Creating a USI (Unique Student Identifier) –

1. Bring up the USI Registry webpage by visiting - https://www.usi.gov.au/help/login-to-usi-registry

2. Select the 'Students' – Login to the Student Portal

3. Read the terms and conditions and if agree select the tick box next to 'I agree to the Terms and Conditions'

4. Select the 'Create USI' icon

Once you have created your USI use this section to log into your account

5. Go through and answer the questions as per your personal information

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

ℹ️ 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.

Email Address, Mobile Number and Phone Number

You must enter at least one contact detail. 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.

6. In this screen select the type of Identification you will be providing information about from the drop down box. Any fields with red * must be completed.

7. Once you have added the details of your Identification you will enter your Personal Details. This information must be as per your Identification and it is imperative that this matches the information within your James Cook University record. If this does not match an error will occur.
If you only have one name, please select the 'No, I only have one name' option

To check the details that JCU currently have on record for you – please log in through EStudent – My Details – Personal Details
Your First Given Name, Other Given Name (middle name) and Family Name (surname) must be the same as your USI so a mismatch error does not occur.
If you need to update your name at JCU, please complete a Change of Personal Details form

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/Last Name *

For business or official purposes are you known by any other name that is not on your form of ID?

● No   ○ Yes

Date of Birth * [⌄] [⌄] [⌄]

Confirm Date of Birth * [⌄] [⌄] [⌄]

Gender *
○ Male
○ Female
○ X (indeterminate/intersex/unspecified)

Country of Birth * [Select ⌄]

Town/City of Birth *

Cancel   Back   Next

8. Complete the remainder of your information

CREATE USI - CONTACT DETAILS

ℹ Please complete the following details and select **Next**.

✳ Indicates a mandatory field

CONTACT DETAILS

Email Address	e.g. name@example.com
Mobile Number	e.g. 0400000000
Home Phone	e.g. 0200000000

Postal Address Details

Country of Residence *This is the Country where you live*	Australia ⌄
Postal Address	Type your address...
Suburb/Town/City	
State	Select ⌄
Postcode	

Cancel   **Back**   **Next**

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⑦ HELP

Contact Details

Contact Details are your email address, phone number and postal address.

You must provide a minimum of 2 contact methods.

It is important that these details are up-to-date and correctly entered.

Your email address and mobile are recommended.

The contact details will be used by the USI Registrar to:

- advise you if your USI account details are changed
- respond to enquiries and help requests
- if you change your contact details in the future please ensure you update your USI account.

Email Address

It is recommended that you include an email address. An email address can be used to login to your USI account. It can also be used to quickly retrieve a forgotten USI or reset your password.

It is best to enter a personal email that you will use over the long term, not a work or education or training email address.

Email is also the easiest way for the USI Office to contact you about your USI account.

More Help...

9. Confirm your details that you have entered – ensuring that your Identification information is correct and your name had been entered as per your Identification and your JCU record.

10. Create a password for your account. Select identification questions from the drop down box – these will be asked of you if you ever forget your log in information

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

CREATE USI - SET PASSWORD, QUESTIONS AND ANSWERS

ⓘ 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	*	👁 Strength Indicator
Password Confirmation	*	👁

SET QUESTIONS AND ANSWERS

Question 1	*	∨
Answer 1	*	
Question 2	*	∨
Answer 2	*	

Cancel   **Next**

? HELP

Password

A password is needed to log in to your USI account.

The password must be at least 9 characters and no more than 50 characters.

A strong password should contain a combination of upper and lower case letters, numbers and one of the following symbols ! @ # $ % ^ & *

The password you create should be easy for you to remember but hard for someone else to figure out.

The strength indicator tells you how strong your password is.

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 Office of the USI Registrar.

More Help...

11. Your USI has now been created! You can forward a copy of this number to an email address – please keep this in a safe space

12. After you have obtained your USI you will need to provide this to JCU. You can do this by submitting this through here or emailing studentfinance@jcu.edu.au