

# HOW TO GET YOUR USI 😊

All students studying nationally recognised training in Australia from 1 January 2015 will be required to have a Unique Student Identifier (USI).

A USI is an account/reference number made up of numbers and letters which gives you online access to your training records and results through an online USI account. This will only hold records for any nationally recognized qualifications (Certificate I, II, III, Diploma's, first aid certificates etc) you elect to study. Your USI will be entered into One School & to your learning account.

A USI is required for students to enrol into a course and to receive their statement of attainment/certificate of completion when completing their course.

The USI number is no cost to student or parent/guardian and it can be accessed anytime online.

It is important that you keep this number in your emails/phone/in a safe place for when you need it.

## Step 1.

Student/parent will need one of the following points of Identification for the student. The student's legal name must be entered. If there has been a change of name, the name on the registered document must be used.

- Driver's License
- Medicare Card
- Australian Passport
- Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
- Citizenship Certificate

## Step 2:

Go to; [www.usi.gov.au](http://www.usi.gov.au) to create the USI number

## Step 3:

Click on: "I am a student, I am going training, I need or have a USI"  
Click: "I want to create a USI"  
Click: "I am an Australian Student"  
Click on which form of ID you will be using  
Click: "Create your USI now"  
Click: confirm and agree boxes, then click next  
Click: "Create USI"

## Step 4:

Fill out form and all required fields and click next  
Make a password you will remember for when you would like to go back into your account  
It will then give you your USI number.  
Screen shot, take a photo or record it in your 'notes' of your USI number so you have a copy in your phone.  
Provide/email a copy of your USI number (& name) to the ILO (Shelly Henningsen) –  
[ilo@pacificpinesshs.eq.edu.au](mailto:ilo@pacificpinesshs.eq.edu.au)

