

Steps to Create a USI

ALL Students will need a USI No. at some stage, however, this will also help if you are enrolling in a VET subject for 2022

Please note, I cannot show all the steps as I already have my own USI so it won't let me continue with the process after the section on filling out your details. See step 7 as after that, you need to follow the prompts.

When you get your USI, Please write this down in your DIARY. You will need to have this written on your Course Counselling Book otherwise your Course Counselling book will not be signed off and complete. You can also email your USI to Jo Maxwell at the email below:

Joanne.maxwell2@education.vic.gov.au

Always save your 10 digit number in a secure and safe place (duplicate this and keep with important records at home). **You will not be enrolled in the course or issued with a statement of attainment without this number.**

SAMPLE OF A USI CREATED: Q6FCV4QEM3

Step 1: Google – type in “Create a USI”

Click on Create a USI

Step 2: Click Get Started

The following are acceptable forms of ID to create a USI. You will need at least one of the identity documents listed below:

- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Australian Birth Certificate
- Australian Driver’s Licence
- Medicare Card
- Certificate of Registration by Descent
- Centrelink Concession Cards
- Citizenship Certificate
- ImmiCard



Should take less than 5 minutes to complete

GET STARTED

Step 3: Agree to the Terms & Conditions

Click Next

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.

Registered Training Organisations (RTOs) **must not use** the Student Portal to create USIs. RTOs can only apply on behalf of a student through the USI Registry System Organisation Portal or via their integrated student management system.

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 4: Click Create USI

USI STUDENT PORTAL

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, it should only take you about 5 minutes.

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.


Create USI 


Step 5: Are you applying for a USI on behalf of another person? - Click 'No' Click Next

CREATE USI



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.

 Indicates a mandatory field

 Are you applying for a USI on behalf of another person? Yes No

[Cancel](#)

[Next](#)

Step 6: I have selected MEDICARE HERE or you can select PASSPORT

(Jo Maxwell or the School office can obtain your No./line no./Exp Date/colour of the card is usually **GREEN** id you do not have it with you). You can also use your LEARNERS PERMIT as it is recognised as the Driving Licence.

EVIDENCE OF IDENTITY

Document Type



Medicare Card



MEDICARE CARD DETAILS

Medicare Card Number



Individual Ref Number



Select



Card Colour



Green



Expiry Date



Examples of Medicare Cards - Click on image to enlarge



Step 7: Now to fill out your Personal Details. Make sure your name & middle name, if you have one, is exactly how it looks on your MEDICARE CARD if you are using this as part of your ID. If you have two names (ie. Not classed as a middle name) then you need to put both names on the same line as it looks on the card. Click Next and keep clicking through the screens until your USI No is created.

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 *

Step 8: Once you have created your USI and it is shown on the Screen MAKE A NOTE OF IT AND LATER PUT IT INTO YOUR PHONE AS A CONTACT UNDER USI.

IMPORTANT – ENSURE YOU CLICK PRINT USI BEFORE LOGGING OUT OF THE WEBSITE

<p>Step 9 Continue on with the steps, I can not enter anything else from my end, but as you work through, you will be asked a series of questions</p>	<p>1) The one question that often throws people. It asks what suburb was the student born 2) Also if you have a home phone number please use the (03) before the number as it does not recognise just a simple number like 9390 3130 The home number looks like this (03) 9390 3130</p> <p>Other questions are the Medicare number. What number is the student on the card. Depending on the list of names on the Medicare Card. If the student is the third child, they may have a number of 5 (Mum (1) + Dad (2) and + 3 siblings (5))</p>
<p>It will also ask for a complex PASSWORD</p>	<p>Keep this somewhere and if you need to retrieve your ID USI number, then you will need this to log in. (Your Surname and Year you were Born, followed by an symbol is usually a good one, as you will remember this example Smith2003!)</p> <p>A lot of students don't remember this as they force you to make a very complex PS. If you loose your 10 DIGIT NUMBER, they are hard to contact I have been on the phone for 40 min at times, and when I finally get through they only give me a reference number. All too hard, so keep that number on at least 3 phones, or write it down. THE USI will be used at future Universities, for employment and Training. So so DO NOT lose it</p>
<p>Step 10 IMPORTANT BRING THIS NUMBER TO SCHOOL ON YOUR PHONE TAKE THIS NUMBER TO ANY ORIENTATION DAYS IN THE CLUSTER OR OTHER COURSES</p>	<p>This USI number can be used to book into FIRST AID courses and other courses This USI number can be used to access your final results at universities This USI number can be used to gain any 'Statements of Attainment' for other courses and recognition of doing a course.</p>
<p>Step 11 TROUBLE SHOOTING Good luck</p>	<p>Things I have found out about this system when it does not work Always use the Name that is on your birth certificate/passport. (Don't shorten the name) Scenario 1 If you are from FIJI, OR any other Oceanic & and Pacific islands, Please use your PASSPORT FIRST If this does not work, use your proof of residency. If everything fails come and see Jo Maxwell Scenario 2 If you have an alternative name or a shortend name like a Greek name, use your original name. Always use the Name that is on your birth certificate. (Don't shorten the name) If you do not, it will cause a lot of issues. Scenario 3 Make sure your name & middle name, if you have one, is exactly how it looks on your MEDICARE CARD if you are using this as part of your ID. If you have two names (ie. Not classed as a middle name) then you need to put both names on the same line as it looks on the card.</p>

