PIONEER
COLLEGE

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Create a USI step by step

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.

STEP 1: Have a valid form of ID handy

Have at least one form of current and valid ID handy that we will accept. 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 https://www.usi.gov.au/your-usi/create-usi, but read this whole page first!

STEP 3: Next agree to the Terms and Conditions

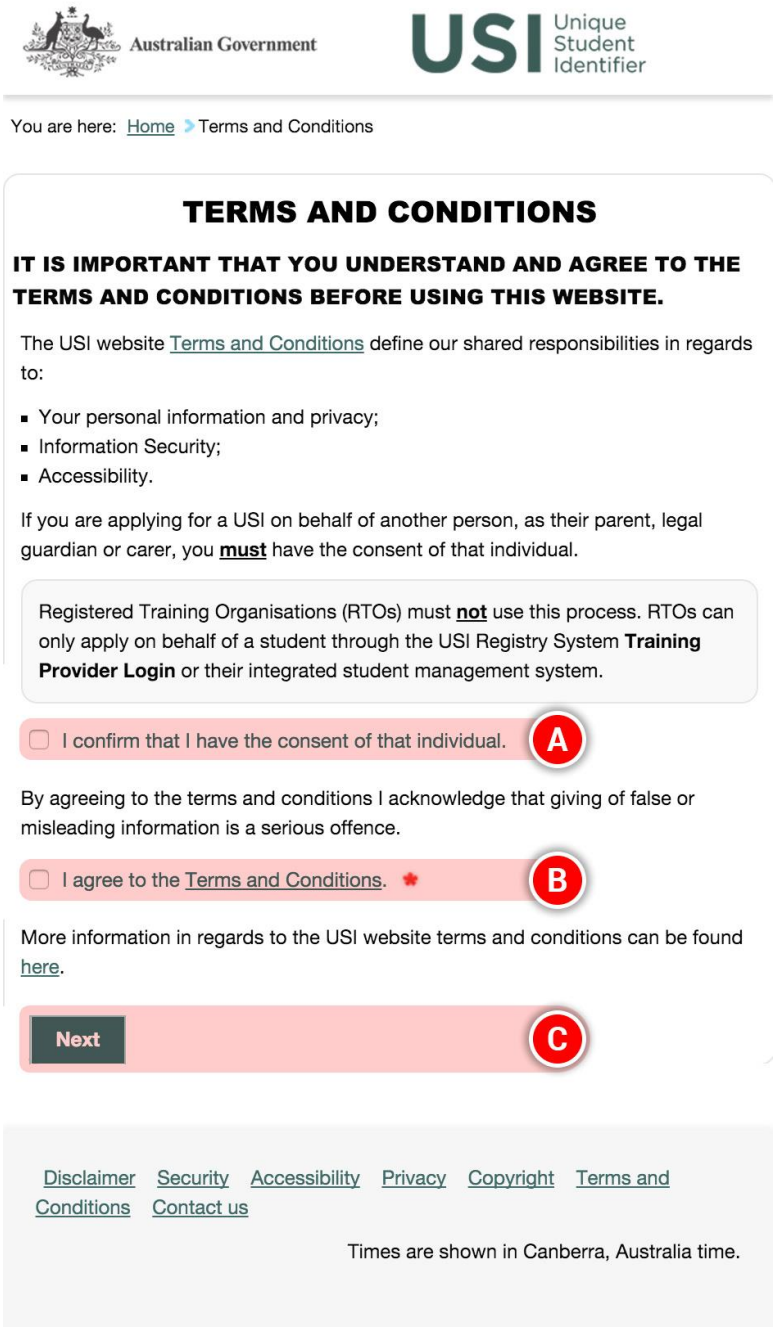
If you see the Terms and Conditions page then tick the appropriate box below. If you don't see it, don't panic just go straight to step 4.

Read the content on the page

A Check box

B Check box

C Click the "Next" button



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 on page 19.

Enter your personal details or if you have a problem with them go to page 22 for trouble shooting help.

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)

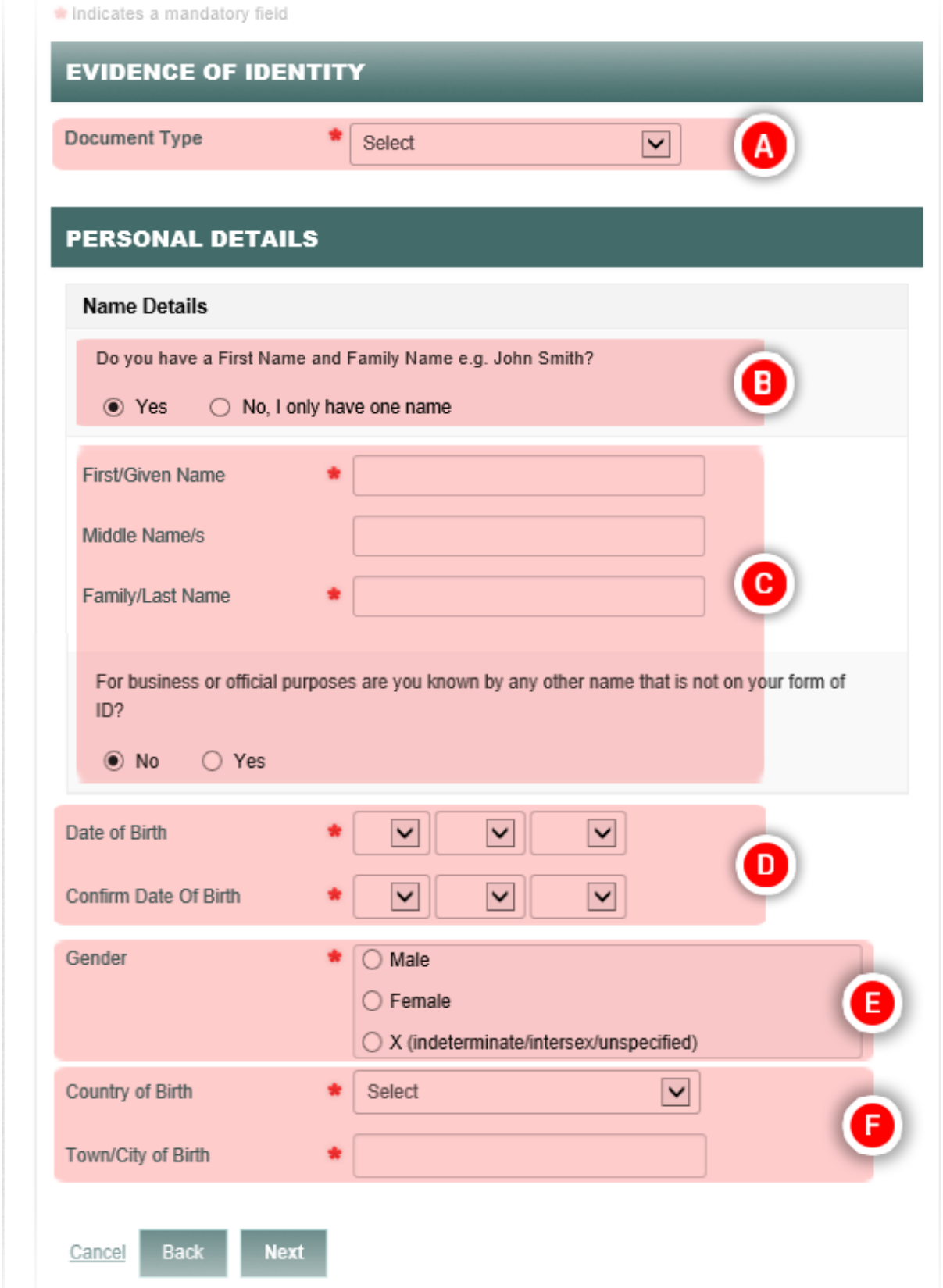
Note: If the name you most commonly used for business or official purposes is not the name on your form of ID for USI purposes, you can choose to enter this other name in the preferred name field.

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


* Indicates a mandatory field
EVIDENCE OF IDENTITY
Document Type *
Select
A
PERSONAL DETAILS
Name Details
Do you have a First Name and Family Name e.g. John Smith?
Yes
No, I only have one name
B
First/Given Name *
Middle Name/s
Family/Last Name *
C
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 *
D
Gender *
Male
Female
X (indeterminate/intersex/unspecified)
E
Country of Birth *
Select
Town/City of Birth *
F
Cancel
Back
Next

STEP 5: Contact details

Enter as many of the contact details as you can or if you have a problem with them refer to page 24.

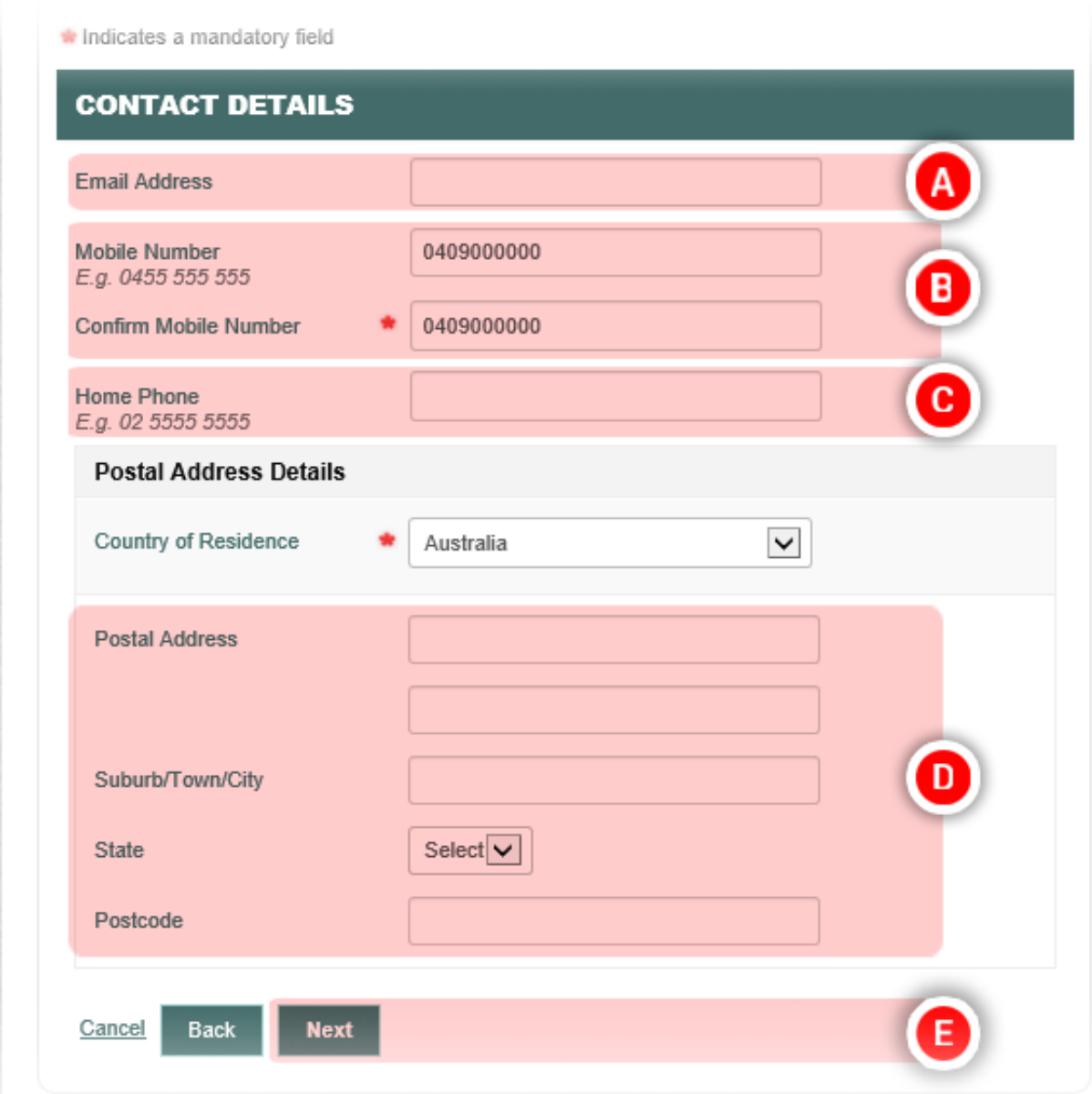
A Enter your "Email Address" (needs to be unique to you)

B Enter your "Mobile Phone" number

C Enter your "Home Phone" number

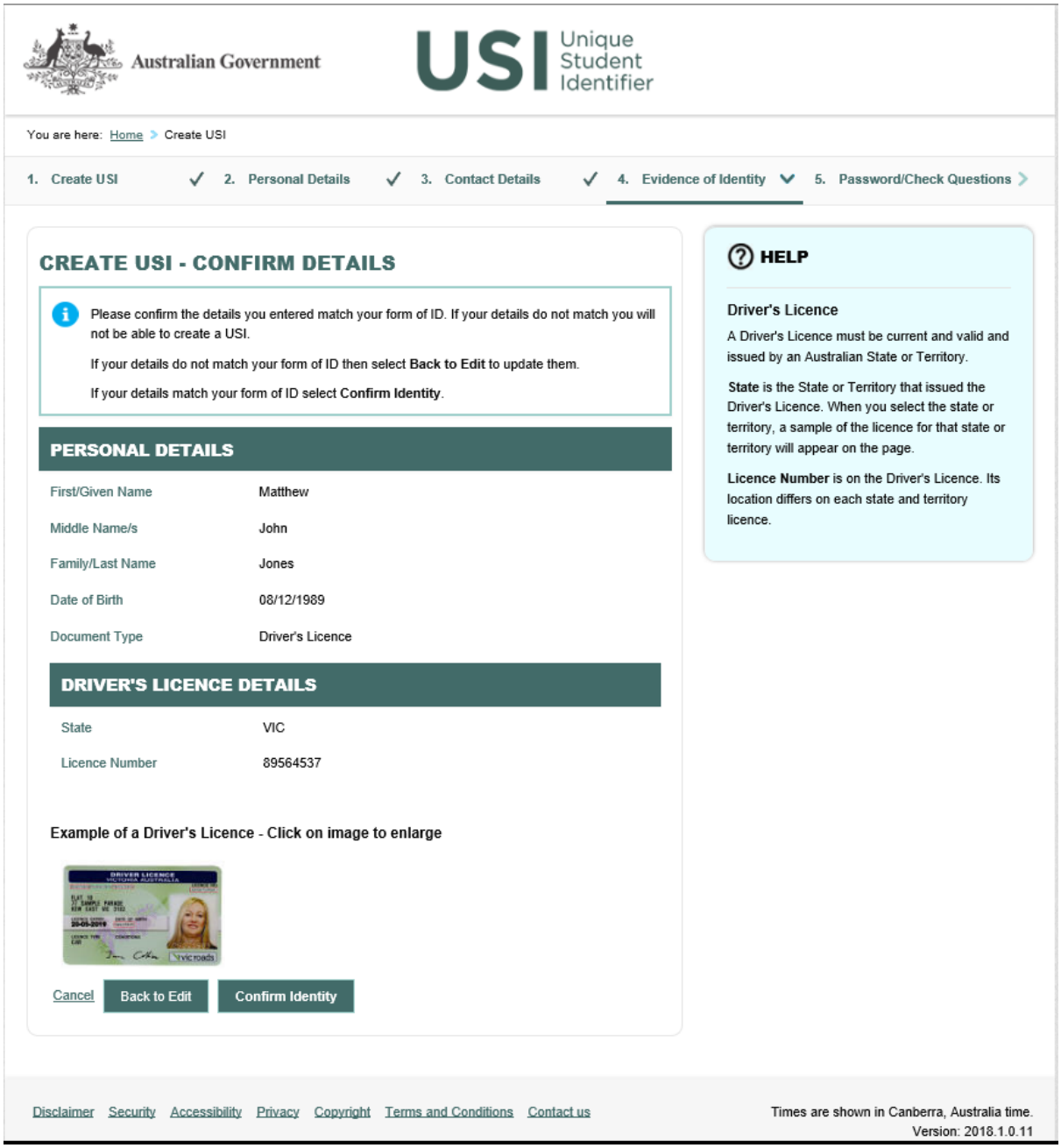
D Enter your "Address Details"

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

Create a USI on behalf of another person

How do I create a USI on behalf of another person?

Sometimes you may have to create a USI on behalf of another person. Below is a step by step guide showing you what you will need to do to create a USI on behalf of another person.

STEP 1: Have a valid form of ID for the student ready

Have at least one form of current and valid ID handy that we will accept. See the full list of ID types here. We accept many forms of ID and most people will own two or three forms of ID accepted by the USI.

STEP 2: Go to the Create your USI page for students

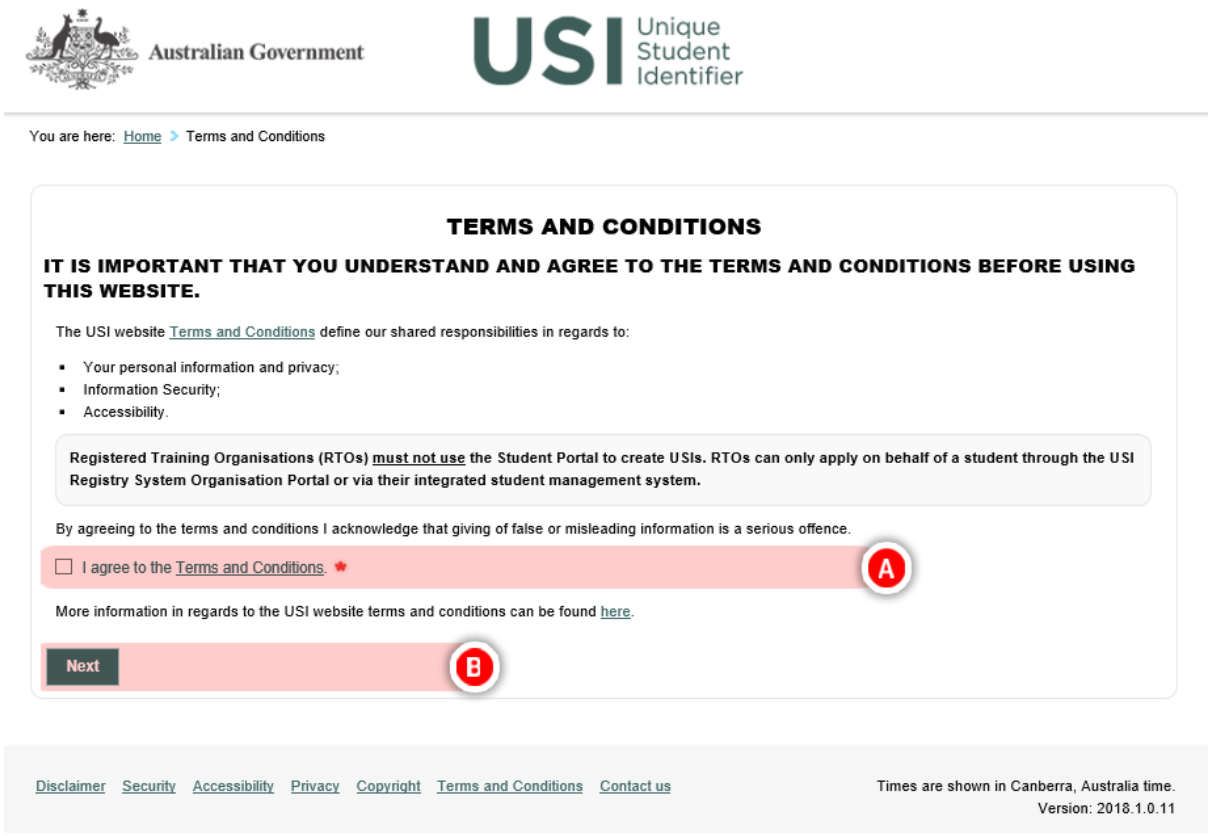
The page is located https://www.usi.gov.au/create-usi-behalf-another-person, but read this whole page first.

STEP 3: Agree to the Terms and Conditions

Read the content on the page and the Terms and Conditions.

A Check box

B Click the 'Next' button



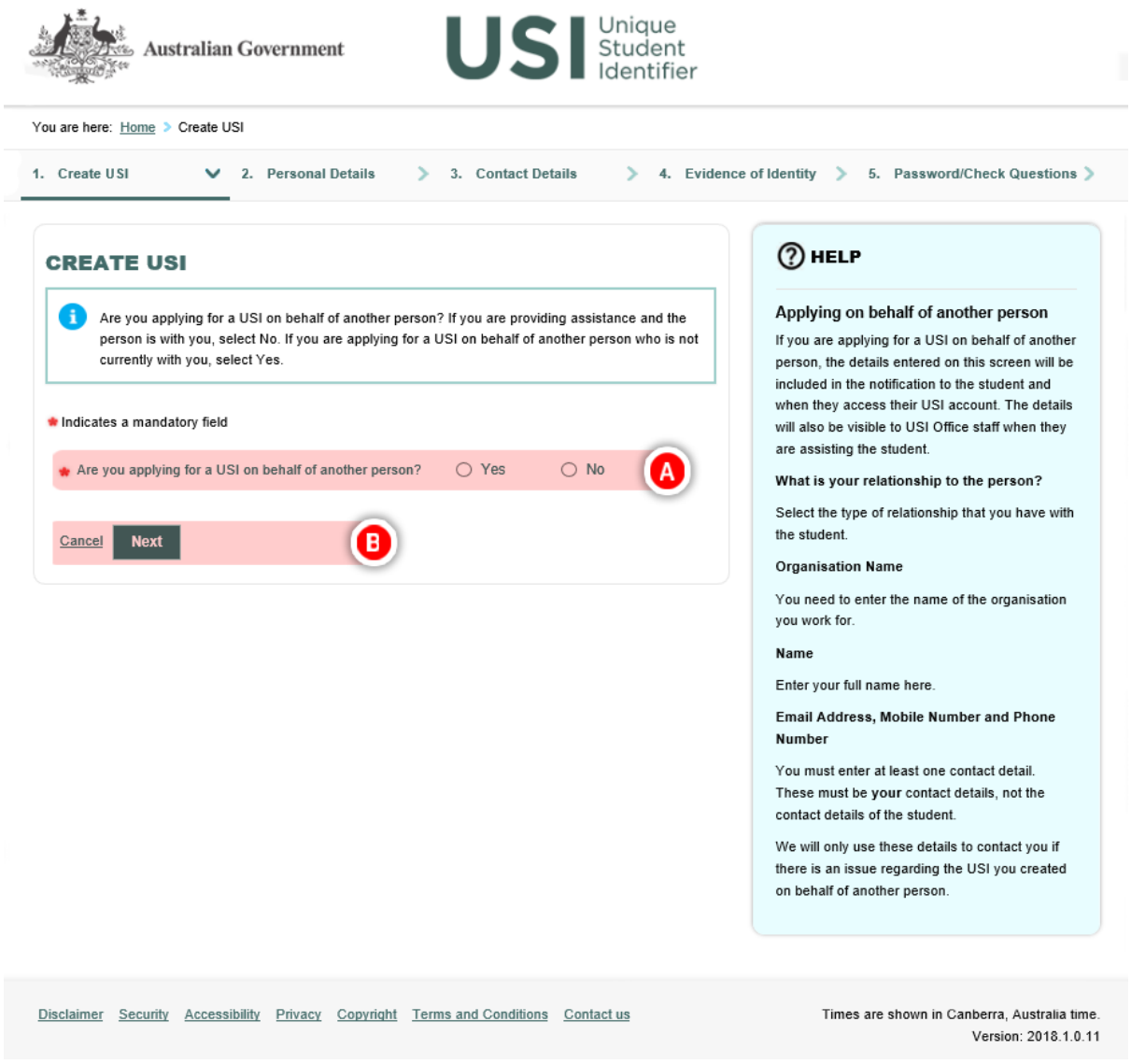
STEP 4: Applying for a USI on behalf of another person

If you are applying for a USI on behalf of another person who is **not currently with you**, you need to answer **'Yes'** here.

If you are providing assistance and the person is with you, select **'No'** here, as they can complete the creation of their USI with your help.

A If you are applying for a USI on behalf of another person, select 'Yes'

B Click the 'Next' button



STEP 5: Your details

You will be required to provide some personal details when you apply for a USI on behalf of another person. Remember, you must enter at least one method of contact. This is so the student can be advised of who created their USI.

Note: If you are an education or training provider you **must not** use the Student Portal to create USIs and you will receive a Warning and you will not be able to continue.

A Select the relationship you have with the person you are applying on behalf of

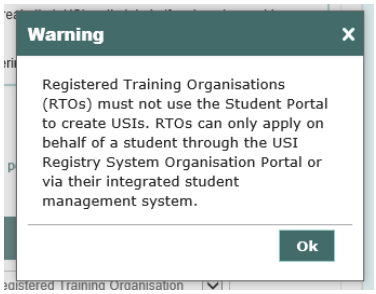
B If you are a parent or guardian, you will be required to provide your:

- Name
- Email Address
- Mobile Number
- Phone Number

Note: If you are an Employer, Care Provider Representative, School Teacher/Administrator, Commonwealth/State Government Agency Representative, Community Health Centre Representative or Other Entity you will be required to provide your:

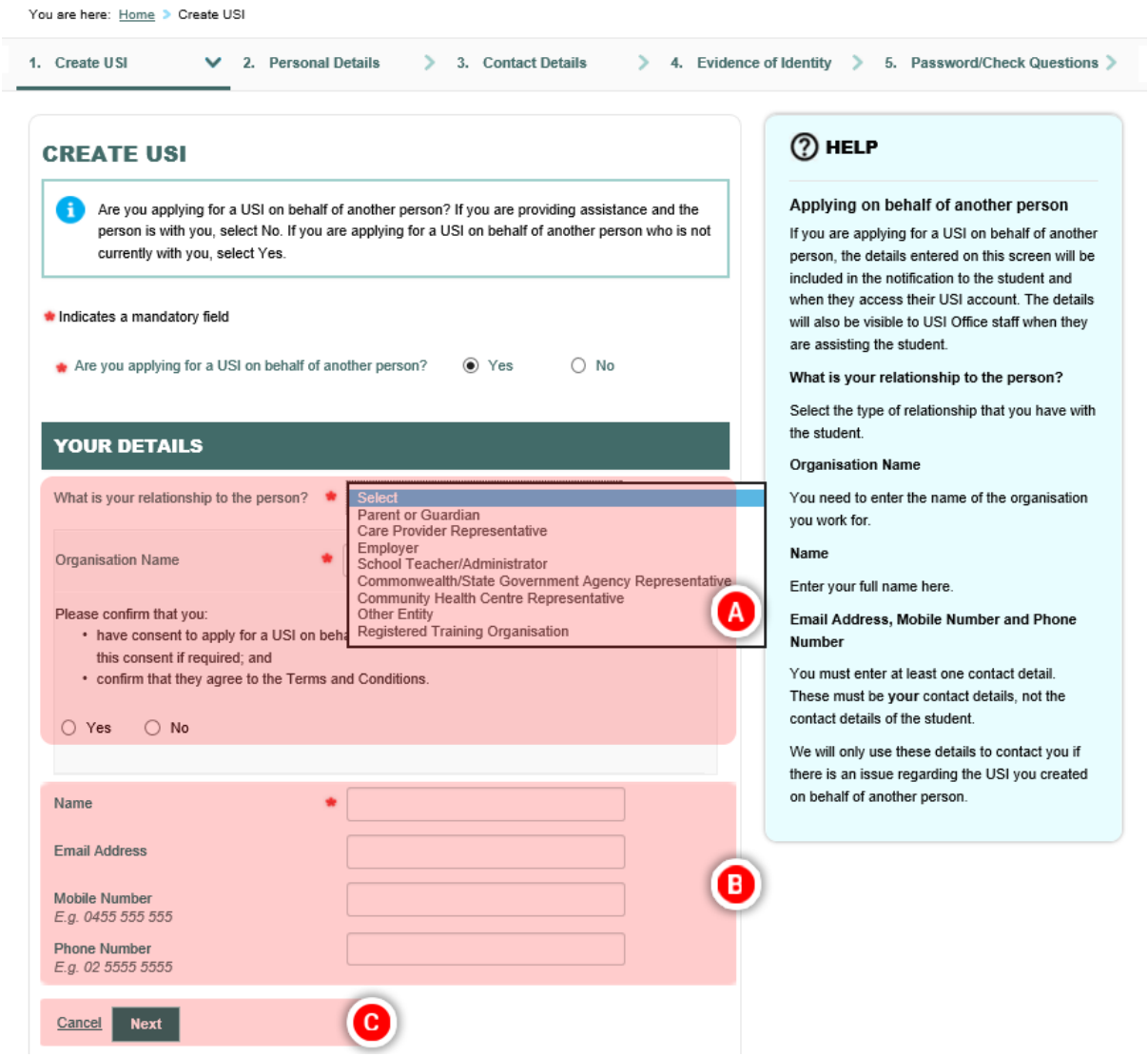
- Organisation Name
- Confirm that you have consent to apply for a USI on behalf of another person and can produce evidence of this consent if required and confirm that they agree to the Terms and Conditions
- Name
- Email Address
- Mobile Number
- Phone Number

C Click the 'Next' button



Australian Government

USI Unique Student Identifier



STEP 6: Evidence of Identity

Before you begin, you must select the student's evidence of identity document you will be using to create the USI.

Some forms of ID have special formats:

- if the form of ID displays an initial for the middle name, you must enter the full middle name into the Middle Names/s field; and
- if the student's first/given name and middle name/s both appear on their form of ID as first/given names, you must enter their first/given name first/given name in the First/Given Name field and their middle name/s into the Middle Name/s field

A Select the Evidence of Identity Document Type

Note: This screen will provide you with examples of IDs on the screen or a link to examples on the USI website, depending on what type you select

STEP 7: The student's personal details

Here you are required to enter the student's personal details.

A Enter the student's name details

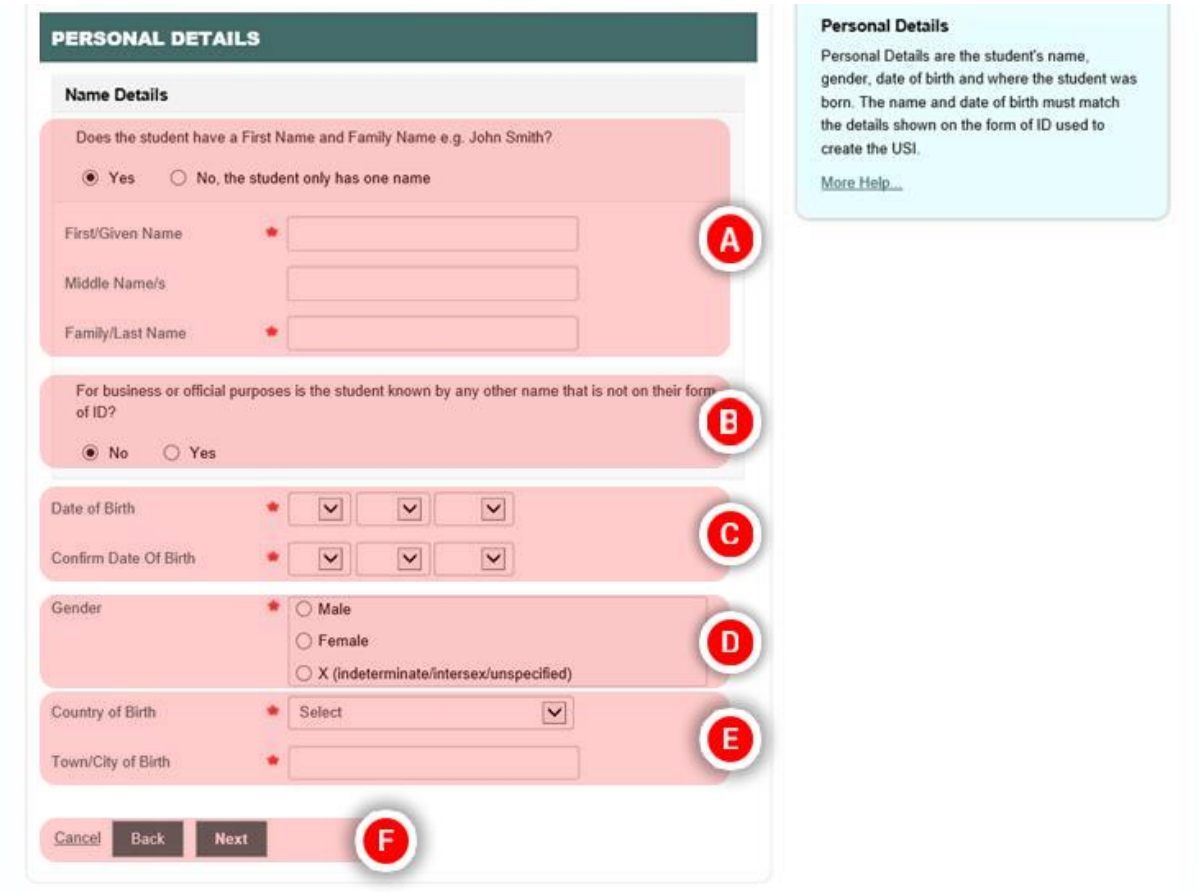
B Select whether the student is known by any other name that is not on their form of ID for business or official purposes. (If so, they can choose to include a preferred name here e.g. Robert may like to be known as Bob).

C Enter and confirm the student's date of birth

D Select the student's gender

E Enter the student's country and town/city of birth

F Click the 'Next' button



STEP 8: The student's contact details

You are required to enter the student's contact details. Please enter at least two methods by which the student can be contacted if possible. The student's email address is recommended as it can be used by them later to log into their USI account. You can find more information on contact details here.

Note: The student's contact details cannot be the same as the contact details entered by the person creating the USI on the student's behalf.

A Enter the student's Email Address

Note: The email address must be unique to the student. It cannot be your email address.

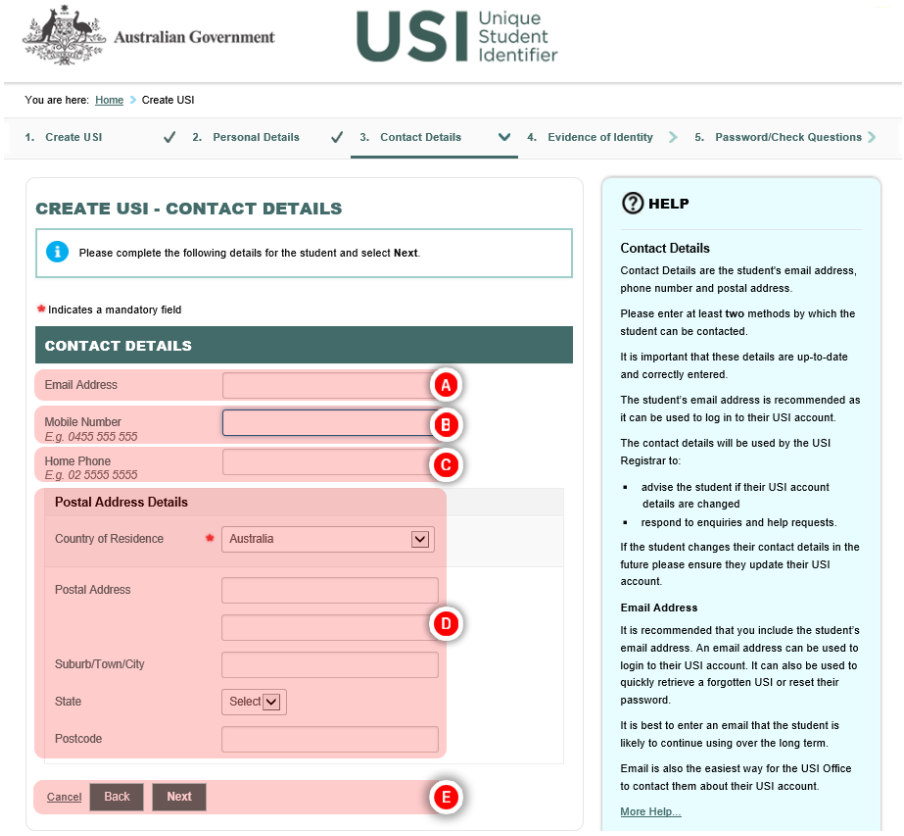
B Enter the student's Mobile Number

C Enter the student's Home Number

D Enter the student's Postal Address Details

- Enter the student's Suburb/Town/City
- Enter the student's State
- Enter the student's Postcode

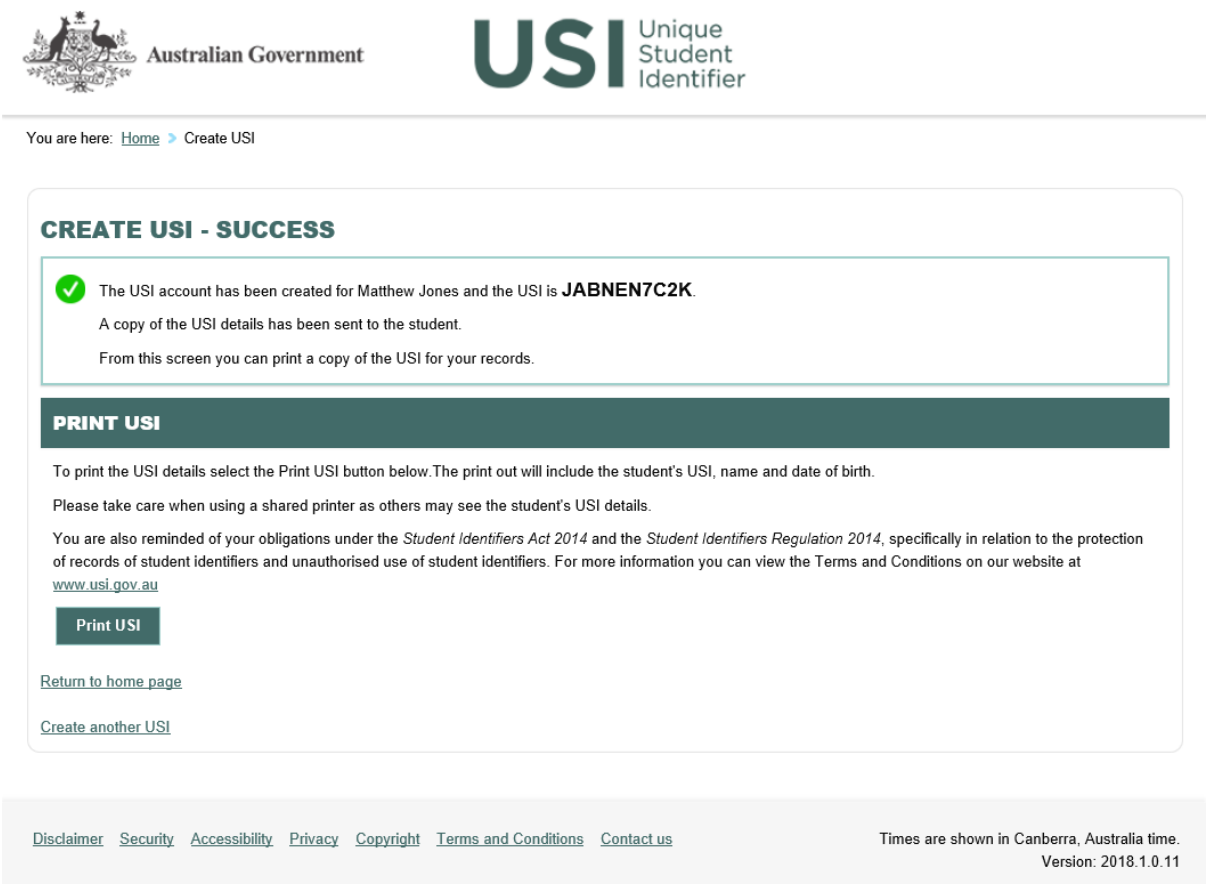
E Click the 'Next' button



STEP 9: You're done!

The 'Create USI – Success' screen will provide details of the USI and on whose behalf it was created. A copy of the USI details will be sent to the student via their preferred method of contact which will include an Activation Link. This requires the student to secure their USI account by setting their Password and Check Questions. You **cannot** do this on their behalf.

If the student needs to provide their USI to an education or training provider, from this screen you can print a copy of the key USI details that need to be provided to the education or training provider.



Forms of identification

When you create your USI, we ask you to provide a valid form of ID to make sure that the USI is unique to you and not used by another person, and to make sure that you don't accidentally create two USIs.

To create a USI you will need to use a valid form of Australian ID from the list below. You won't need to upload a copy of your ID; you will simply need to type in some of the information that appears on your ID.

Important: Personal details entered must match those shown on your form of ID. The USI Registry System uses the Documentation Verification Service or DVS to verify the details you have entered are correct.

One of the following are acceptable forms of ID:

- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Australian Birth Certificate

  Please note a Birth Certificate extract or Commemorative Birth Certificate will not verify
- Australian Driver's Licence
- Medicare Card
- Certificate of Registration By Descent
- Centrelink Concession Card
- Citizenship Certificate
- ImmiCard

If you don't have one of these forms of ID, please contact your training organisation for assistance. We don't keep any of the information from your ID, although we do keep some of your personal information which may also appear on your ID. If you would like more information about what data we keep, you can view the Student Identifiers Registrar's Privacy Policy.

Students who do not have standard forms of identity

The OSIR understands some students may not have had their birth registered and/or have access to standard verifiable identification documents.

Incarcerated students

Students who are currently sentenced or on remand within a correctional facility may not have access to standard verifiable identification documents. With consent from the student, training organisations may create a USI on behalf of an incarcerated student using the Incarcerated Students Evidence of Identity Form. The form also allows the student to authorise a correction/education officer to act on their behalf when engaging with the OSIR to verify, amend and/or create a unique student identifier.

Indigenous students

Some indigenous students may not have had their birth registered with a Register of Births, Deaths and Marriages. The Aboriginal and Torres Strait Islander Peoples Evidence of Identity Form allows students to provide all necessary information, in lieu of standard verifiable identification, for training organisations to create a USI on their behalf.

The information required from each form of ID are shown below

Type of document	Information required
Australian Passport	First name Middle name Family name Document Number
Non-Australian Passport (with Australian issued Visa)	First name Middle name Family name Passport Number
Australian Birth Certificate	First name Middle name Family name State/ Territory issued Registration number Date printed/ issued **Note:** Unfortunately, people with one name only will not verify with DVS using an Australian Birth Certificate, please use a different form of ID.
Driver's Licence	First name Middle name Family name State/ Territory issued

Type of document	Information required
	Licence number
Medicare Card	First name Middle name Family name Card Number Ref Number Card Colour Expiry Date
Certificate of Registration by Descent	First name Middle name Family name Acquisition Date
Centrelink Concession Card	First name Middle name Family name Customer Reference Number (CRN) Card type Expiry Date
Citizenship Certificate	First name Middle name Family name Acquisition Date Stock Number (located on the back of the Certificate)
ImmiCard	First name Middle name Family name Card Number

Personal information

To create a USI, you will need to provide personal details and contact information. The information provided will help in avoiding the creation of duplicate USIs and ensure your training records are linked to your USI account.

Your personal details include:

- name
- date of birth
- place and country of birth
- gender

Your contact information includes:

- email address
- mobile phone
- home phone (optional)
- postal address

You can access and update your records in the USI Registry System at any time. You will need to provide a new form of ID to update your personal details. No proof of ID is required to update contact information.

Training organisations can also update your records in the USI Registry System, if you have given them permission.

Important: Personal details entered must match those shown on your form of ID.

Note: If you have given permission to a training organisation to view and/or update your USI account but you do not want them to see your contact information, you can select 'Hide Contact Details' in the USI Registry System.

Name

Enter your name into the first, middle and last sections as shown on your form of ID. Do not use nicknames or abbreviated names.

Note: You must enter your middle name/s if shown on your form of ID.

Preferred Name

Enter the name in which you prefer to be known. This may include a nickname, abbreviated name, or any other name not shown on your form of ID.

One name

If only one name is shown on your form of ID, when creating a USI select 'No, I only have one name'.

Your date of birth

Enter your date of birth as shown on your form of ID in the format Day/Month/Year.

Your place and country of birth

Country of birth

Enter your country of birth as the country where you were born. If the name of your country of birth has changed, enter the current name.

Town/city of birth

Enter your town/city of birth as the town/city where you were born.

If the name of your town/city of birth has changed, enter the current name.

Your gender

Gender is part of a person's personal and social identity referring to the way a person feels, presents, and is known within their community.

Gender options on your USI account include M (male), F (female), or X (indeterminate/intersex/unspecified). You do not need to provide proof of your gender.

Contact details

When you create your Unique Student Identifier (USI) you will need to enter as many of your contact details as you can. This will help us get in touch with you if we need to. It is important that these details are up-to-date and correctly entered.

You can enter:

- email
- mobile phone
- home phone number
- mailing address

Note: You must provide your country of residence.

Note: If you use a mailing address as your preferred contact method you will still need to access a computer to activate your USI account or change your password.

Why will you contact me?

The Office of the Student Identifiers Registrar will contact you to:

- send you a link to activate your USI account
- advise you if your USI account details have been changed
- reset and advise you of a new password if you request one
- provide you with your USI if you forget it
- respond to your enquiries and help requests

One you have created your USI it will be displayed on your screen, write it down for safe keeping.

Depending on which contact details you entered, your USI will be sent to your:

- email
- mobile number
- mailing address

Note: If your contact details change, please ensure you update your USI account.

Can I hide my contact details?

Yes, select 'Hide Contact Details' if you do not want your contact details displayed to providers you have given permission to view and update your USI account.

What email address should I use?

Your chosen email address is where emails will be sent to you. You must use an email address that is unique to you because your email address can also be used as your User ID when logging into the USI Registry System. If you do not have an email address you can leave this field blank.

Note: For privacy reasons the USI Registry System does not allow an email address to be used on more than one USI account.

Mobile number

Your mobile number is the number on which you may be contacted or receive SMS messages. Cell number is another term used for mobile number.

Home phone number

You may also wish to add your home phone number as an additional contact number.

Mailing address

Your address is where you can be contacted by mail. This can be either a post office box, locked bag address or your home address, including street number and street name.

Suburb/Town/City

Suburb/town/city is where your address is located.

State

State is the state or territory where your address is located.

Postcode

Postcode relates to the suburb/town/city of your address.

Record of Updates and Changes:

Version No.	Issue date	Nature of Amendment
1.3	12 Aug 2020	Finalized written document.
1.4	8 Feb 2022	Changed Header and Footer, Added RTO & CRICOS Code in footer, Adjusted Margin, Changed Font, Font Size, Font Colour, Alignment.
2.0	14 May 2022	Changed name to Pioneer