



MAROOCHYDORE STATE HIGH SCHOOL – 30397
VOCATIONAL EDUCATION AND TRAINING
UNIQUE STUDENT IDENTIFER

Dear Year 9 parents and students

The USI (Unique Student Identifier) was introduced nationally on 1 January 2015 for all students studying VET qualifications. **The school will not be permitted to issue Statements of Attainment or Certificates without a student’s USI.** Next year, your student will be studying one or more VET qualifications.

A USI is effectively an account or 10-character alpha-numeric reference, which will allow all of an individual’s training records, entered in the National Vocational Education and Training (VET) data collection, to be linked. The USI will make it easier for students to find, collate and authenticate their VET achievements into a single transcript. It will also ensure that students’ VET records are not lost.

The USI will be available online and at no cost to the student. It will stay with the student for life, and be recorded with any nationally-recognised VET course that is undertaken.

In order to obtain a USI, students are required by the federal government to provide one of the following forms of identification, such as:

- Australian Birth Certificate (full certificate)
- Medicare Card
- Australian Passport
- VISA (for international students)
- Certificate of Registration by Descent
- Citizenship Certificate

Students should note that they would be unable to be issued with a nationally recognised VET qualification or statement of attainment in 2022 without a USI, so it is critical that they register for one as a matter of urgency. In order to obtain a USI, students need to log on to <http://usi.gov.au> and click on the “Create USI” icon. They should have one of the above identifications on hand, then click “Create your USI now” and follow the directions.

If you would like Maroochydore State High School to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privary-Notice.pdf>.

Once the application is complete, and a USI has been obtained, students need to fill out the section below, detach and return it to their Care teacher,, no later than **Friday, 29 October 2021**. Students should also **keep a copy** of their USI in their records at home.

I authorise Maroochydore State High School to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>.

OR

I have successfully completed the USI registration and I authorise my USI to be entered and stored in school records for VET purposes.

Student Name: Year Level 2022:

Student Signature: Date: / /

The USI I have been issued is:
 [PLEASE PRINT CLEARLY]

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How do I create a USI?

Creating a Unique Student Identifier (USI) is quick, easy and free. Below is a step by step tutorial showing you exactly what you will need to follow to create your USI.

If you are creating a USI on behalf of another person, see the [step by step guide](#).

Step 1

Have a valid form of ID handy

Have at least one form of current and valid ID handy that we will accept. [See the full list of ID types here!](#) Don't worry, we accept many forms of ID and most people will own not one but two or three forms of ID we accept. If you do not have one of these forms of ID contact your training organisation for assistance.

IMPORTANT: When you create your USI, enter your details exactly as they appear on your form of ID.

Step 2

Go to the USI Creation page

The page is located [here](#), but read this whole page first!

Step 3

Next agree to the Terms and Conditions

If you see the Terms and Conditions page then tick the appropriate box below. If you don't see it, don't panic just go straight to step 4.

- Read the content on the page
- **A** Check box
- **B** Check box
- **C** Click the "Next" button

The screenshot shows the USI Terms and Conditions page. At the top left, there is a blue magnifying glass icon. Below it, the Australian Government logo and the USI logo (Unique Student Identifier) are visible. The page title is "You are here: Home > Terms and Conditions". The main heading is "TERMS AND CONDITIONS". Below this, there is a bold statement: "IT IS IMPORTANT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE USING THIS WEBSITE." This is followed by a paragraph stating that the USI is used to "Link your name to reported data in regard to" and lists three bullet points: "Your personal information and privacy", "Information Security", and "Accessibility". Another paragraph states that if you are applying for a USI on behalf of another person, you must have their consent. A box for Registered Training Organisations (RTOs) is also present. There are three red circles with letters A, B, and C. Circle A is next to the "I understand that I have the consent of that individual." checkbox. Circle B is next to the "I agree to the Terms and Conditions." checkbox. Circle C is next to the "Next" button. At the bottom, there are links for "Privacy", "Security", "Accessibility", "Privacy", "General", and "Demand Conditions", and a "Contact us" link. The footer text reads "This page is shown in Canberra, Australia Time."

Step 4

Evidence of Identity and Personal Details

- **A** Select the evidence of identity document (ID) you will be using to create your USI. See what types of ID you can use [here](#).

Enter your personal details or if you have a problem with them [get more information here](#).

IMPORTANT: Enter your details exactly as they appear on your form of ID.

- **B** Select whether you have a first name and a family name or if you only have one name
- **C** Enter your name(s)

Note: If the name you most commonly use for business or official purposes is not the name on your form of ID for USI purposes, you can choose to enter this other name in the preferred name field.

- **D** Enter, and confirm, your date of birth
- **E** Enter your gender
- **F** Enter your country and place of birth

Note: Your gender does not need to be reflected on your form of ID when creating a USI.

Step 5

Contact details

Enter as many of the contact details as you can or if you have a problem with them [get more information here](#).

- **A** Enter your "Email Address" (needs to be unique to you)
- **B** Enter your "Mobile Phone" number
- **C** Enter your "Home Phone" number
- **D** Enter your "Address Details"
- **E** Click on the "Next" button

Step 6

Confirming your identity

Once you have entered your details, the USI Registry System will check and confirm your identity using the 'Documentation Verification Service' (DVS).

Step 7

Securing your account

Next set your [USI password](#) and [check questions](#).

Step 8

You're done!

Your USI will now be displayed on the screen and will have been sent to you for your records. Please keep a record of this number as this USI is yours for life!

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 from this screen.

You can also 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.



Step 9

What now?

Each time you enrol with a new training organisation remember to give them your USI, either by email or by providing access!

I want to create a USI now



If you need more help, [check the information in our help centre.](#)

I have forgotten my password:

If you have forgotten your password, don't worry as this can happen to anyone from time to time. It will only take a couple of minutes for you to reset it.

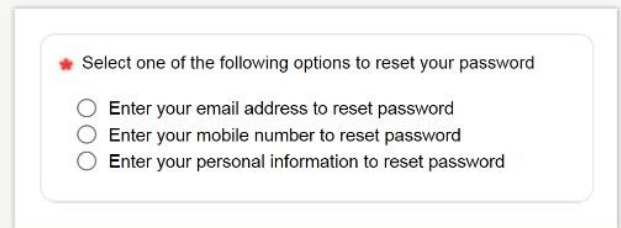
Please read all the steps below before continuing.

Step 1 Click the blue button at the bottom of the page

Step 2 Agree to the Terms and Conditions

Step 3 Select one of the three options to reset your password:

- email address
- mobile number
- personal details



A screenshot of a web form titled "FORGOTTEN PASSWORD". It contains a heading "Select one of the following options to reset your password" followed by three radio button options: "Enter your email address to reset password", "Enter your mobile number to reset password", and "Enter your personal information to reset password".

Step 4 Email address Option

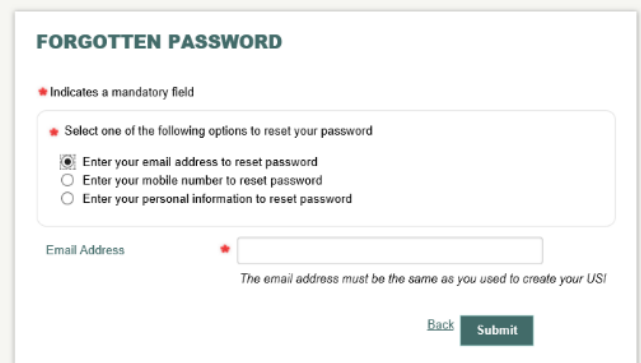
Enter the SAME email address as the one in your USI account.

Then select an option and click submit.

A link to reset your password will now be sent to that email address.

If you receive a message that 'The Email Address is invalid. Please Try again' it means the email that you have entered is different from the one in your USI account:

- Check the spelling of your email address for errors.
- You can also try your mobile number or personal details to reset your password.



A screenshot of the "FORGOTTEN PASSWORD" form. It shows the same three radio button options as the previous screenshot. The "Enter your email address to reset password" option is selected. Below the options is an "Email Address" input field with a red asterisk to its left. A red error message below the field reads: "The email address must be the same as you used to create your USI". At the bottom right, there are "Back" and "Submit" buttons.

Step 5

Mobile Number Option

Enter the SAME mobile number as the one in your USI account.

Complete the fields and click submit.

A 6 digit PIN will now be sent to that mobile number. You will be able to use the PIN to reset your password.

If you receive a message that a unique USI record was not found it means that the mobile number that you have entered is different from the one in your USI account:

- Check the mobile number you entered for errors.
- You can also try your email address or personal details to reset your password.

FORGOTTEN PASSWORD

★ Indicates a mandatory field

★ Select one of the following options to reset your password

Enter your email address to reset password

Enter your mobile number to reset password

Enter your personal information to reset password

Mobile Number ★

The mobile number must be the same as you used to create your USI

Date of Birth ★

[Back](#)

Step 6

Personal details Option

Your personal details must be the same as the details entered in your USI account.

6.1

Complete the fields and click submit.

If you receive a message that a unique USI record was not found it is likely that the details you have entered do not match those in your USI account:

- Check your personal details for errors.
- Did your training organisations create your USI for you and use different details?
- You can also try your email address or mobile number to reset your password.
- Make sure your details are spelt correctly (did you enter 'Mount' or 'Mt' for example).

Mandatory Criteria

Do you have a First Name e.g. John Smith?

Yes No, I only have one name

Family Name *

Date of Birth *

Gender *

- Male
 Female
 Unspecified

* Optional Criteria (at least one required)

USI

First Name

Middle Name

Town/City of Birth

* Select one of the following:

- I am acting on behalf of the student to reset the password
 I am the owner of the USI account

6.2

Next you will need to select 'By answering your check questions' or 'By providing a form of ID'.

* Indicates a mandatory field

* Select one of the following options to reset your password

- By answering your check questions
 By providing a form of ID

29 January 2022 'Correct at the time of publication but subject to change'

File Location:

C:\Users\dvoll7\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\B2KGRVIY\28 Creating
a USI 2022.docx

Date: 29/01/2022

Review Date: November 2022

Ownership: Maroochydore State High School

Approved: RTO Manager

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6.3

If you selected 'By answering your check questions' complete the fields and click 'Next' (if not go to the next step).

You will then be able to reset your password.

If you receive a message 'The answers to your check questions are incorrect. Please try again.'

- Check your answers for errors.
- Did you change your answers since creating your USI?
- Make sure your answers to check questions are spelt correctly (did you enter 'Street' or 'St' for example)?

★ Indicates a mandatory field

Question 1 What language is spoken with your family?

Answer 1 ★

Question 2 What was your childhood nickname?

Answer 2 ★

6.4

If you selected 'By providing a form of ID' choose a valid form of ID from the list and complete the fields and click 'Next'.

You will then be able to reset your password.

If you receive a message saying 'We have been unable to verify your identity' it is likely that the details you have entered do not match those in your USI account.

- Please ensure your name on the form of ID matches the name in your USI account.
- Also check that your form of ID details is correct and your ID has not expired.
- You will have three chances to enter the details correctly. After the third attempt the system will ask you to select another form of ID.

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

[Click here to use 'forgotten password' function now](#)



Need more help?

Your training organisation can also use the 'Existing USI Search' function in the USI Registry System (or the 'Locate USI' via your own Student Management System) if they have your consent and know all your details as they appear in the USI Registry System.

If you are unable to recover your USI by other means, please [contact the USI Office](#) for assistance.