

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



Search for keywords



For students

For providers

VET transcripts



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registry

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Login to the USI Registry System

 <p>Students</p> <p>Login to the Student Portal</p> <p>If you have a USI, login here to access your account.</p> <p>Login to your account now ></p>	 <p>Education and Training Providers</p> <p>Login to the Organisation Portal</p> <p>If you are a Registered Training Organisation or Higher Education Provider, login here to access our services.</p> <p>Login Now ></p>
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3. Read the terms and conditions and if agree select the tick box next to 'I agree to the Terms and Conditions'



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.

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

4. Select the 'Create USI' icon



You are here: Home

i The Student Portal will be unavailable from 7:00pm to 11:00pm (AEST) Wednesday 10 May 2023 to allow the USI to apply enhanced functionality. We apologise for any inconvenience.

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?

- [View your application status](#)

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

**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

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](#)

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.

**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

i 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/Last Name *

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

? HELP

Evidence of Identity

Personal Details

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 *

Town/City of Birth *

[Cancel](#)

[Back](#)

[Next](#)

8. Complete the remainder of your information

1. Create USI



2. Personal Details



3. Contact Details



4. Evidence of Identity



5. Password/Check Questions



CREATE USI - CONTACT DETAILS



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

* Indicates a mandatory field

CONTACT DETAILS

Email Address

Mobile Number

Home Phone

Postal Address Details

Country of Residence This is the Country where you live

Postal Address

Suburb/Town/City

State

Postcode

[Cancel](#)

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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


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 *  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





Unique Student Identifier

STUDENT PORTAL

Update Personal Details
Update Contact Details
Change Password
Change Check Questions
Provide Your USI
View VET Transcript

↑
VET Transcript History

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

CREATE USI - SUCCESS

✓

Your USI account has been created and your USI is 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.

Your request to email your USI verification details has been submitted.

We welcome your feedback. Please rate your experience with us today at www.usi.gov.au/rate

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 education or training provider on your behalf. Before including your provider please check that they wish to receive this information by email as they may need you to enter your USI directly into their systems.

Please note the email will include personal information about you including your USI, your name and your date of birth. Enter the email address or addresses (separated by a comma) in the box below and then select **Send**.

e.g. name@example.com

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 VET Transcripts
Add Organisation					

[Return to home page](#)

?
HELP

Print USI

Your training organisation will need to match your USI details with their records to verify your USI and ensure your training records are stored correctly.

Email USI

The USI Office can send an email containing your USI verification details to your education or training provider on your behalf. Before including your provider please check that they wish to receive this information by email as they may need you to enter your USI directly into their systems.

Please note the email will include personal information about you including your USI, your name and your date of birth. Enter the email address or addresses (separated by a comma) in the box below and then select **Send**.

Set up access to your USI account

You can grant an eligible organisation(s) (such as your training organisation) permission to view and/or update your USI account.

The permissions that you can give to an organisation are:

- **View Details** - allows the organisation to view your personal and contact details.
- **Update Details** - allows the organisation to

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