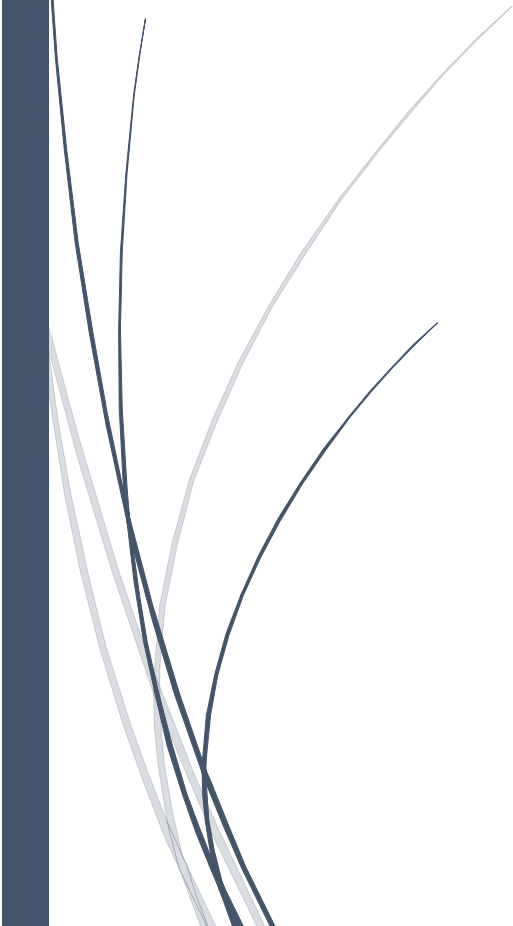




**PIONEER**  
COLLEGE



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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!

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**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

 Australian Government 

---

You are here: [Home](#) > Terms and Conditions

### 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.

If you are applying for a USI on behalf of another person, as their parent, legal guardian or carer, you **must** have the consent of that individual.

Registered Training Organisations (RTOs) must **not** use this process. RTOs can only apply on behalf of a student through the USI Registry System **Training Provider Login** or their integrated student management system.

I confirm that I have the consent of that individual. **A**

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](#). **B**

More information in regards to the USI website terms and conditions can be found [here](#).

**Next** **C**

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

Times are 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 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

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\* Indicates a mandatory field

**EVIDENCE OF IDENTITY**

Document Type \*



**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 \*



[Cancel](#)

**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

★ Indicates a mandatory field

### CONTACT DETAILS

Email Address  **A**

Mobile Number   
*E.g. 0455 555 555* **B**

Confirm Mobile Number ★  **B**

Home Phone   
*E.g. 02 5555 5555* **C**

#### Postal Address Details

Country of Residence ★  **A**

Postal Address

Suburb/Town/City  **D**


State  **A**

Postcode

[Cancel](#)   **E**

## 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).



# USI

Unique Student Identifier

You are here: [Home](#) > [Create USI](#)

1. Create USI ✓
2. Personal Details ✓
3. Contact Details ✓
4. Evidence of Identity ▼
5. Password/Check Questions >

**CREATE USI - CONFIRM DETAILS**

**i** Please confirm the details you entered match your form of ID. If your details do not match you will not be able to create a USI.

If your details do not match your form of ID then select **Back to Edit** to update them.

If your details match your form of ID select **Confirm Identity**.

**? HELP**

**Driver's Licence**

A Driver's Licence must be current and valid and issued by an Australian State or Territory.

**State** is the State or Territory that issued the Driver's Licence. When you select the state or territory, a sample of the licence for that state or territory will appear on the page.

**Licence Number** is on the Driver's Licence. Its location differs on each state and territory licence.


**PERSONAL DETAILS**

First/Given Name	Matthew
Middle Name/s	John
Family/Last Name	Jones
Date of Birth	08/12/1989
Document Type	Driver's Licence

**DRIVER'S LICENCE DETAILS**

State	VIC
Licence Number	89564537

Example of a Driver's Licence - Click on image to enlarge



Cancel
Back to Edit
Confirm Identity

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Times are shown in Canberra, Australia time.  
Version: 2018.1.0.11



## 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.



Welcome Matthew Jones | USI: 9SJZ8PSTSY [Log Out](#)

Australian Government **USI** Unique Student Identifier

Update Personal Details | Update Contact Details | Change Password | Change Check Questions | Provide Your USI | View Transcript

You are here: [Home](#) > Create USI

### CREATE USI - SUCCESS

 Your USI account has been created and your USI is **9SJZ8PSTSY**. Your USI has been sent to you for your records. Please keep a record of this number.

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 now.

#### PRINT YOUR USI

The print out will include your USI, your name and your date of birth. Take care when using a shared printer if others may see your details.

[Print USI](#)

#### EMAIL YOUR USI

The USI Office can send an email containing your USI verification details to your training organisation on your behalf. Please note the email will include personal information about you including your USI, your name and your date of birth. Please enter the email address or addresses (separated by a comma) in the box below then select Send.

[Send](#)

#### SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS

You can 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.

If you wish to give a training organisation permission to access your USI account select **Add Organisation** to search and set permissions for a particular organisation.

Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View Transcripts
<a href="#">Add Organisation</a>					

[Return to home page](#)

#### HELP

##### Print USI

Your training organisation will need to match your USI details with their records to verify your USI and ensure your training records are stored correctly.

##### Email USI

If you choose to email your USI verification details to your training organisation you may want to check which email address they prefer for this information.

You can enter several email addresses. Each email address needs to be separated with a comma.

Your training organisation will use your personal details to ensure they have the correct USI recorded in their student records.

##### Set up access to your USI account

You can grant an eligible organisation(s) (such as your training organisation) permission to view and/or update your USI account.

The permissions that you can give to an organisation are:

- View Details** - allows the organisation to view your personal and contact details.
- Update Details** - allows the organisation to view and update your personal and contact details.
- View Transcript** - allows the organisation to view your transcript.

**Expiry Date** gives the organisation a specific period (from the date you give permission) in which they can view or update your details.

##### Adding an Organisation

If you wish to give a training organisation or other eligible organisation permissions, select **Add Organisation**.

You will be able to search for the organisation from a list of eligible organisations. A training organisation may be registered under a different name to the one you know. You can ask them for their Organisation Code to make the search easier.

Setting up access is your choice and can be

**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



You are here: [Home](#) > [Terms and Conditions](#)

### 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



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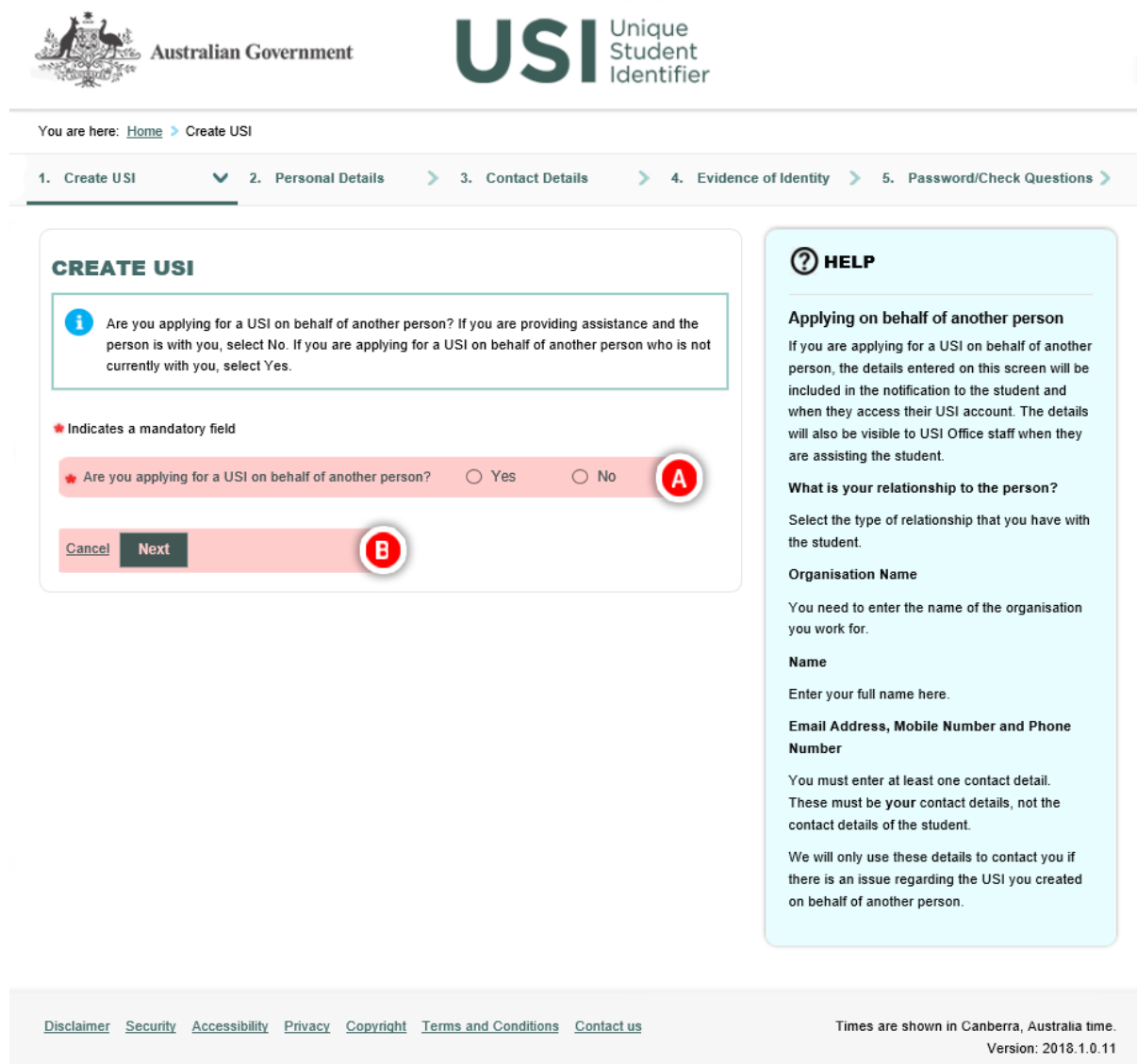
### STEP 4: Applying for a USI on behalf of another person

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



The screenshot shows the 'CREATE USI' form on the Australian Government Unique Student Identifier (USI) website. The form is at step 1 of a 5-step process. A red box highlights the question: 'Are you applying for a USI on behalf of another person?'. Below the question are radio buttons for 'Yes' and 'No'. A red circle with the letter 'A' is placed over the 'Yes' radio button. Below the radio buttons are 'Cancel' and 'Next' buttons. A red circle with the letter 'B' is placed over the 'Next' button. To the right of the form is a 'HELP' section with a question mark icon. The help text explains that details entered will be included in the notification to the student and that the user should select their relationship to the person. Below the help text are sections for 'Organisation Name', 'Name', and 'Email Address, Mobile Number and Phone Number'. At the bottom of the page, there are links for 'Disclaimer', 'Security', 'Accessibility', 'Privacy', 'Copyright', 'Terms and Conditions', and 'Contact us'. The footer also states 'Times are shown in Canberra, Australia time. Version: 2018.1.0.11'.

**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

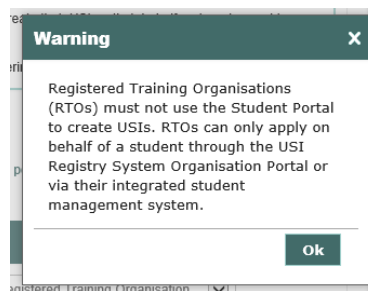
**B** If you are a parent or guardian, you will be required to provide your:

- 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



You are here: [Home](#) > [Create USI](#)

1. Create USI > 2. Personal Details > 3. Contact Details > 4. Evidence of Identity > 5. Password/Check Questions >

**CREATE USI**

**i** 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

**YOUR DETAILS**

What is your relationship to the person? \*

Organisation Name \*

Please confirm that you:

- have consent to apply for a USI on behalf of another person, and this consent if required; and
- confirm that they agree to the Terms and Conditions.

Yes  No

- Select
- Parent or Guardian
  - Care Provider Representative
  - Employer
  - School Teacher/Administrator
  - Commonwealth/State Government Agency Representative
  - Community Health Centre Representative
  - Other Entity
  - Registered Training Organisation

Name \*

Email Address

Mobile Number  
*E.g. 0455 555 555*

Phone Number  
*E.g. 02 5555 5555*

[Cancel](#) [Next](#)

**? HELP**

**Applying on behalf of another person**

If you are applying for a USI on behalf of another person, the details entered on this screen will be included in the notification to the student and when they access their USI account. The details will also be visible to USI Office staff when they are assisting the student.

**What is your relationship to the person?**

Select the type of relationship that you have with the student.

**Organisation Name**

You need to enter the name of the organisation you work for.

**Name**

Enter your full name here.

**Email Address, Mobile Number and Phone Number**

You must enter at least one contact detail. These must be your contact details, not the contact details of the student.

We will only use these details to contact you if there is an issue regarding the USI you created on behalf of another person.

### STEP 6: Evidence of Identity

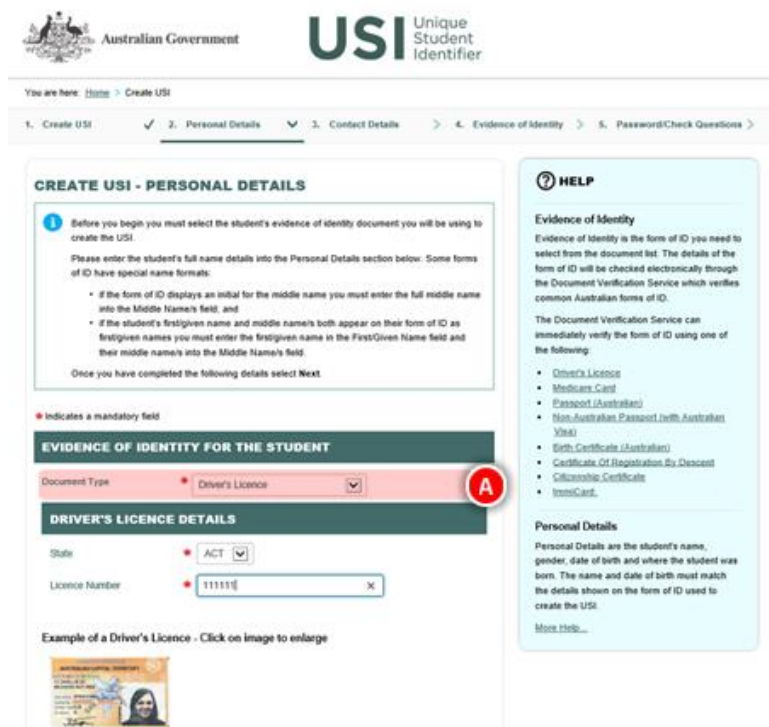
Before you begin, you must select the student's evidence of identity document you will be using to create the USI.

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



**CREATE USI - PERSONAL DETAILS**

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

Please enter the student's full name details into the Personal Details section below. Some forms of ID have special name formats:

- if the form of ID displays an initial for the middle name you must enter the full middle name into the Middle Name/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 the first/given name in the First/Given Name field and their middle name/s into the Middle Name/s field.

Once you have completed the following details select Next.

• Indicates a mandatory field

**EVIDENCE OF IDENTITY FOR THE STUDENT**

Document Type \* **Driver's Licence**

**DRIVER'S LICENCE DETAILS**

State \* **ACT**

Licence Number \* **11111**

Example of a Driver's Licence - Click on image to enlarge

**HELP**

**Evidence of Identity**

Evidence of Identity is the form of ID you need to select from the document 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 the form of ID using one of the following:

- Other's Licence
- Medicare Card
- Passport (Australian)
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmCard

**Personal Details**

Personal Details are the student's name, gender, date of birth and where the student was born. The name and date of birth must match the details shown on the form of ID used to create the USI.

[More Help...](#)



### 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

**PERSONAL DETAILS**

**Name Details**

Does the student have a First Name and Family Name e.g. John Smith?

Yes    No, the student only has one name

First/Given Name \*

Middle Name/s

Family/Last Name \*

For business or official purposes is the student known by any other name that is not on their 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 \*

Cancel
Back
Next

#### Personal Details

Personal Details are the student's name, gender, date of birth and where the student was born. The name and date of birth must match the details shown on the form of ID used to create the USI.

[More Help...](#)

### 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.

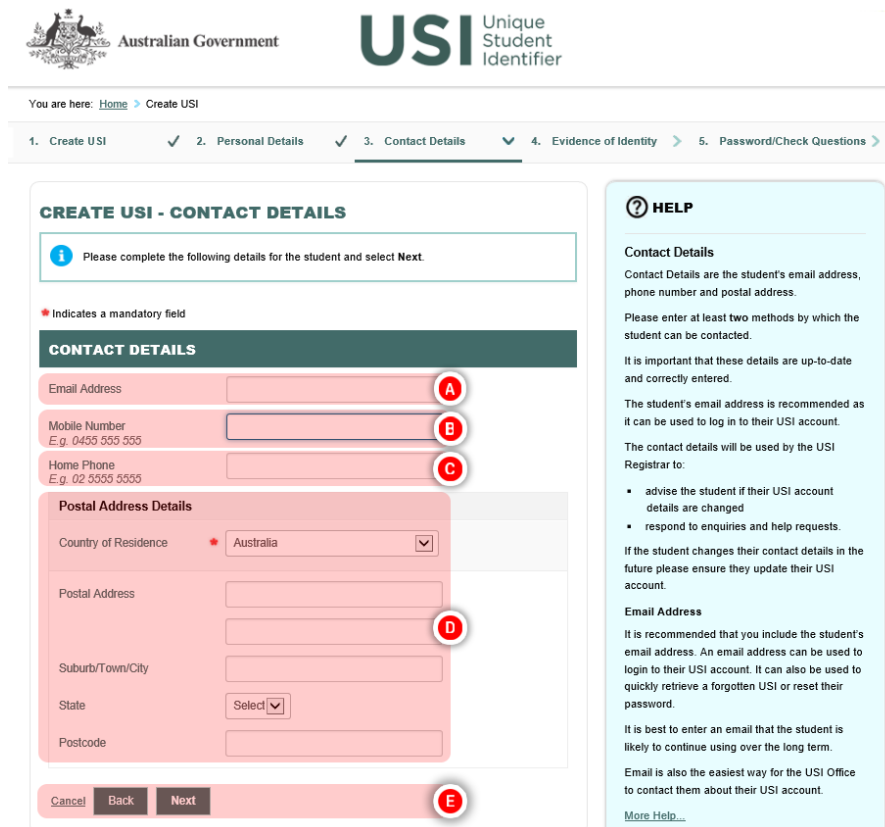
**B** Enter the student's Mobile Number

**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



**CREATE USI - CONTACT DETAILS**

Please complete the following details for the student and select Next.

\* Indicates a mandatory field

**CONTACT DETAILS**

Email Address **A**

Mobile Number **B**  
E.g. 0455 555 555

Home Phone **C**  
E.g. 02 3333 3333

**Postal Address Details**

Country of Residence \* Australia **D**

Postal Address **D**

Suburb/Town/City

State Select

Postcode

Cancel Back Next **E**

**HELP**

**Contact Details**

Contact Details are the student's email address, phone number and postal address.

Please enter at least two methods by which the student can be contacted.

It is important that these details are up-to-date and correctly entered.

The student's email address is recommended as it can be used to log in to their USI account.

The contact details will be used by the USI Registrar to:

- advise the student if their USI account details are changed
- respond to enquiries and help requests.

If the student changes their contact details in the future please ensure they update their USI account.

**Email Address**

It is recommended that you include the student's email address. An email address can be used to login to their USI account. It can also be used to quickly retrieve a forgotten USI or reset their password.

It is best to enter an email that the student is likely to continue using over the long term.

Email is also the easiest way for the USI Office to contact them about their USI account.

[More Help...](#)

### 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.



You are here: [Home](#) > Create USI

#### CREATE USI - SUCCESS

 The USI account has been created for Matthew Jones and the USI is **JABNEN7C2K**.  
A copy of the USI details has been sent to the student.  
From this screen you can print a copy of the USI for your records.

#### PRINT USI

To print the USI details select the Print USI button below. The print out will include the student's USI, name and date of birth.

Please take care when using a shared printer as others may see the student's USI details.

You are also reminded of your obligations under the *Student Identifiers Act 2014* and the *Student Identifiers Regulation 2014*, specifically in relation to the protection of records of student identifiers and unauthorised use of student identifiers. For more information you can view the Terms and Conditions on our website at [www.usi.gov.au](http://www.usi.gov.au)

[Print USI](#)

[Return to home page](#)

[Create another USI](#)

## 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.

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### 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 <b>Note:</b> 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'.

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**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

Once 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.

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**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:**

<b>Version No.</b>	<b>Issue date</b>	<b>Nature of Amendment</b>
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