobgukjkwtrt

We recommend that you create a strong password. Make sure you keep your password somewhere safe and secure where you can easily find it when needed.

Questions and Answers

Your check questions will be used to assist in identifying you if you forget your password, USI or when you contact the USI Registrar.

[More Help...](#)

*

*

- What was your childhood nickname?
- What is the name of your best friend?
- What street did you live on in primary school?
- What is your oldest sibling's middle name?
- What primary school did you attend?
- What is your oldest cousin's first and last name?
- What was the name of your favourite animal?
- In what city or town did your mother and father meet?
- What was the last name of your primary school teacher?
- What is your grandmother's maiden name?
- In what city or town was your first job?

Select

Print or write down your USI number and keep it somewhere handy for future reference



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

CREATE USI - SUCCESS

✔ Your USI account has been created.

Your USI is: **9ABCDEFGHI**

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

■ [Return to home page](#)

Please forward your full name and USI number to the UAB Training Coordinator. This number must be quoted on any training course enrolment where you will be completing any nationally recognised competency after 1 January 2015