

ACT Emergency Services RTO

Unique Student Identifier Fact Sheet

Each individual student requires a Unique Student Identifier (USI) when studying a nationally recognised training course in Australia. ACT ESA has previously been exempt from collecting the USI, however, this exemption is no longer valid effective 1 January 2018.

ACT ESA will not be able to issue nationally recognised qualifications to anyone without a verified USI.

What is a Unique Student Identifier?

The USI is a reference number made up of ten numbers and letters that:

- creates a secure online record of your recognised training and qualifications gained in Australia, from all training providers you undertake recognised training with
- will give you access to your training records and transcripts
- can be accessed by you online, anytime and anywhere
- is free and easy to create and
- stays with you for life

How do I get one?

Creating a USI is quick, easy and free.

1. Have a valid form of ID, such as your driver's licence or passport, handy
2. Go to www.usi.gov.au and click on 'Create my USI'
3. Fill out the form online. Be sure to enter your details exactly as they appear on your ID.
4. The system will verify your identity using the Document Verification Service (DVS). There is comprehensive information about the DVS on the USI website.

What do I do with it?

Next time you are filling out a nomination or enrolment form for ACT Emergency Services training, write your USI and Date of Birth on the form. Your USI will be entered on your VETtrak profile. You only need to provide your USI to ESA Training once.

I've forgotten my USI – what do I do now?

If you've done nationally recognised training in the past few years, you may already have a USI. You only ever need one USI. It is unique to you, and is yours for life.

Go to www.usi.gov.au and click on the blue 'Forgotten USI' button. You will be asked to enter some information to allow the system to identify you. There is more information on the next page.

Contacts for more information

www.usi.gov.au

ESA Training

P: (02) 6207 8721

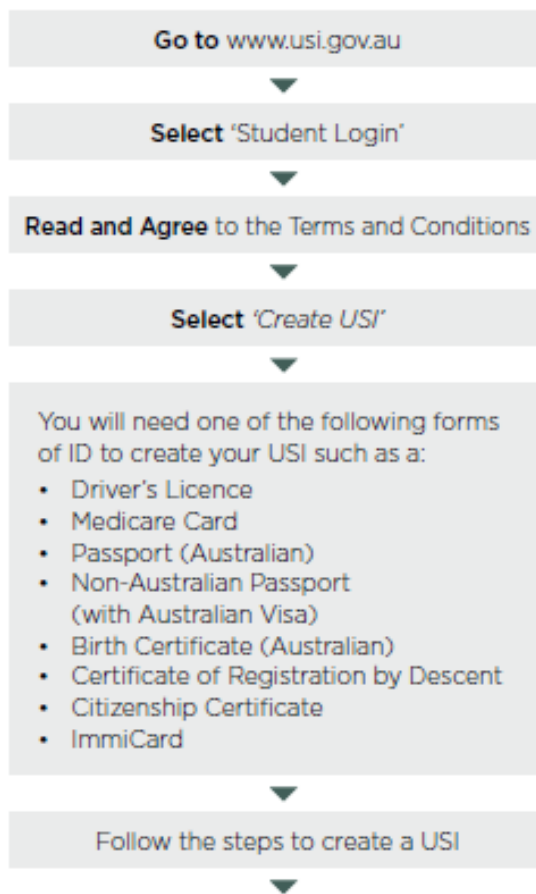
E: esa_training@act.gov.au



STUDENT QUICK GUIDE

HOW TO CREATE A USI

It should only take less than 5 minutes online!



You will need one of the following forms of ID to create your USI such as a:

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

You're done!

Your USI will now be displayed on the screen and will also be sent to you for your records.

If you are enrolling in training, your training organisation will need to collect and verify your USI. To help your training organisation do this, you can select the 'Print your USI' or 'Email your USI' option from this screen. Click [here](#) for more information.

USI Creation— Handy Tips

Your password must be at least 9 characters long, contain a lowercase letter, an uppercase letter and a number or special character

You will only need one USI and it's yours for life!

Enter all of your name(s) as they appear on the form of ID you are using to create your USI



If you have been unsuccessful in creating your USI, click on the 'Request Help' link to create a help request and write down your HR number. The USI Office can then provide assistance.

YOU NEED TO ACTIVATE YOUR USI ACCOUNT

If your training organisation created a USI for you, they cannot activate your USI account. You should go online to activate it as soon as possible, as this will make it easier to find your USI again in future. Activating your USI account will also enable you to view your transcript. You can activate your account by:

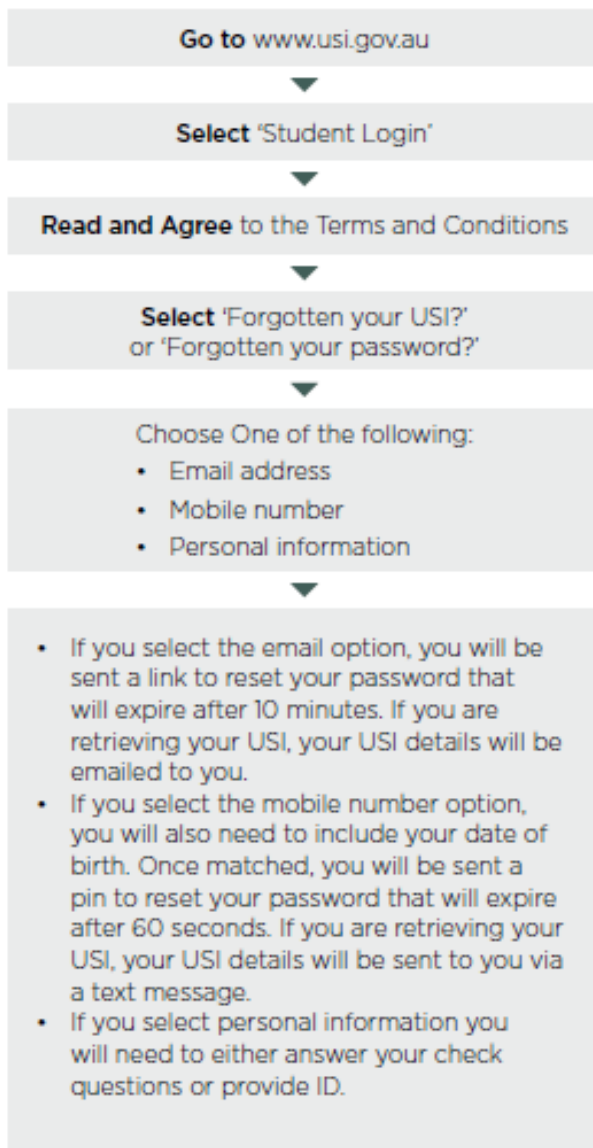
1. Clicking on the link that was sent to either your email address or mobile number.
2. Set up a password and two check questions.
3. You will then be able to login to your USI account.

HOW TO UPDATE PERSONAL OR CONTACT DETAILS

You can change your personal and contact details by logging in to your USI account and selecting either 'Update Personal details' or 'Update Contact details'. You will need a current form of ID if you want to change your name(s) or date of birth.

If you have given your training organisation permission to update your details, they can make the changes for you.

I FORGOT MY USI OR PASSWORD—HOW DO I LOOK IT UP?



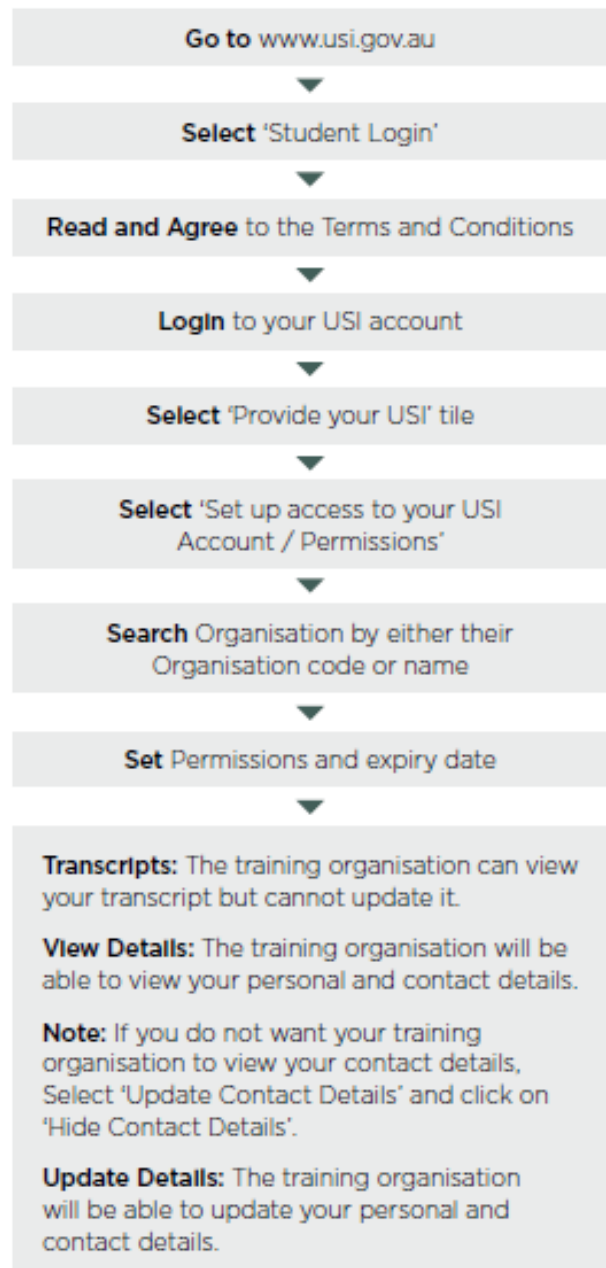
Handy Tips

When using your e-mail address or mobile phone number it must be the same as the one that is currently in your USI account

Make sure the answers to your check questions are entered exactly as you set them up (e.g. street instead of st)

HOW TO LET MY TRAINING ORGANISATION VIEW MY TRANSCRIPT OR USI ACCOUNT?

A really useful tool that will save both you and your training organisation time



TRANSCRIPTS

- Training completed before 1st of January 2015 will not appear in your USI transcript.
- Your transcript will show information from the certificates, diplomas or training records issued by your training organisation.

Your transcript does not replace the training certificates, diplomas or training records issued to you by your training organisation, but will come in handy if you misplace your documentation