

USI GUIDE MANUAL

VET

STEP 1

Step 1:

Go to

<https://www.usi.gov.au/students/get-a-usi> and click on “Get Your USI Now”

Get your USI now

Step 2

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.

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

STEP 3

You are here: Home



The USI Registry System will be unavailable between 7:00pm and 11:00pm AEDT Thursday 22 February 2024 to allow for enhanced functionality.

You can now link your USI to your myGov account. Linking your USI to myGov means you don't have to login to your USI account when you access it from myGov.

Find out more [here](#).

On this page you can:

1. Create a USI account (if you don't already have one)
2. View your application status
3. Login to your USI account
4. Retrieve 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. It should only take you about 5 minutes. Please select Create USI.

Create USI

You can create your USI using your Digital Identity. Digital Identity is a safe, secure and convenient way to prove who you are online. [myGovID](#) is the Australian Government's Digital Identity app.



Continue with Digital Identity

FORGOTTEN USI

If you have forgotten your USI, you can retrieve it in just a few minutes. 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



PASSWORD LOGIN

Please enter your USI or Email and Password, and select **Login** to access your USI account.

USI or Email

Password

Login

[Forgotten your password?](#)

[Forgotten your USI?](#)



DIGITAL IDENTITY LOGIN

Your Digital Identity email **must** match your USI account email



Continue with Digital Identity


[Digital Identity](#) is a safe, secure and convenient way to prove and reuse your identity online.

Have you requested help?


- [View progress of your help request](#)
- [Withdraw your help request](#)

Are you waiting for your USI?

STEP 4



Australian Government



Unique Student Identifier

STUDENT PORTAL

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

1. Create USI

2. Personal Details


3. Contact Details

4. Evidence of Identity

5. Password/Check Questions

CREATE USI

★ Indicates a mandatory field



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

 **HELP**

Applying on behalf of another person

If you are applying for a USI on behalf of another person, the details entered on this screen will be included in the notification to the student and when they access their USI account. The details will also be visible to USI Office staff when they are assisting the student.

What is your relationship to the person?

Select the type of relationship that you have with the student.

Organisation Name

You need to enter the name of the organisation you work for.

Name


Enter your full name here.


A Mobile Number or Email is mandatory.

You must enter at least one of the above contact details. These must be **your** contact details, not the contact details of the student.

We will only use these details to contact you if there is an issue regarding the USI you created on behalf of another person.

STEP 5
enter personal details,
contact details, evidence of
identity (passport) and create
password & check questions

 Australian Government


 Unique Student Identifier

STUDENT PORTAL

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

1. Create USI ✓ 2. Personal Details ▼ 3. Contact Details > 4. Evidence of Identity > 5. Password/Check Questions >

CREATE USI - PERSONAL DETAILS

 Before you begin you must select the evidence of identity document you will be using to create the USI.
Please enter your full name details into the Personal Details section below. Some forms of ID have special name formats:

- if your first/given name and middle name/s both appear on your form of ID as first/given names you must enter your first/given name in the First/Given Name field and your middle name/s into the Middle Name/s field.

Once you have completed the following details select **Next**.

★ Indicates a mandatory field

EVIDENCE OF IDENTITY

Document Type ★ Select ▼

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/Given Name ★

Middle Name/s

Family Name/s ★

 **HELP**

Evidence of Identity

Evidence of Identity is the form of ID you need to select from the document 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 the form of ID using one of the following:

- [Driver's Licence](#)
- [Medicare Card](#)
- [Passport \(Australian\)](#)
- [Non-Australian Passport \(New Zealand\)](#)
- [Non-Australian Passport \(with Australian Visa\)](#)
- [Birth Certificate \(Australian\)](#)
- [Certificate Of Registration By Descent](#)
- [Citizenship Certificate](#)
- [ImmiCard](#)
- [Centrelink Concession Card](#)
- [Aviation-Maritime Security ID Card](#)

Personal Details

Given Name/s, Family Name/s and Date of Birth have been entered as part of your Digital Identity check and cannot be updated on this screen.

[More Help...](#)

STEP 6

- ▶ Once you have received your USI Number ,email studentengagement@iib.edu.au and we will update your USI in our system.



INSTITUTE OF
INTELLECT BLENDING
RTO No. 41282 CRICOS No. 0352

Thank you.

For any further queries please email:
studentengagement@iib.edu.au