



How to Apply for a Unique Student Identifier (USI)

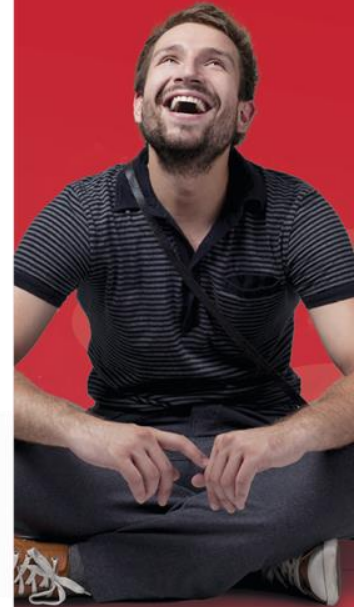


Government of
South Australia

You will need:

One of the following forms of ID:

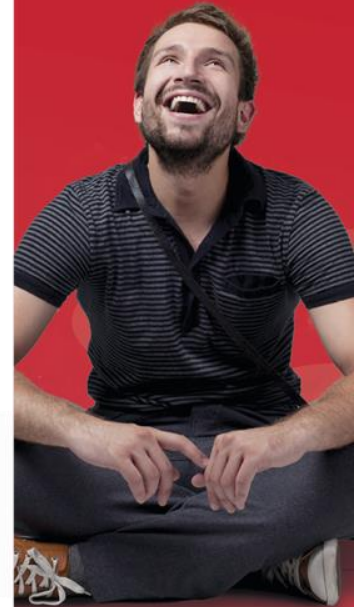
- Drivers License
 - Medicare Card
 - Australian Passport
 - Visa (with non-Australian Passport)
 - Birth Certificate
 - Certificate of Registration by Descent
 - Citizenship Certificate
 - Immicard
-



Step 1

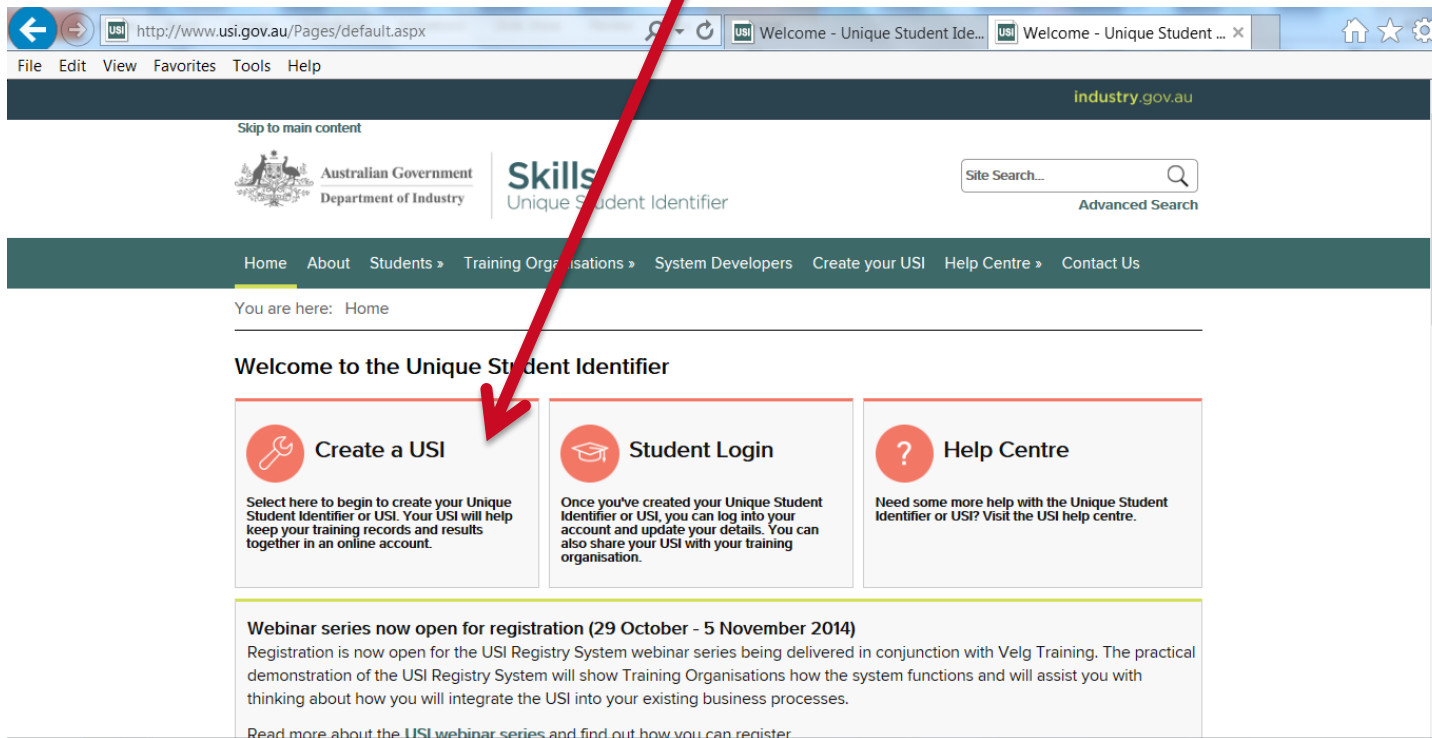
Using the Internet, go to:

www.usi.gov.au



Step 2

Click on “Create a USI”




The screenshot shows the homepage of the Unique Student Identifier (USI) website. A red arrow points to the 'Create a USI' button, which is highlighted with a red border. The website header includes the Australian Government Department of Industry logo, the Skills Unique Student Identifier text, and a site search bar. The navigation menu includes links for Home, About, Students, Training Organisations, System Developers, Create your USI, Help Centre, and Contact Us. The main content area features three cards: 'Create a USI' (with a wrench icon), 'Student Login' (with a graduation cap icon), and 'Help Centre' (with a question mark icon). Below these cards is a section for a webinar series registration, dated 29 October to 5 November 2014.

Skip to main content

industry.gov.au

Australian Government
Department of Industry

Skills
Unique Student Identifier


Site Search... 

Advanced Search


Home About Students » Training Organisations » System Developers Create your USI Help Centre » Contact Us

You are here: Home


Welcome to the Unique Student Identifier

**Create a USI**

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.

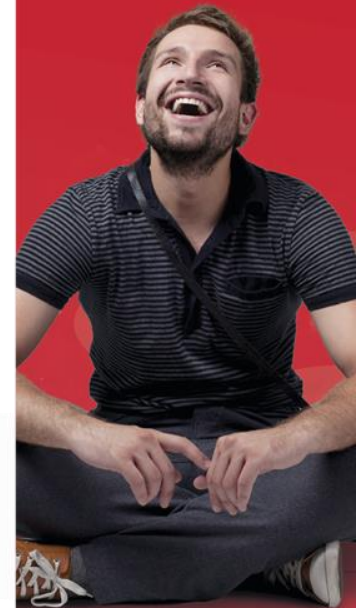
**Student Login**

Once you've created your Unique Student Identifier or USI, you can log into your account and update your details. You can also share your USI with your training organisation.

**Help Centre**

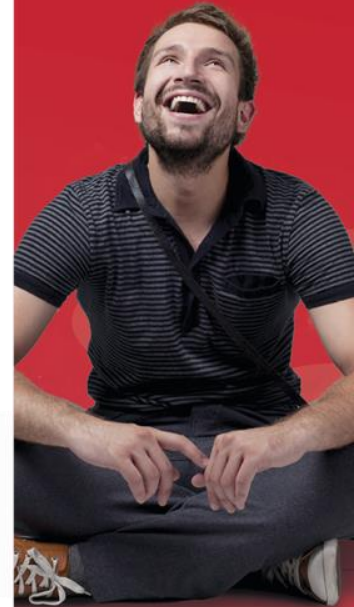
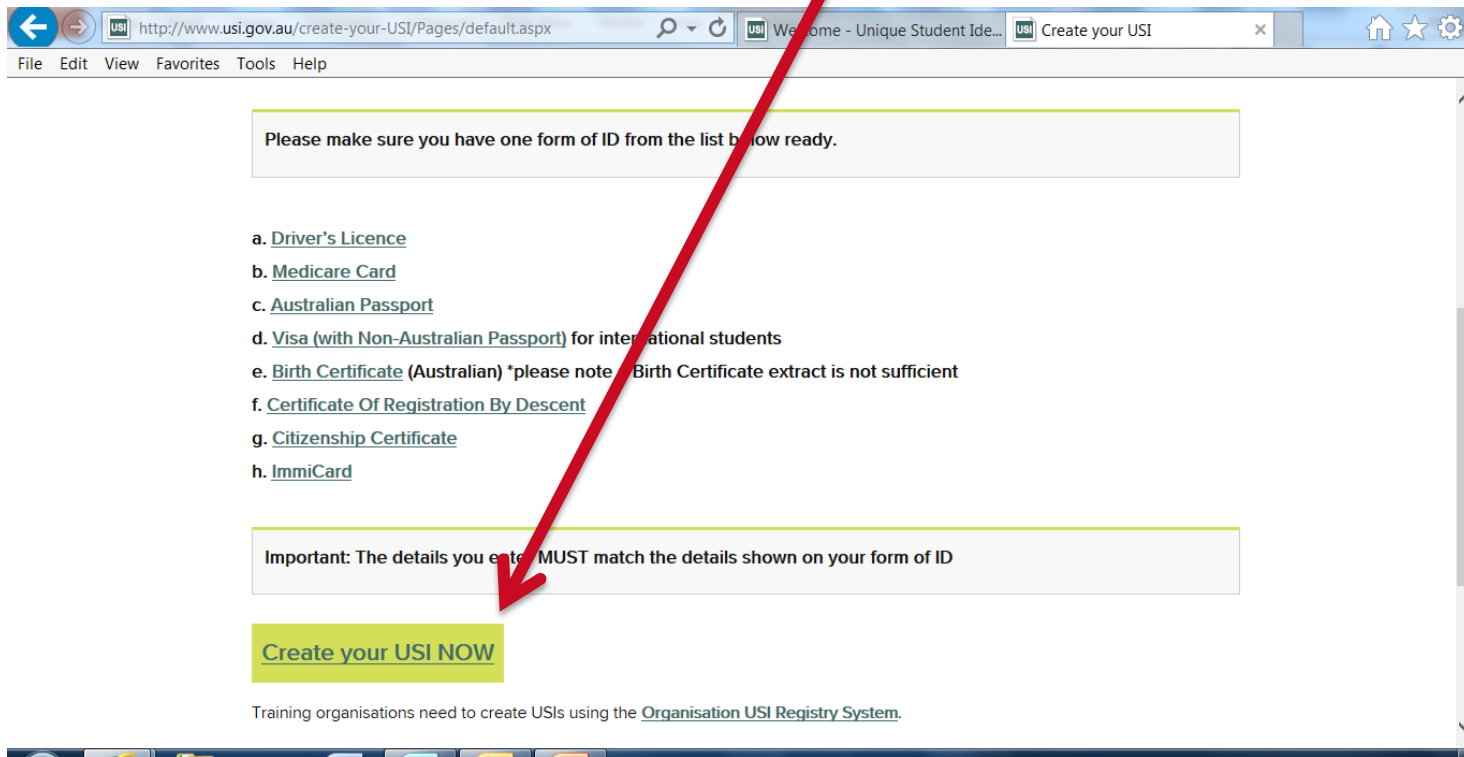
Need some more help with the Unique Student Identifier or USI? Visit the USI help centre.

Webinar series now open for registration (29 October - 5 November 2014)
Registration is now open for the USI Registry System webinar series being delivered in conjunction with Velg Training. The practical demonstration of the USI Registry System will show Training Organisations how the system functions and will assist you with thinking about how you will integrate the USI into your existing business processes.
[Read more about the USI webinar series and find out how you can register.](#)



Step 3

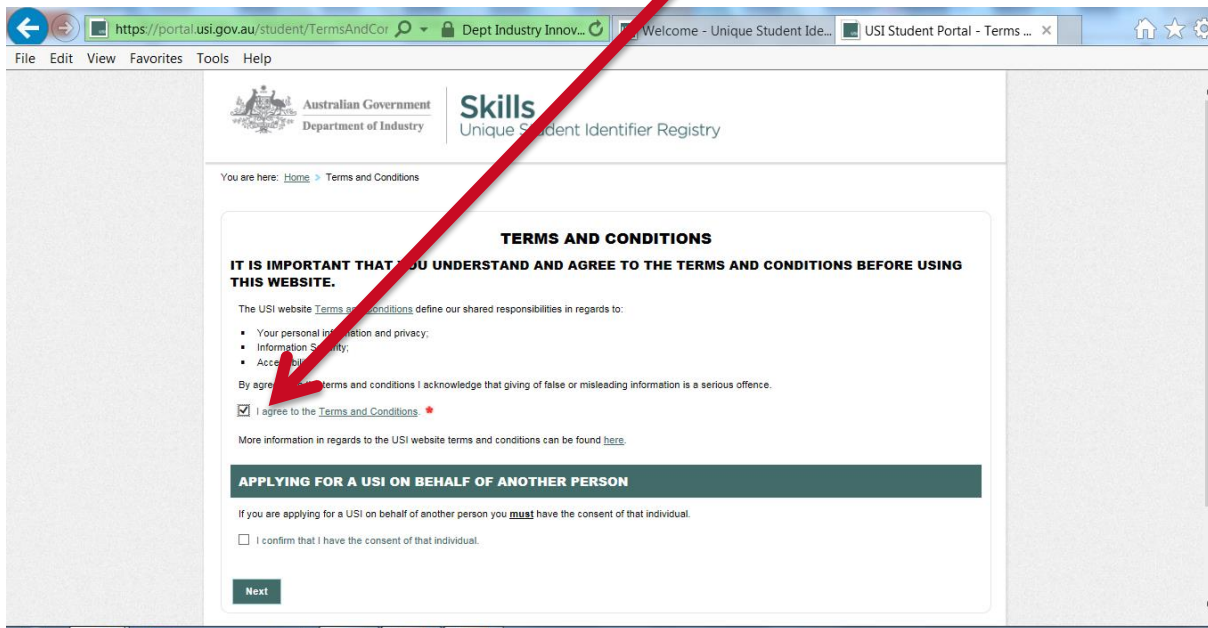
Click on “Create your USI NOW”



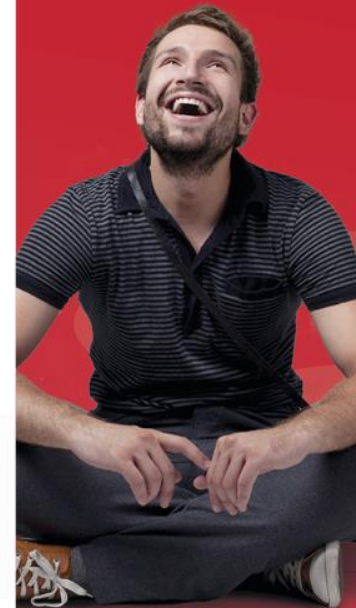
Step 4

Make sure you understand the Terms and Conditions.

Click on “I agree to the Terms and Conditions”.



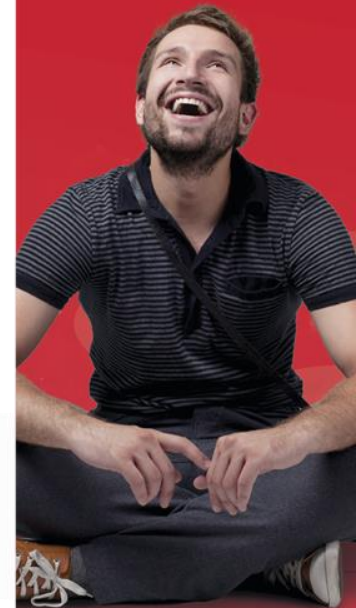
The screenshot shows a web browser window with the URL <https://portal.usi.gov.au/student/TermsAndCor>. The page is titled "Skills Unique Student Identifier Registry" and is part of the Australian Government Department of Industry. The breadcrumb trail indicates the user is on the "Terms and Conditions" page. The main heading is "TERMS AND CONDITIONS". Below this, a bold statement reads: "IT IS IMPORTANT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE USING THIS WEBSITE." The text explains that the USI website Terms and Conditions define shared responsibilities in regards to: personal information and privacy, information security, and accessibility. A red arrow points to the checkbox labeled "I agree to the Terms and Conditions". Below this, there is a link for more information and a section titled "APPLYING FOR A USI ON BEHALF OF ANOTHER PERSON". This section states that if applying for a USI on behalf of another person, the user must have the consent of that individual. There is a checkbox for "I confirm that I have the consent of that individual." and a "Next" button at the bottom.



Step 5

Click on “Create USI”.

The screenshot shows the USI Student Portal website. A red arrow points from the text 'Click on “Create USI”.' to a button labeled 'Create USI' with a circular arrow icon. The page header includes the Australian Government Department of Industry logo and the Skills Unique Student Identifier Registry title. The main content area is titled 'USI STUDENT PORTAL' and lists actions: '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.' Below this is the 'CREATE USI' section with instructions: '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.' A 'Create USI' button is at the bottom of this section. To the right is the 'LOGIN' section with fields for 'USI' and 'Password', a 'Login' button, and a 'Forgotten your password?' link. Below the login section is a 'Need to activate your USI account?' section with a link 'Activate your account here.' At the bottom, a 'FORGOTTEN USI' section is partially visible with text: 'If you have forgotten your USI, please select **Forgotten USI** to retrieve it. You will need to enter a few details and answer your security questions.'



Step 6

Enter your information for the fields that have a * next to them.

CREATE USI - PERSONAL DETAILS

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 *

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...](#)

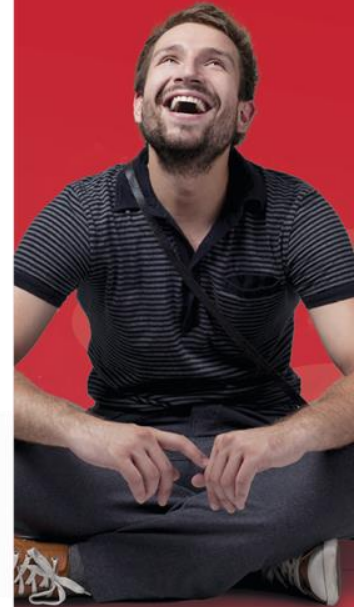
Contact Details

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
- 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.

[More Help...](#)



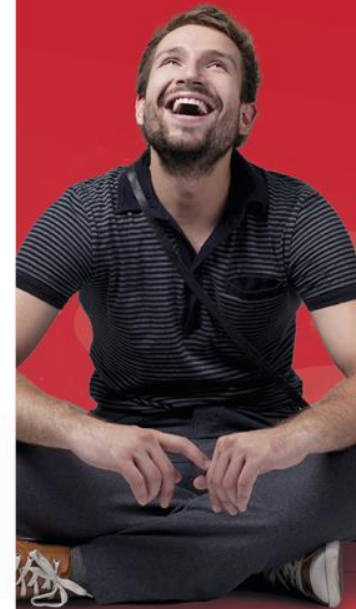
Step 7

When you have entered all required information. Click **“Next”**.

The screenshot shows a web browser window with the URL <https://portal.usi.gov.au/student/Usi/Create/Pe>. The page title is "Welcome - Unique Student Ide...". The form contains the following fields:

- Confirm Email Address:
- Mobile Phone:
- Home Phone:
- Address Details:
 - Country of Residence:
 - Address:
 - Suburb/Town/City:
 - State:
 - Postcode:

At the bottom of the form, there are two buttons: "Cancel" and "Next". A large red arrow points from the top right of the form area down to the "Next" button. The footer of the page includes links for [Disclaimer](#), [Security](#), [Accessibility](#), [Privacy](#), [Copyright](#), [Terms and Conditions](#), and [Contact us](#). A note states "Times are shown in Canberra, Australia time."



Step 8

Confirm the details you have entered.

<https://portal.usi.gov.au/student/Usi/Create/Cc> Dept Industry Innov... Welcome - Unique Student Ide... USI Student Portal - Create ...

File Edit View Favorites Tools Help

CREATE USI - CONFIRM DETAILS

? Please confirm that your details are correct and select **Next**. If you wish to make any change please select **Back**.

PERSONAL DETAILS

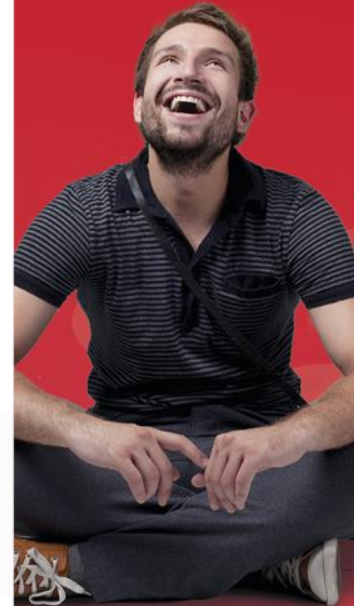
First Name	Sharon
Middle Name	
Family Name	Clarke
Date of Birth	■■■■■
Country of Birth	■■■■■
Town/City of Birth	■■■■■
Gender	■■■■■
Country in which you are studying	■■■■■

CONTACT DETAILS

Preferred Contact Method	Email
Email Address	■■■■■
Mobile Phone	
Home Phone	

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.



Step 9

If information is correct, click **“Next”**.

If Information is incorrect, click **“Back”** and make required changes.

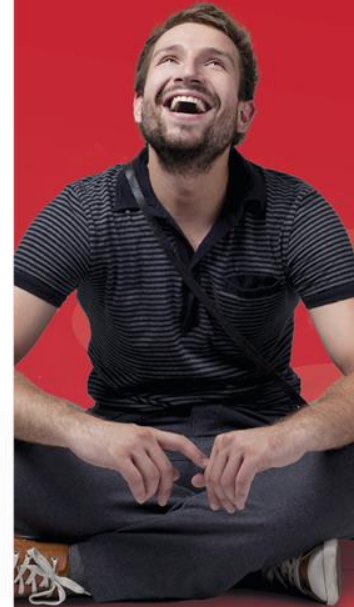
The screenshot shows a web browser window with the URL <https://portal.usi.gov.au/student/Usi/Create/Cc>. The page is titled "USI Student Portal - Create ...". The form contains the following fields:

- Date of Birth: 2/10/1979
- Country of Birth: Australia
- Town/City of Birth: [Redacted]
- Gender: [Redacted]
- Country in which you are studying: Australia

CONTACT DETAILS

- Preferred Contact Method: Email
- Email Address: [Redacted]
- Mobile Phone: [Redacted]
- Home Phone: [Redacted]
- Country of Residence: Australia
- Address: [Redacted]
- Suburb/Town/City: [Redacted]
- State: [Redacted]
- Postcode: [Redacted]

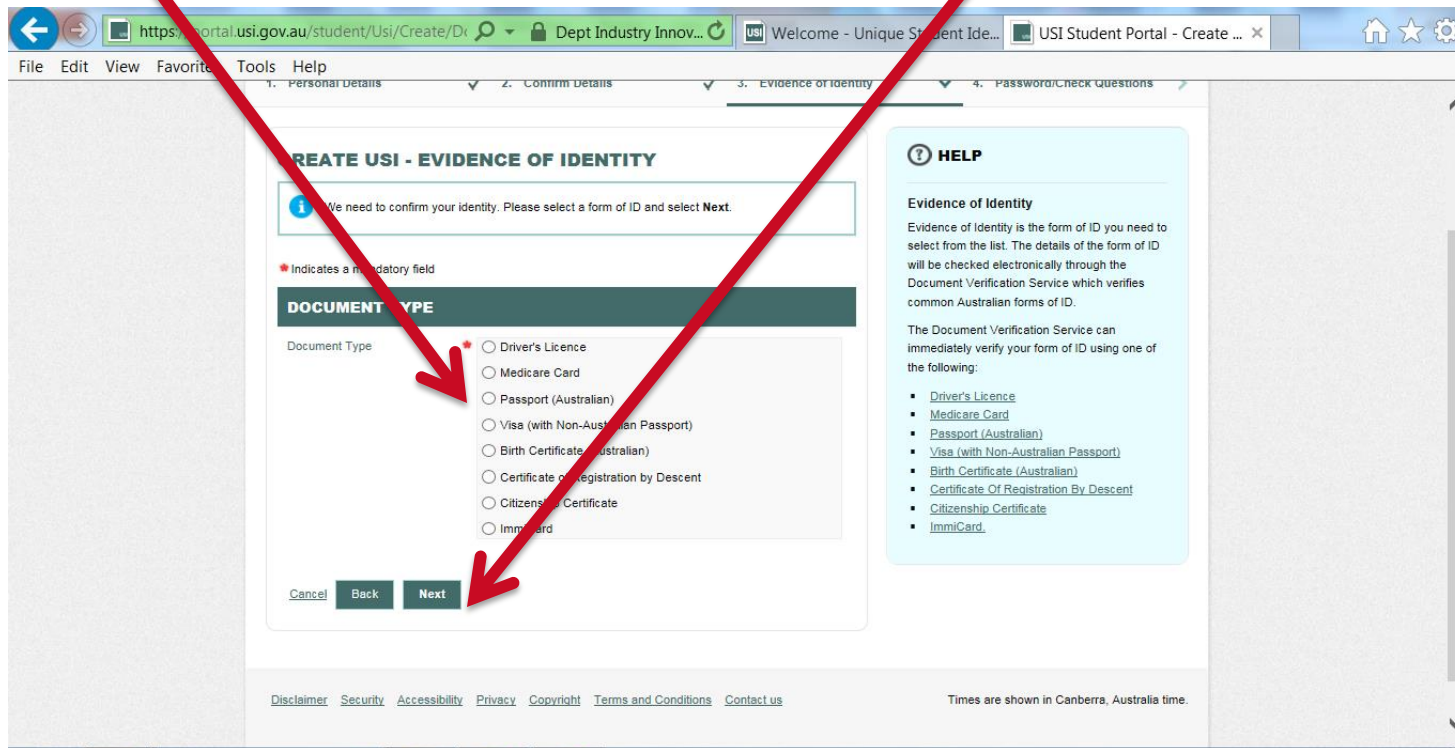
At the bottom of the form, there are two buttons: "Back" and "Next". A red arrow points from the "Next" button to the "Back" button, and another red arrow points from the "Back" button to the "Next" button, indicating a loop or a choice between the two actions.



Step 10

Click on one type of evidence you will be using to get your USI.

Then Click “Next”.



The screenshot shows the 'CREATE USI - EVIDENCE OF IDENTITY' page. The page has a progress bar at the top with four steps: 1. Personal Details, 2. Confirm Details, 3. Evidence of Identity (current step), and 4. Password/Check Questions. The main content area is titled 'CREATE USI - EVIDENCE OF IDENTITY' and includes a message: 'We need to confirm your identity. Please select a form of ID and select Next.' Below this is a section titled 'DOCUMENT TYPE' with a list of document types: Driver's Licence, Medicare Card, Passport (Australian), Visa (with Non-Australian Passport), Birth Certificate (Australian), Certificate of Registration by Descent, Citizenship Certificate, and ImmiCard. A red asterisk indicates a mandatory field. At the bottom of the form are 'Cancel', 'Back', and 'Next' buttons. A red arrow points from the 'Next' button in the instructions to the 'Next' button at the bottom of the form. Another red arrow points from the 'Driver's Licence' option to the 'Next' button at the bottom of the form. A 'HELP' section on the right provides additional information about the Evidence of Identity process and lists the accepted document types.

CREATE USI - EVIDENCE OF IDENTITY

1 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

Cancel Back Next

HELP

Evidence of Identity

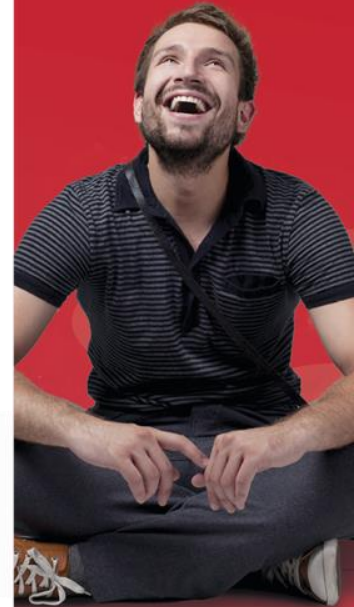
Evidence of Identity is the form of ID you need to select from the list. The details of the form of ID will be checked electronically through the Document Verification Service which verifies common Australian forms of ID.

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](#)

[Disclaimer](#) [Security](#) [Accessibility](#) [Privacy](#) [Copyright](#) [Terms and Conditions](#) [Contact us](#)

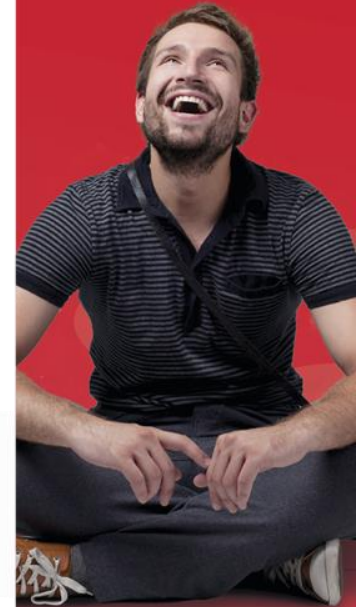
Times are shown in Canberra, Australia time.



Step 11

Type in the information required.
Then click “Next”.

The screenshot shows a web browser window with the URL <https://portal.usi.gov.au/student/Usi/Create>. The page title is "USI Student Portal - Create ...". The main heading is "CREATE USI - EVIDENCE OF IDENTITY". Below this, there is a message: "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." A red asterisk indicates a mandatory field. The form is titled "DRIVER'S LICENCE DETAILS" and contains the following fields: First Name (Sharon), Middle Name, Family Name (Clarke), Date of Birth, State (dropdown menu with a red asterisk), and Licence Number (text box with a red asterisk). Below the form, there is an "Example of a Driver's Licence" showing a sample of a South Australian Driver's Licence. At the bottom of the form, there are three buttons: "Cancel", "Back", and "Next". A red arrow points from the text "Then click 'Next'." to the "Next" button.



Step 12

Create a password.

It must be 9 characters long

It must have an upper case letter

It must have a lower case Letter

It must have a number

It must have a special character for
example: (@!%\$*^



SET PASSWORD

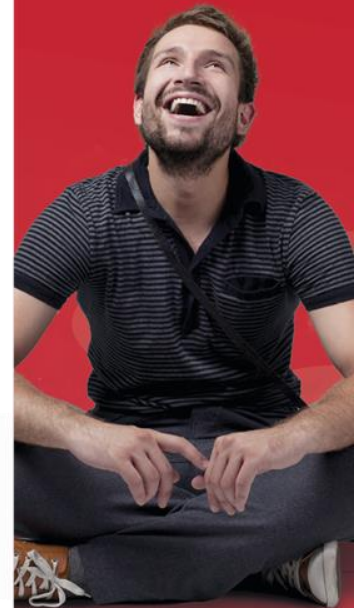
Password * Strong

Password Confirmation *

For example: P4j6k&24Y

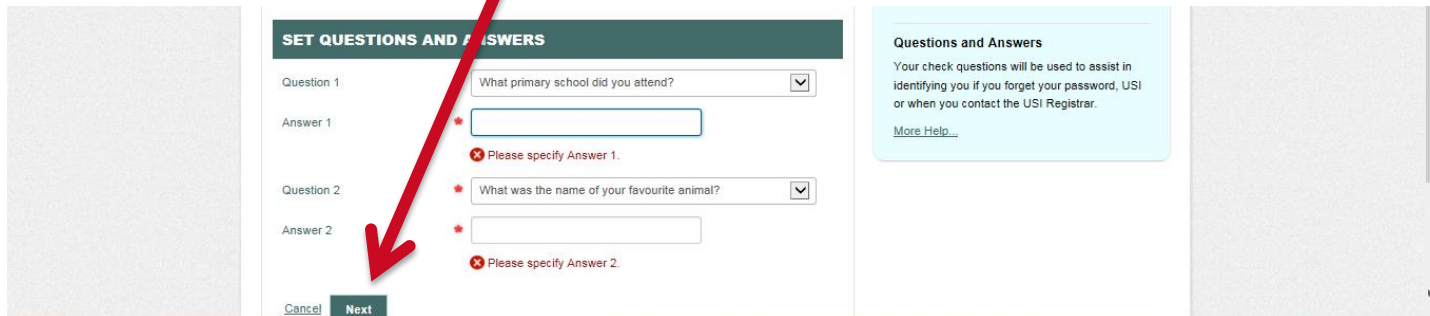
- OR a minimum of 12 characters from one character set
- For example: aeobgukwtsrt

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.



Step 13

Enter 2 security questions and answers.
Then Click “**Next**”.



The screenshot shows a web form titled "SET QUESTIONS AND ANSWERS". It contains two questions and their corresponding answer fields. A red arrow points from the text "Then Click 'Next'" to the "Next" button at the bottom left of the form.

SET QUESTIONS AND ANSWERS

Question 1: What primary school did you attend? [Dropdown menu]

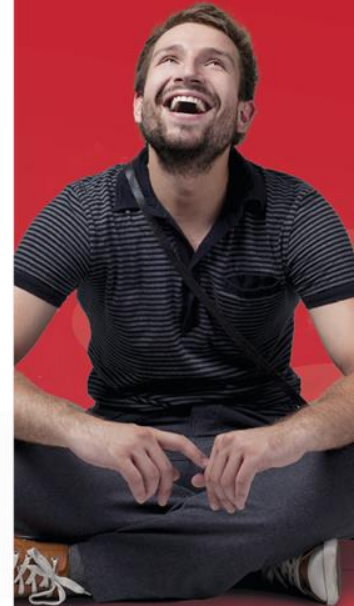
Answer 1: [Text input field] *
❌ Please specify Answer 1.

Question 2: What was the name of your favourite animal? [Dropdown menu]

Answer 2: [Text input field] *
❌ Please specify Answer 2.

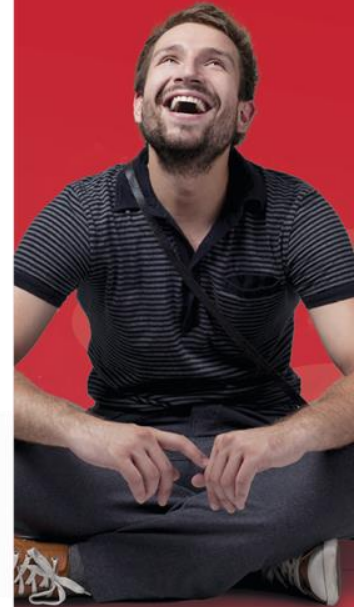
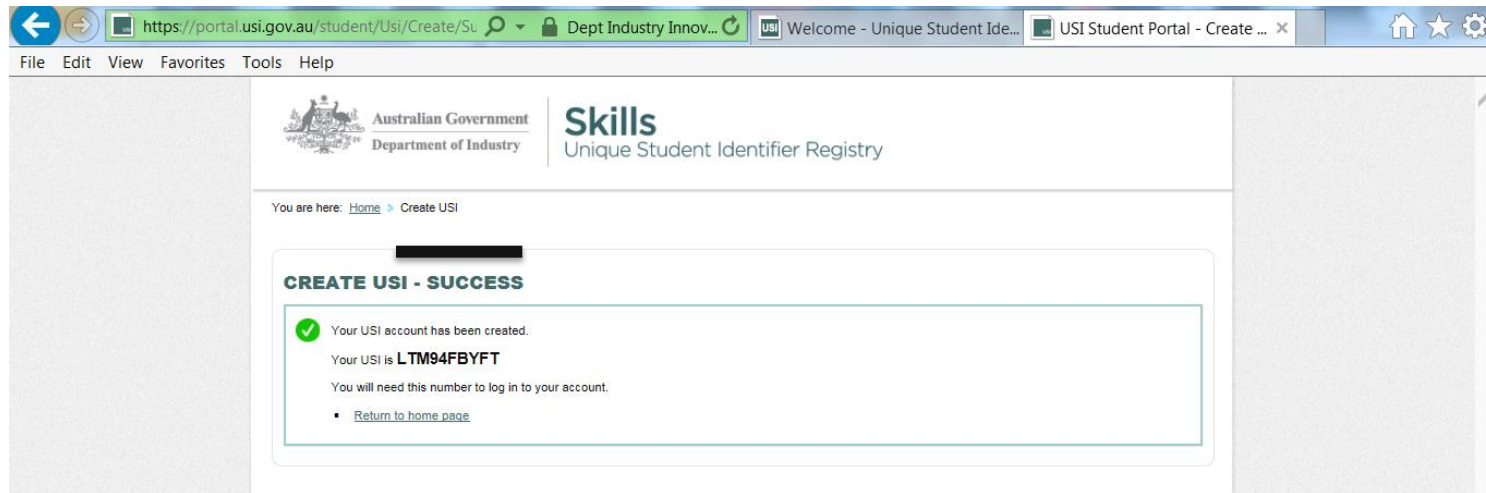
[Cancel](#) **Next**

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...](#)



Step 14

Success. You have received your USI.
**Write your USI down and keep this
information safe.**



Step 15

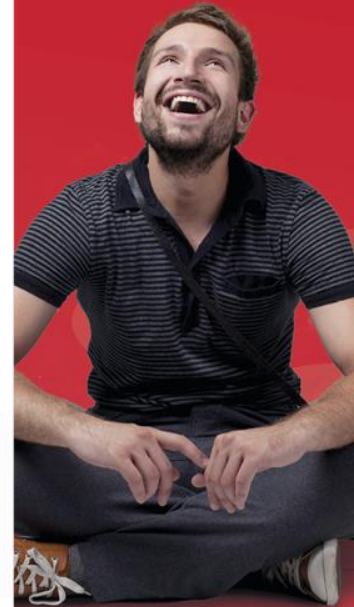
Email your USI to: USI@tafesa.edu.au

Make sure when you send the email that include your:

- First name
- Last name
- Date of Birth

You could also use the [online form](#)

Or fill in a form that you can get from your teacher.

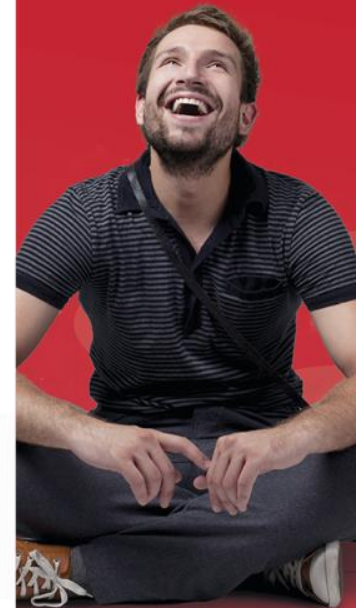


Step 16 – How to log in to your TAFE SA Email Account

Go to the TAFE SA Web Page:

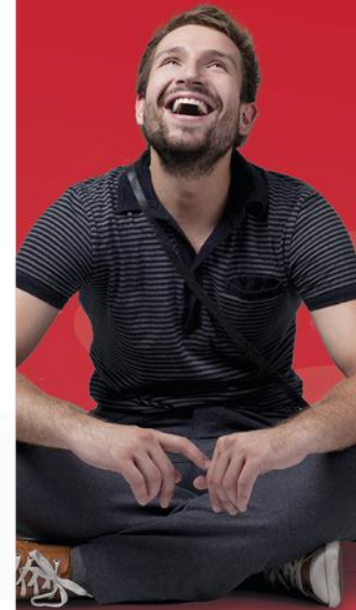
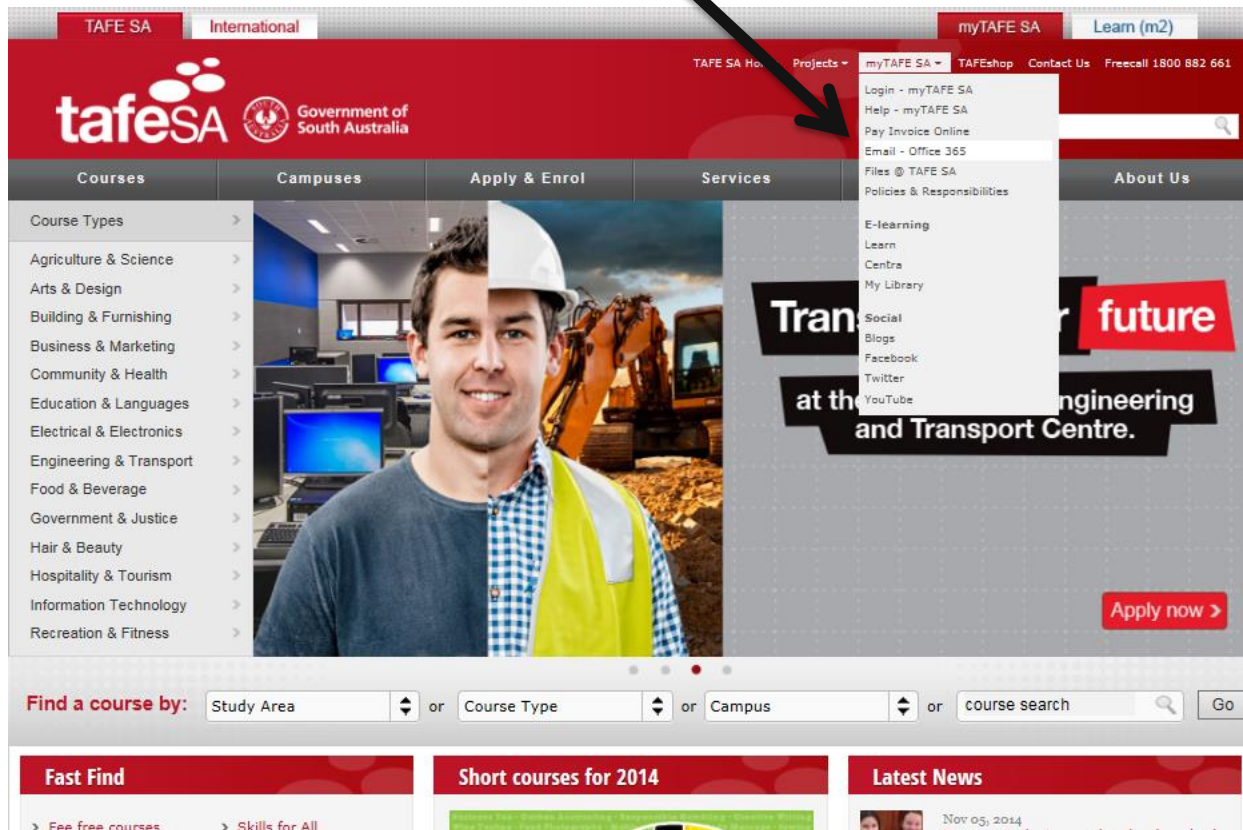
www.tafesa.edu.au

Click on the “myTAFE SA” link.



Step 17 – How to log in to your TAFE SA Email Account

Click on the “Email - Office 365” link.



Step 18 – How to log in to your TAFE SA Email Account

Enter your email address and password.

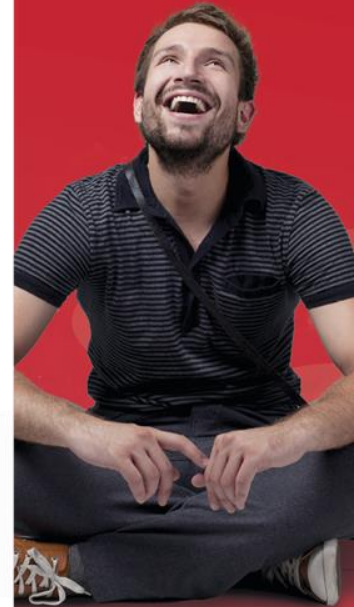
Email Address =

your idnumber@tafesa.edu.au

For example **010132332@tafesa.edu.au**

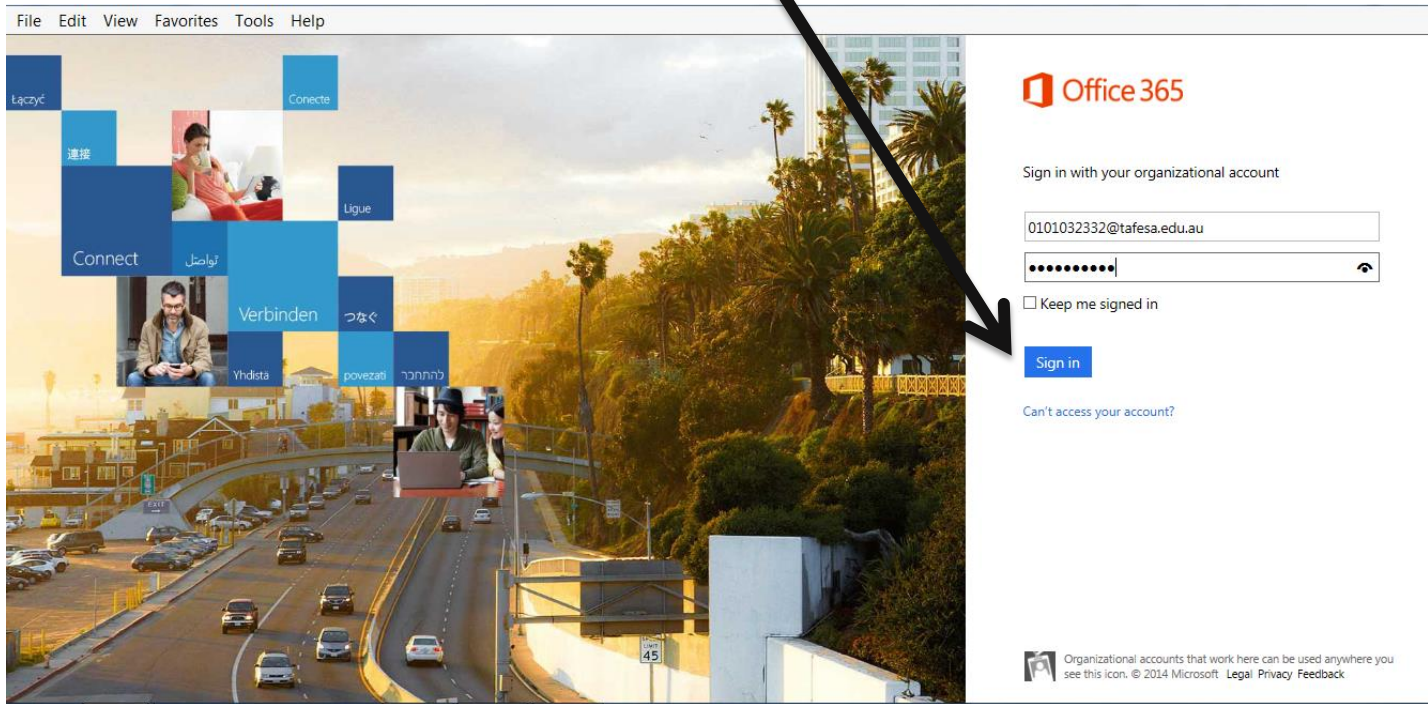
Password =

your password is the same password you use to log in to the computer at TAFE.

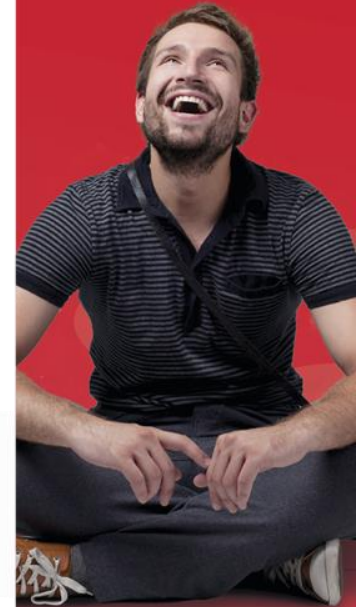


Step 19 – How to log in to your TAFE SA Email Account

Click on the “Sign In” button



The screenshot shows the Office 365 login interface. On the left, there's a background image of a city street with a grid of blue buttons labeled with 'Connect' in various languages. On the right, the 'Office 365' logo is at the top. Below it, the text 'Sign in with your organizational account' is displayed. There are two input fields: the first contains the email address '0101032332@tafesa.edu.au', and the second contains masked characters '.....'. Below the password field is a checkbox labeled 'Keep me signed in'. A blue 'Sign in' button is positioned below the checkbox. At the bottom left of the login area, there is a link that says 'Can't access your account?'. At the very bottom, there is a small icon and text: 'Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft. Legal Privacy Feedback'. A large black arrow originates from the text 'Click on the “Sign In” button' and points directly to the 'Sign in' button.





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