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

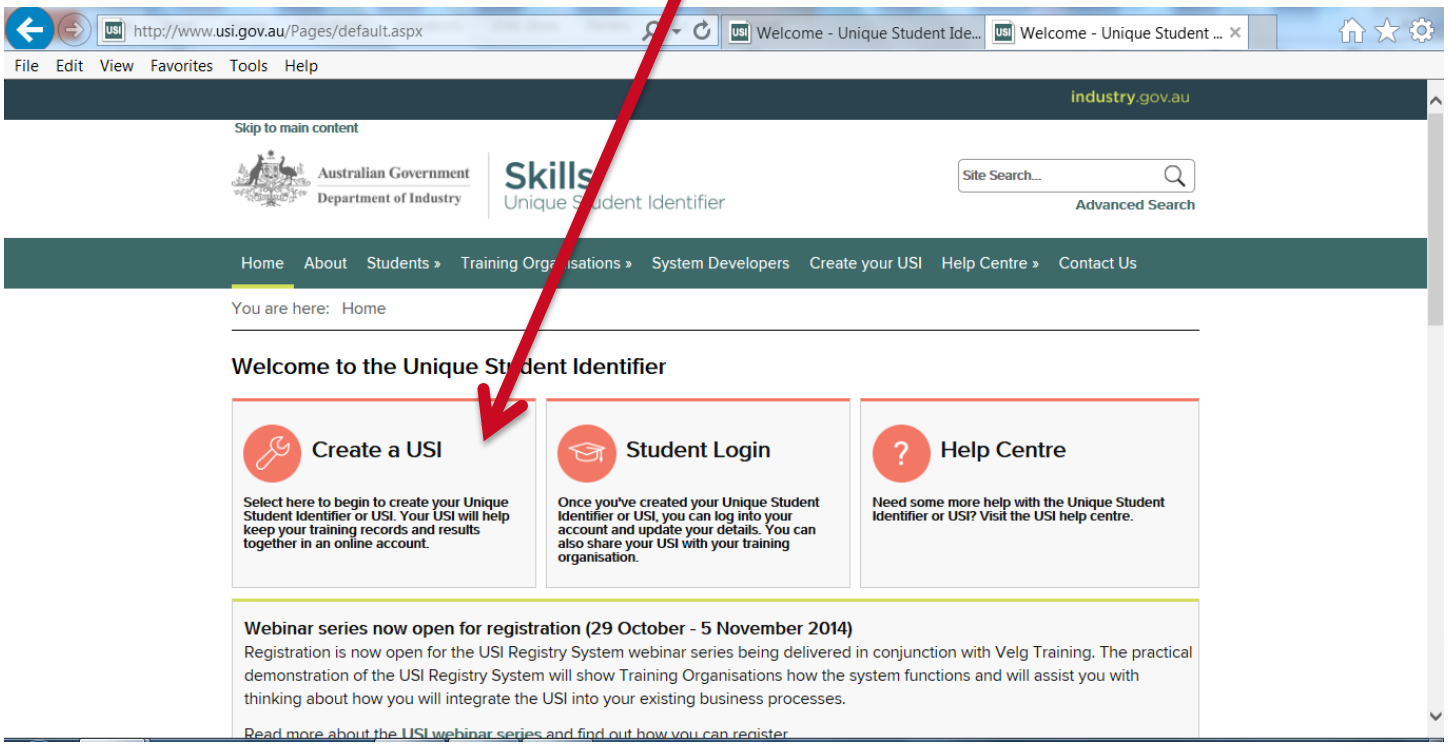
Step 1

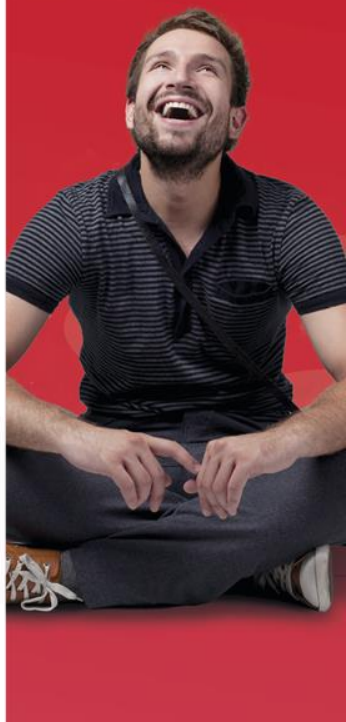
Using the Internet, go to:

www.usi.gov.au

Step 2

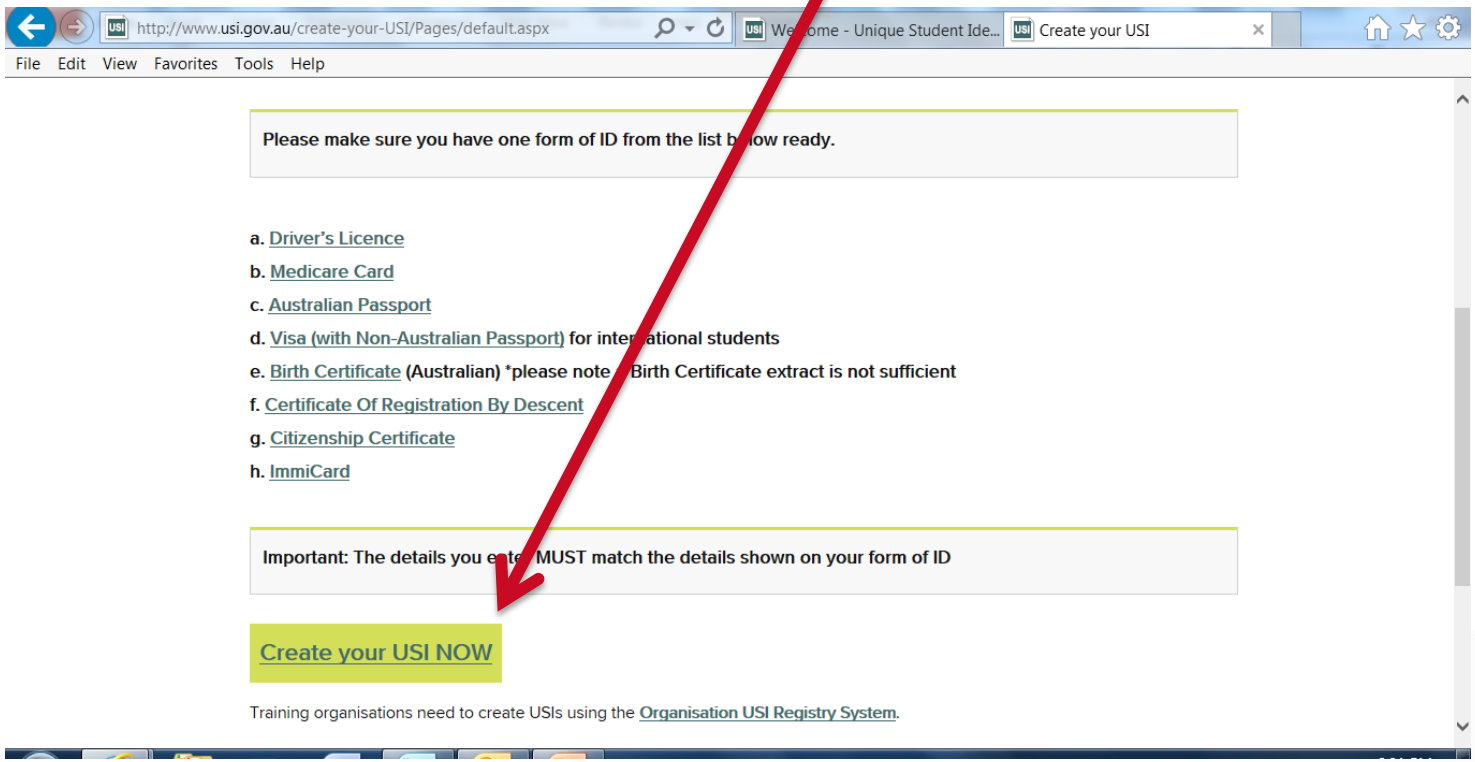
Click on “**Create a USI**”





Step 3

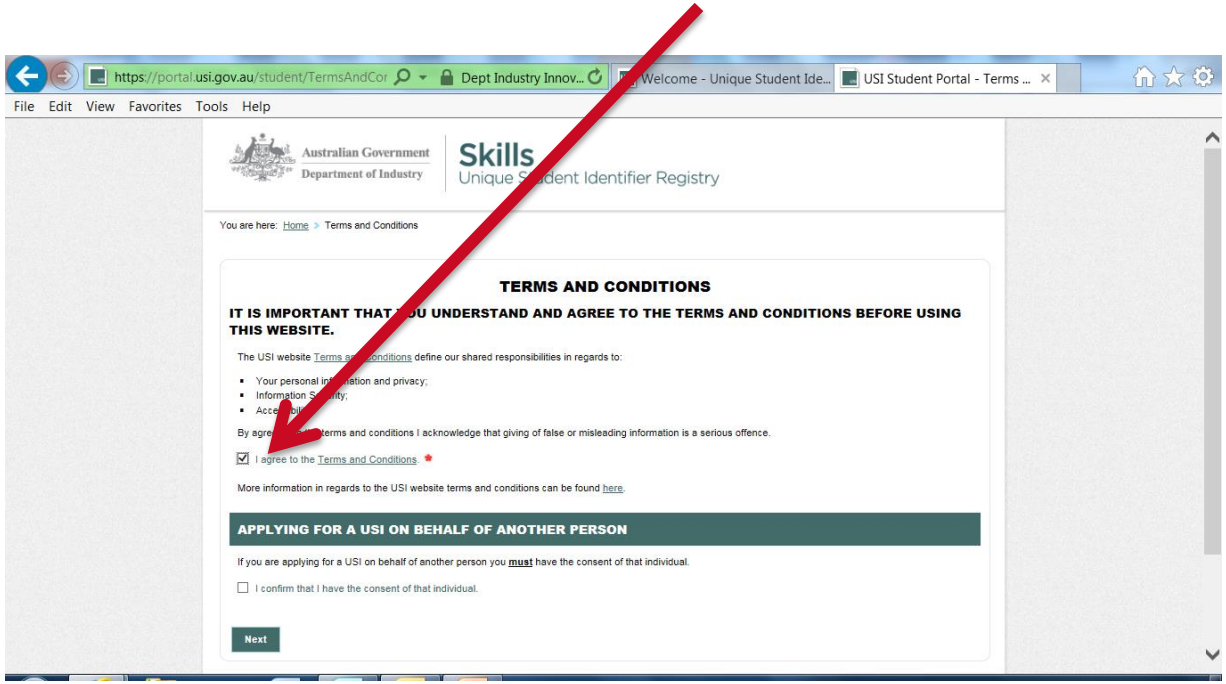
Click on “**Create your USI NOW**”



Step 4

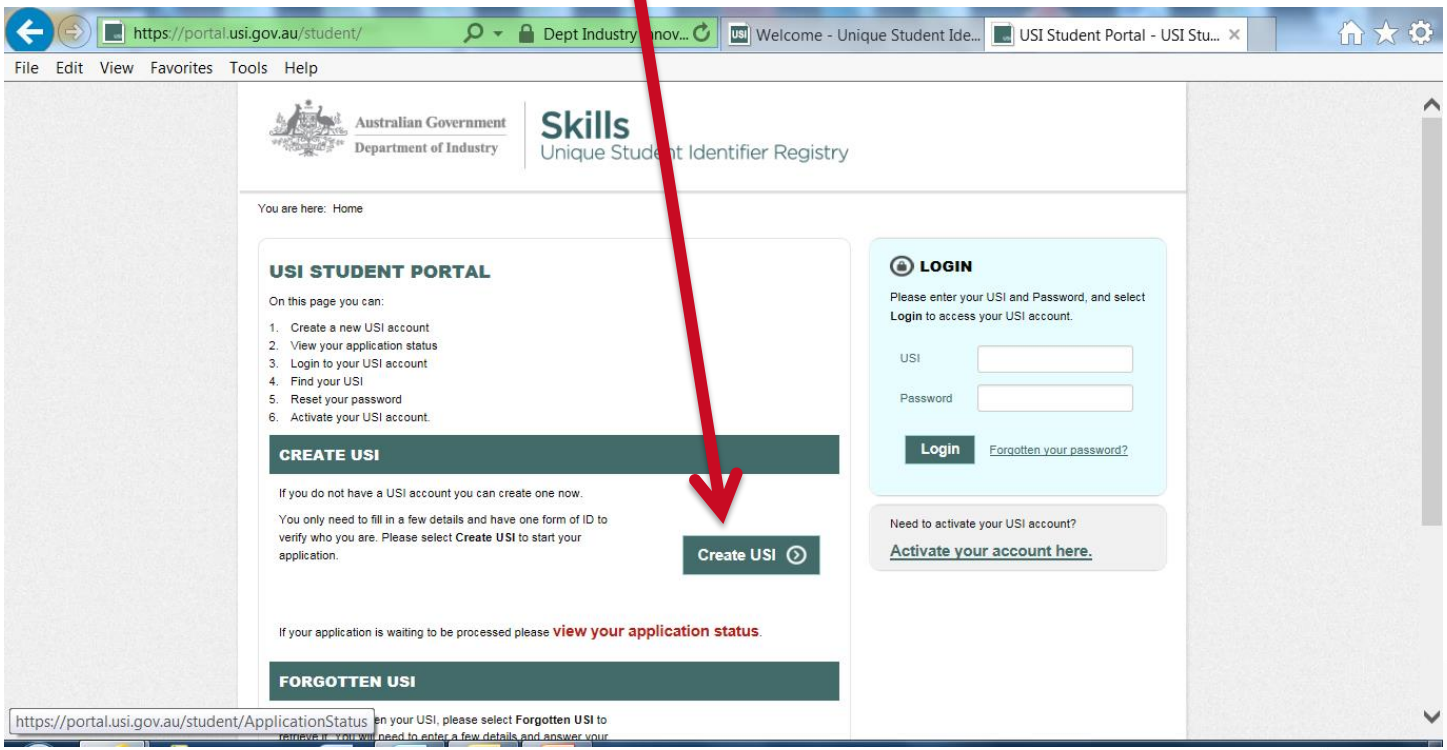
Make sure you understand the Terms and Conditions.

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



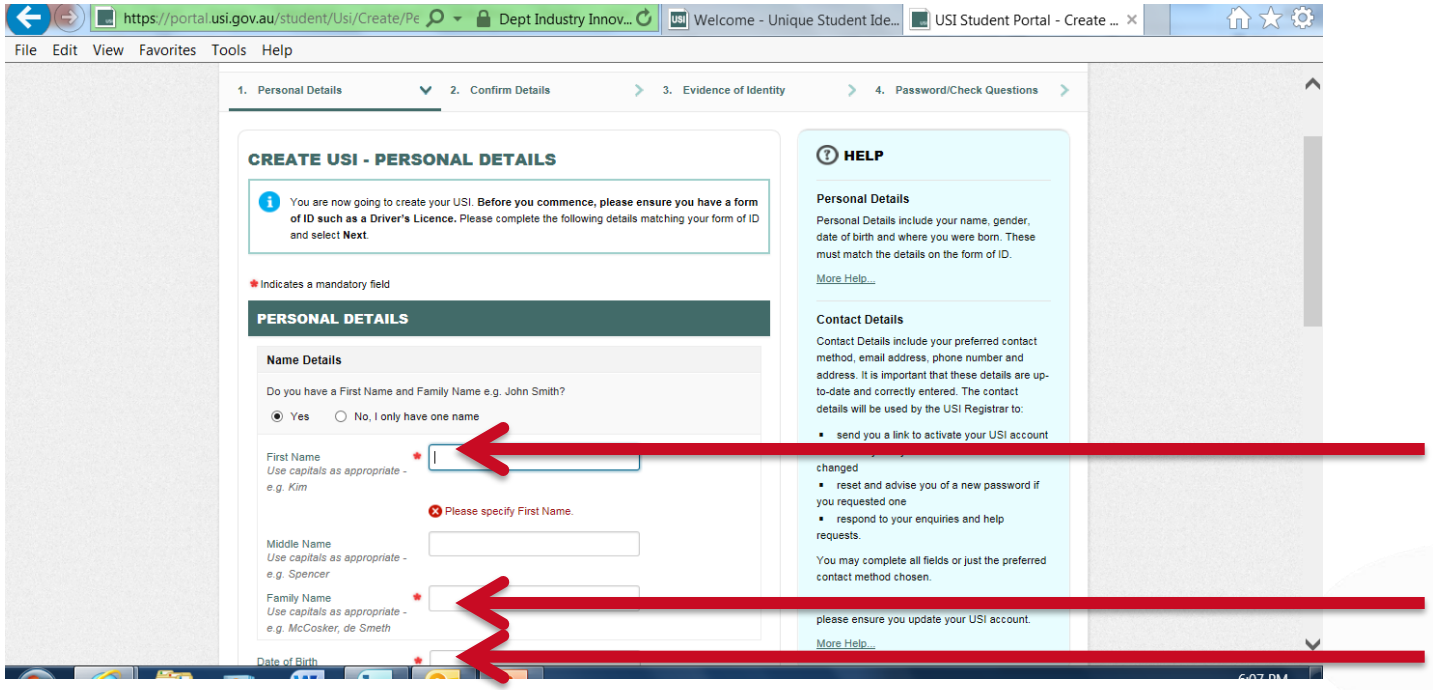
Step 5

Click on **“Create USI”.**



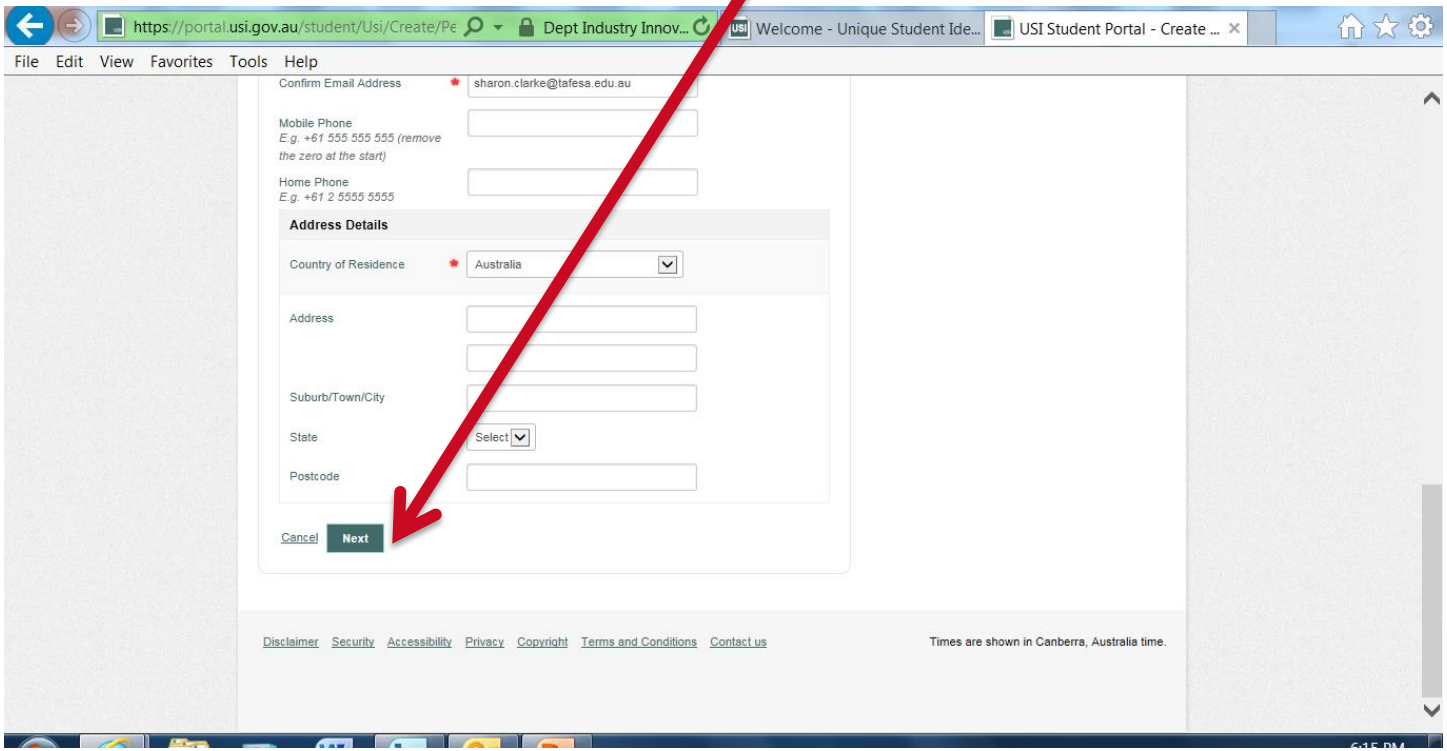
Step 6

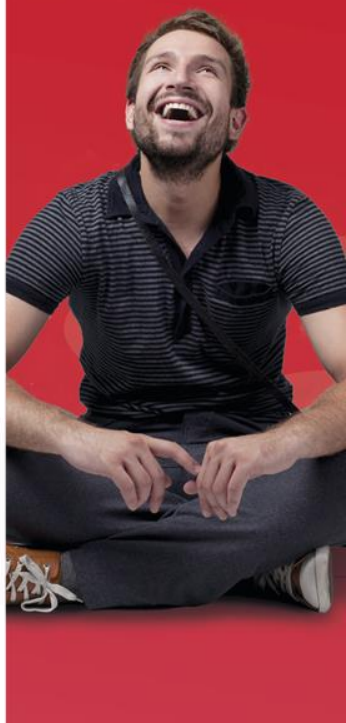
Enter your information for the fields that have a * next to them.



Step 7

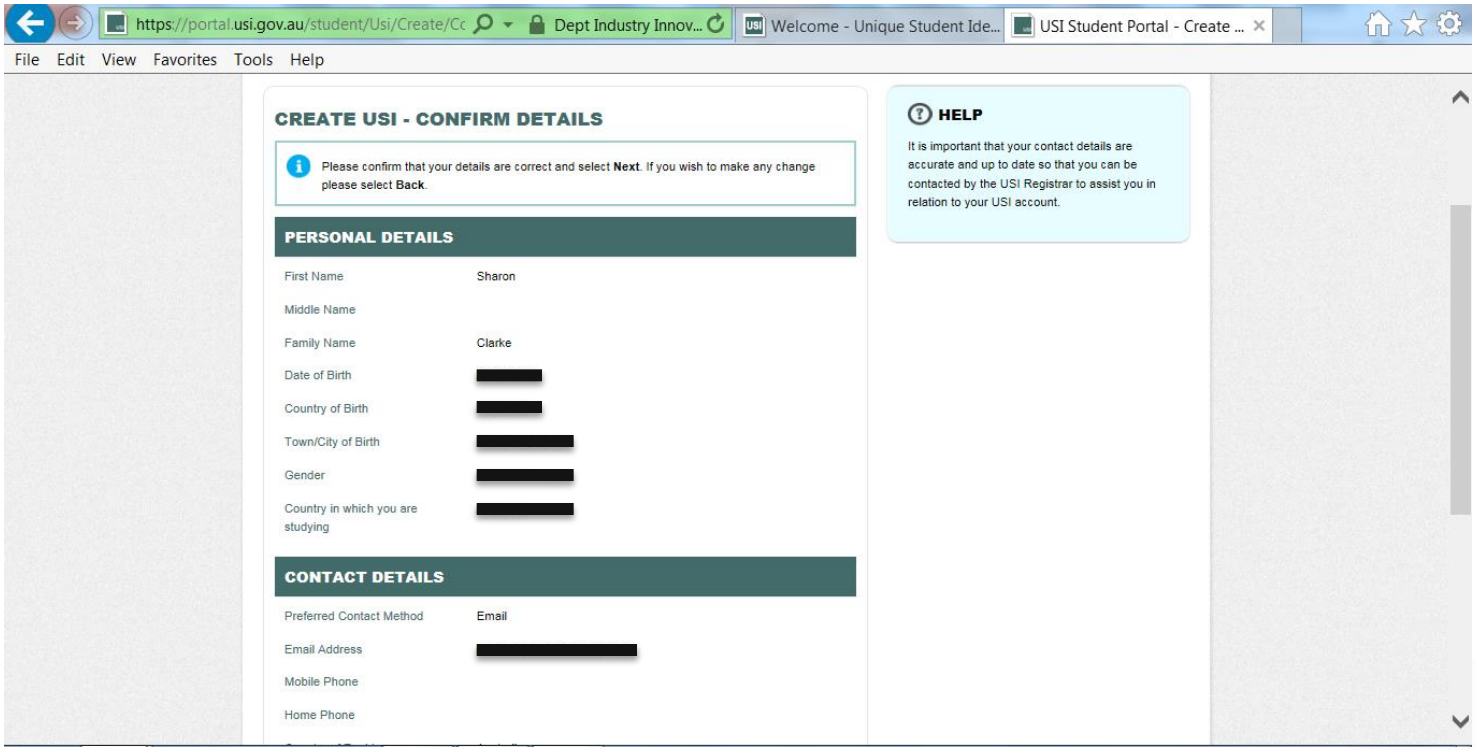
When you have entered all required information. Click “**Next**”.





Step 8

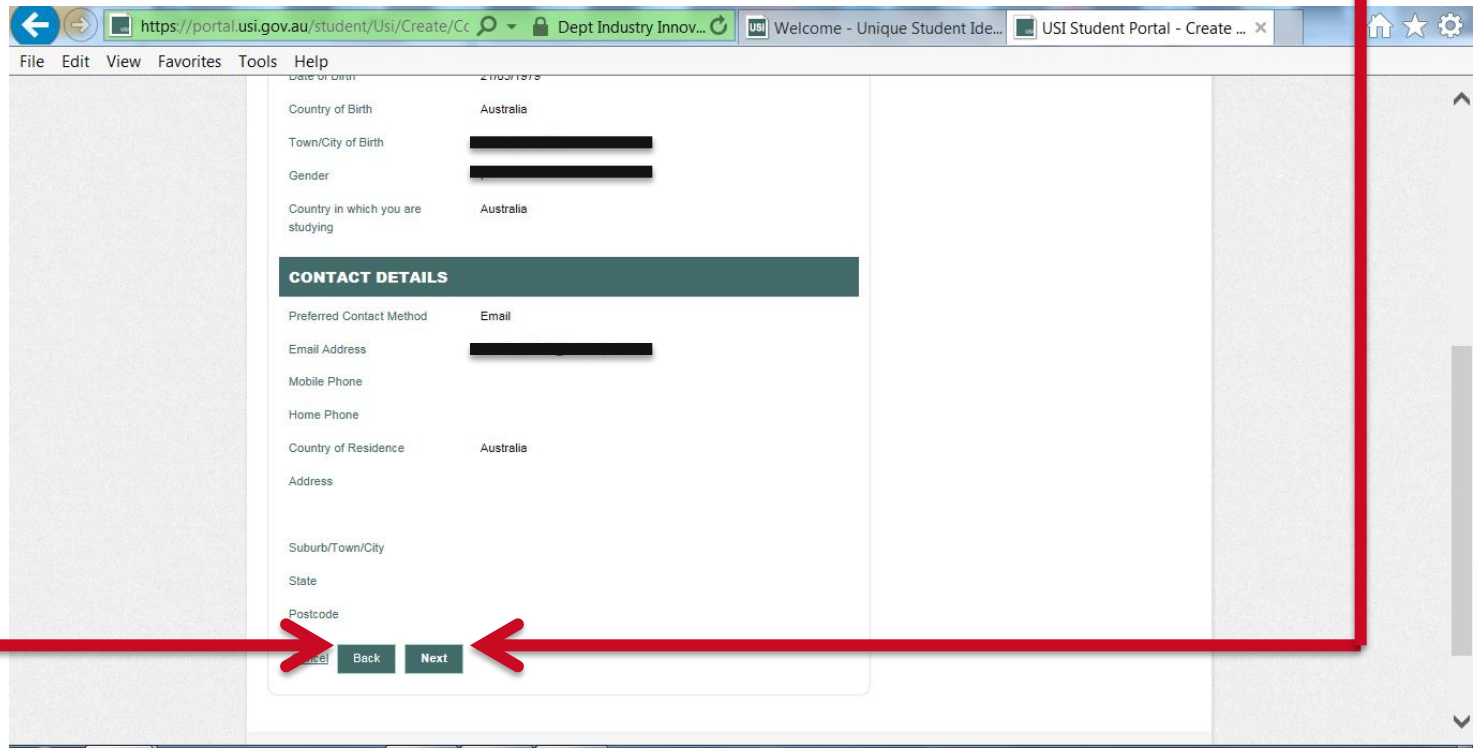
Confirm the details you have entered.



Step 9

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

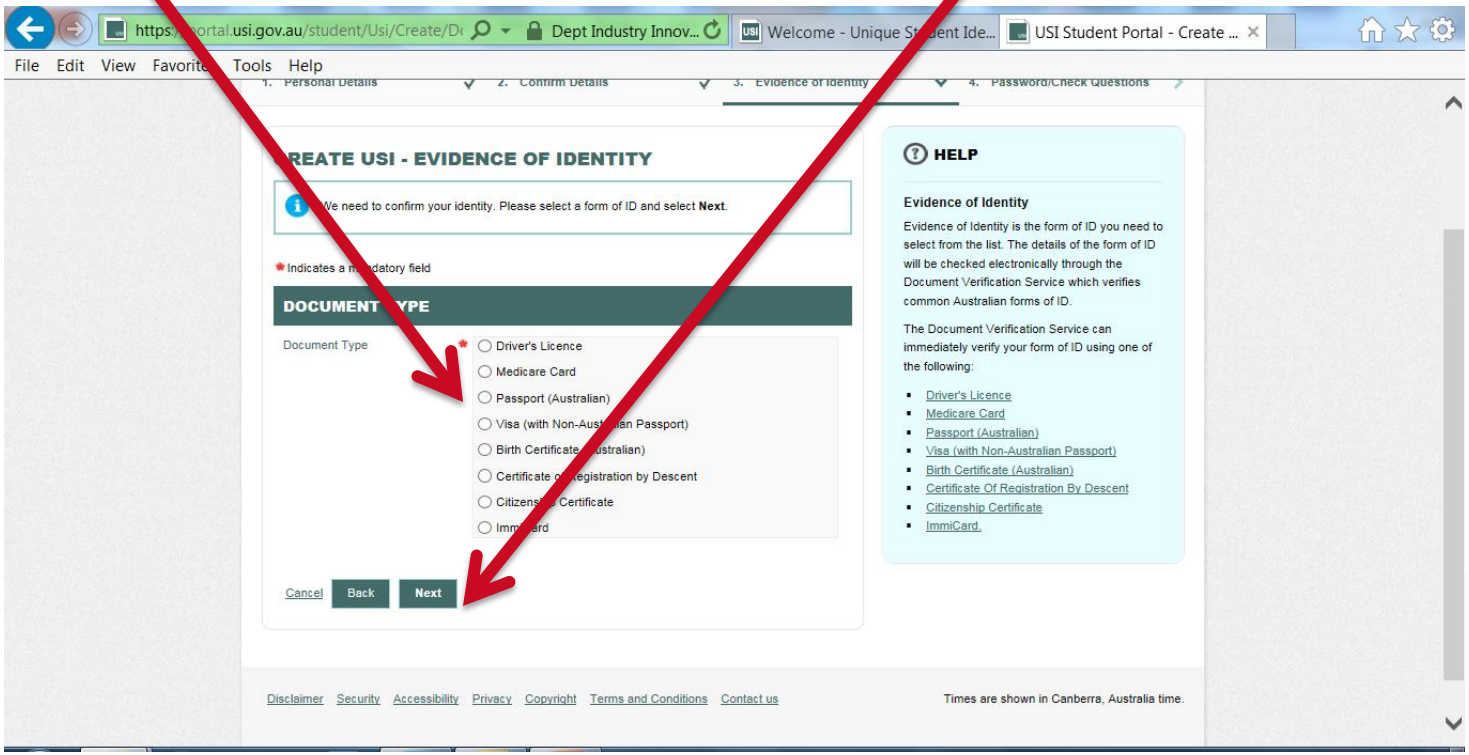
If Information is incorrect, click **“Back”** and make required changes.



Step 10

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

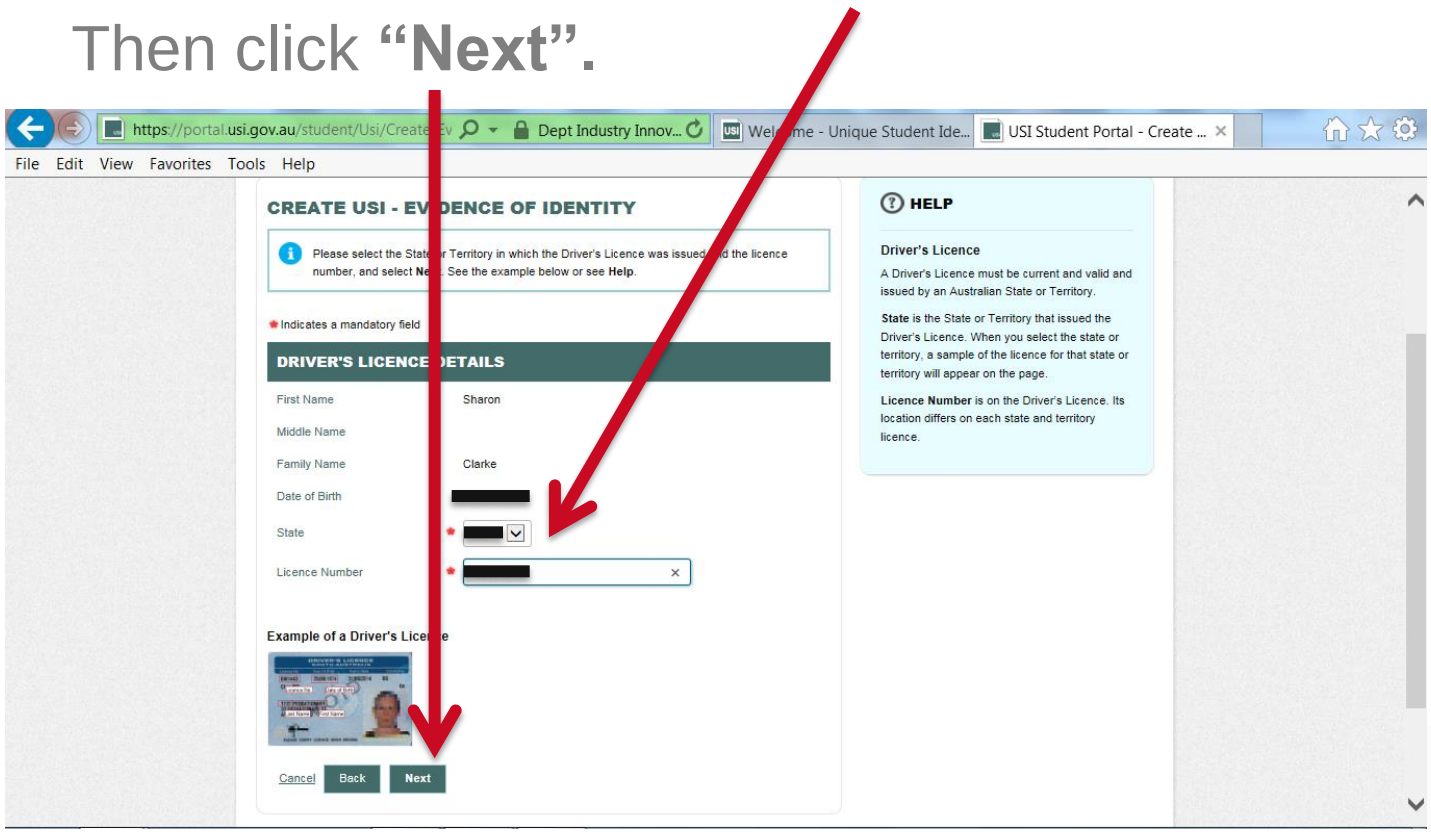
Then Click **“Next”.**



Step 11

Type in the information required.

Then click “**Next**”.



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

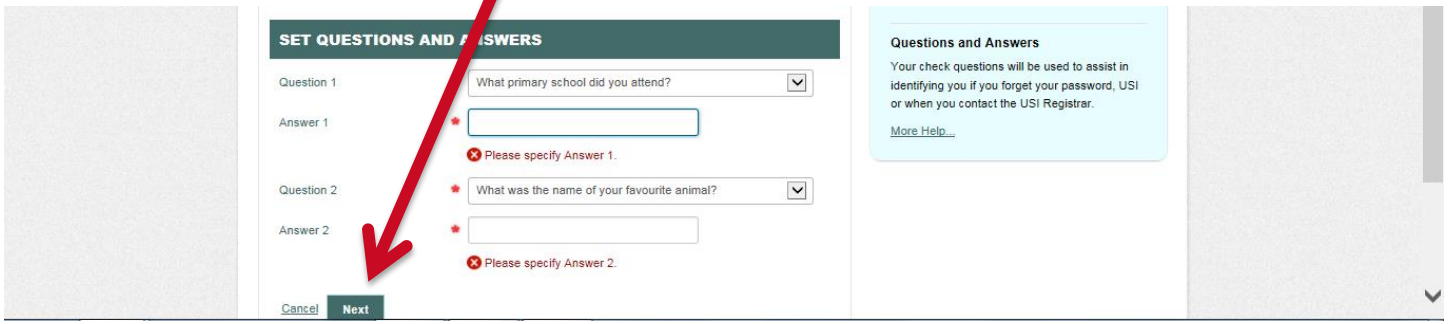
It must have a number

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

Step 13

Enter 2 security questions and answers.

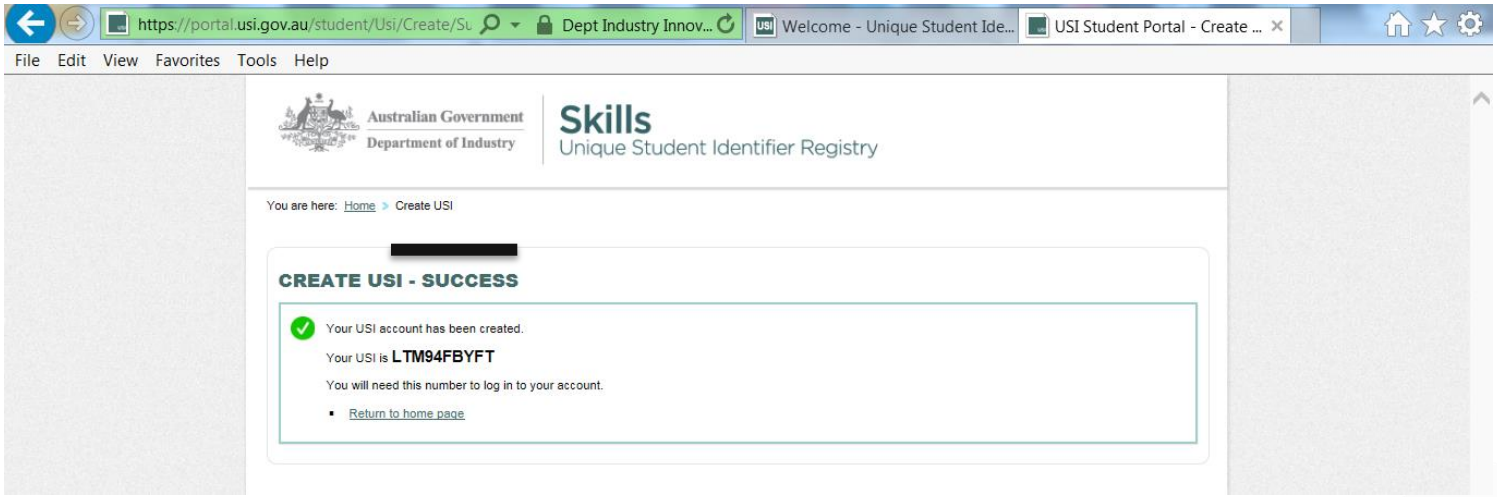
Then Click “**Next**”.



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

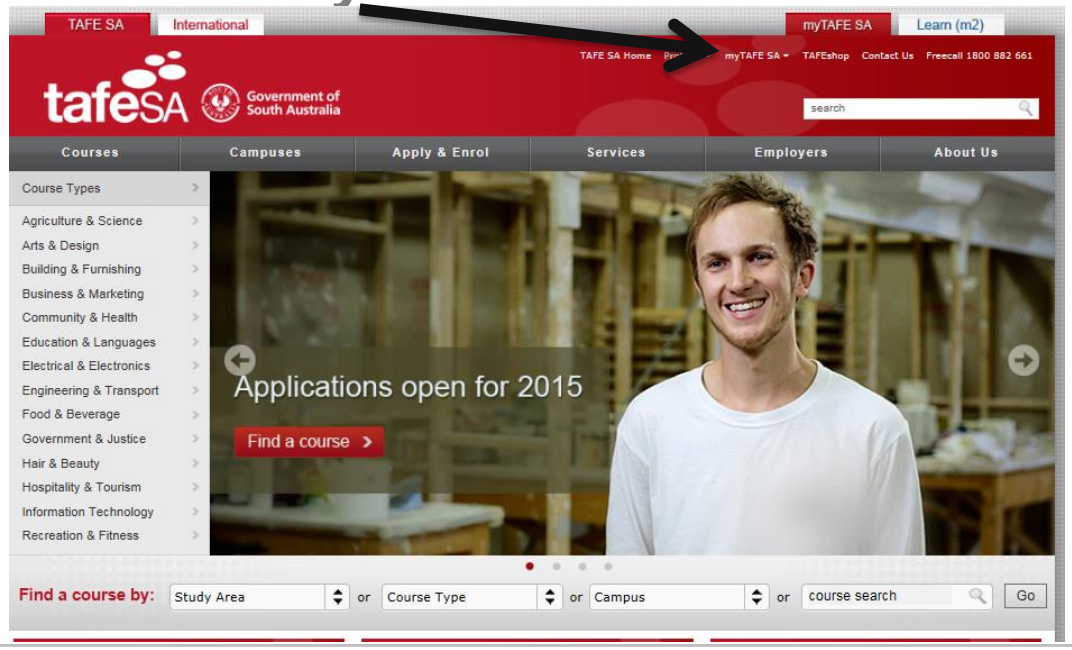
Or fill in a form that you can get from your teacher.

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

Go to the TAFE SA Web Page:

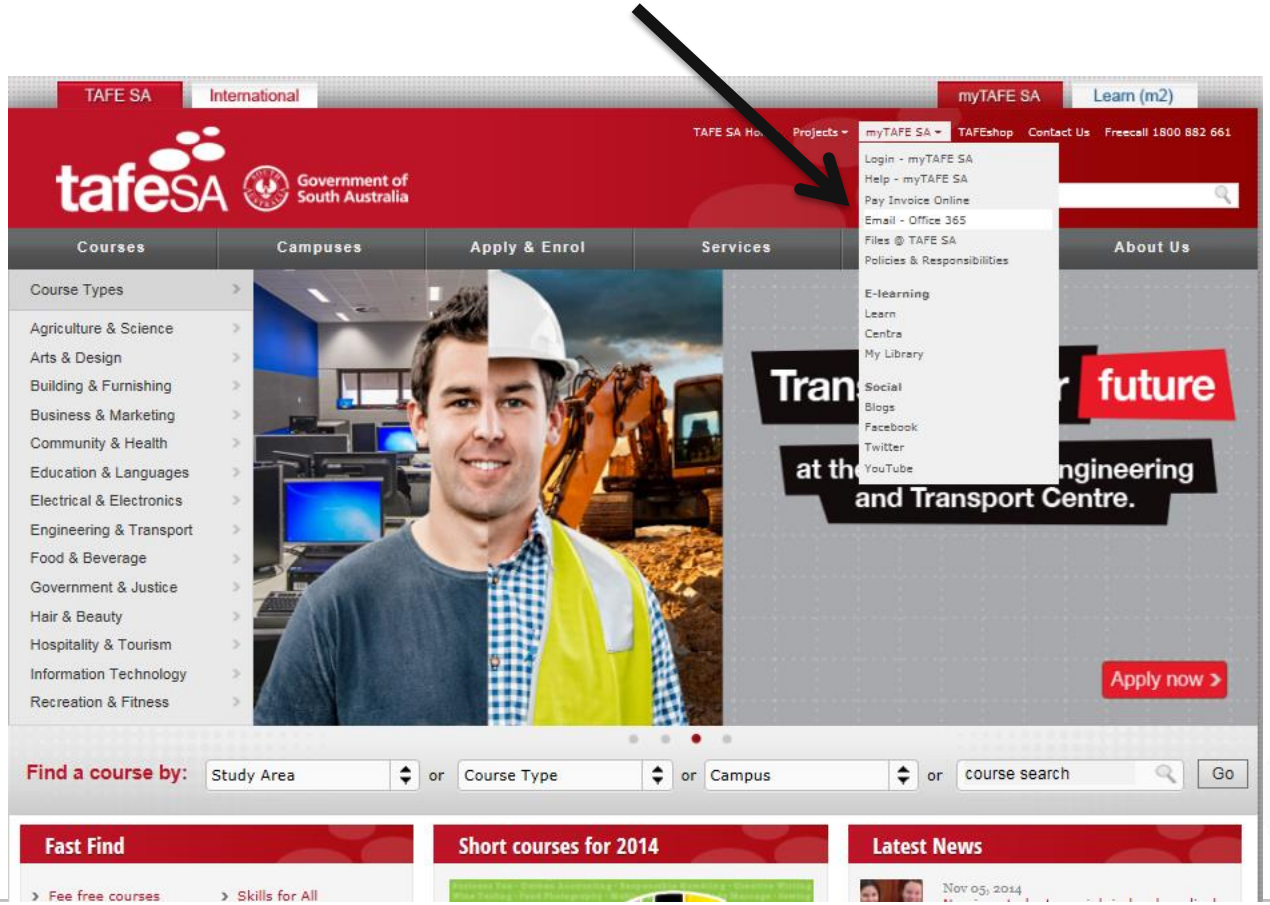
www.tafesa.edu.au

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

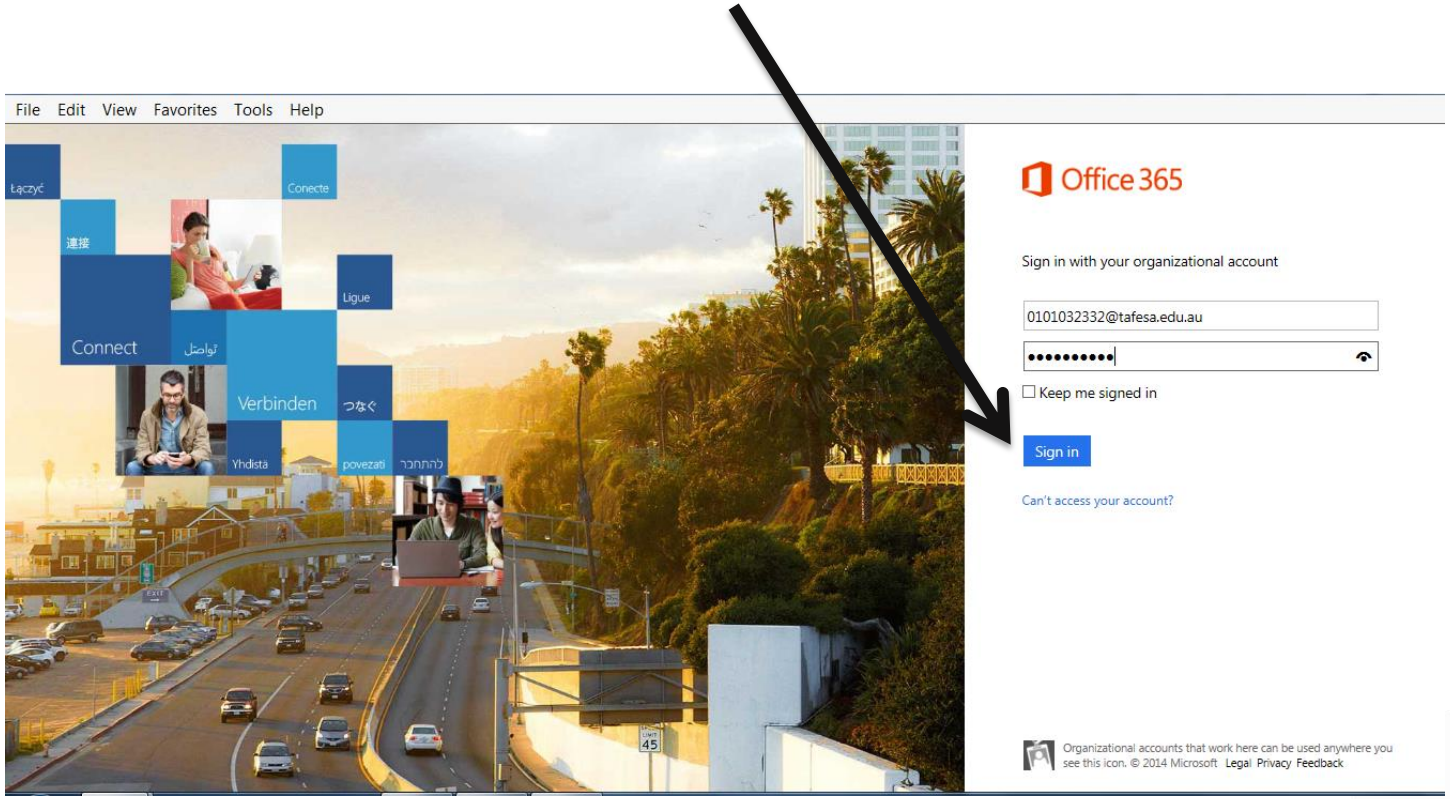
For example **010132332@tafesa.edu.au**

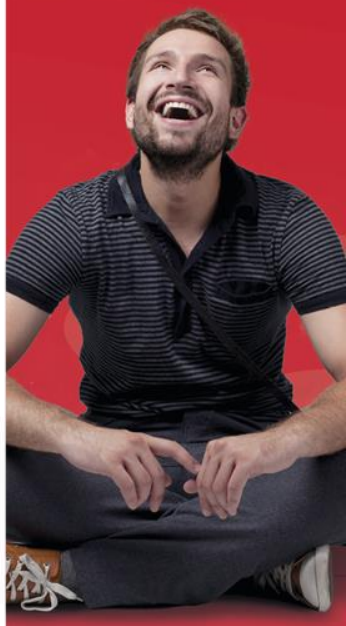
Password =

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





tafeSA

Government of South Australia

tafesa.edu.au