

A USI will allow you to have reliable online access to your record of training history. The USI will stay with you for life and will be recorded with any nationally recognised Vocational Education and Training course that is undertaken from January 1, 2015. Go to [www.usi.gov.au](http://www.usi.gov.au) and follow these steps to create your Unique Student Identifier (USI).

1. Please make sure you have one form of ID from the list below ready.
  - Examples of acceptable forms of ID:
    - Driver's Licence
    - Medicare Card
    - Australian Passport
    - Visa (with Non-Australian Passport) for international students
    - Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
    - Certificate Of Registration By Descent
    - Citizenship Certificate
    - ImmiCard
2. Click on '**Create your USI**'
3. You must **agree to the terms and conditions** before you can proceed.
4. Fill in your Personal and Contact details. The Red asterisk

**Preferred Contact Method:** You can select email, mobile or mail as your preferred contact. Depending on what you choose, you can leave the other fields blank.

**Mailing address** can be either a post office box, locked bag address or your residential address, including street number and street name.

**Email address:** You should provide an email address you can access indefinitely. Your TAFE email address is not suitable, as it expires when your course finishes. You can create a free Gmail address if you don't already have an email address.

5. **Evidence of Identity** – Enter the requested details as shown on your form of ID.
6. Set your USI account **password and questions** for security. It is important to choose a password, questions and answers that you can remember.

**Password:** A valid password must EITHER be

- At least nine (9) characters long and contain three (3) of the following character set :
  - Lowercase letters a-z
  - Uppercase letters a-z
  - Numbers 0-9
  - Special characters !, @, #, \$, %, ^, &, \*For example: P4j6k&24Y
- OR a minimum of 12 characters from one character set  
For example: aeobgukwtsrt

**Secret Questions and Answers:** You are required to set 2 “Secret Questions and Answers”, choosing from 12 questions in the dropdown box. Below is the list of questions you can choose from. Your answers must be less than 40 characters.

1. What was your childhood nickname?
  2. What is the name of your best friend?
  3. What street did you live on in primary school?
  4. What is your oldest sibling’s middle name?
  5. What primary school did you attend?
  6. What is your oldest cousin’s first and last name?
  7. What was the name of your favourite animal?
  8. In what city or town did your mother and father meet?
  9. What was the last name of your primary school teacher?
  10. What is your grandmother’s maiden name?
  11. In what city or town was your first job?
  12. Where was your wedding reception held?
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7. Your USI will now be displayed on the screen. It will be made up of numbers and letters. You should **write down your USI** somewhere safe or enter it into your phone for safe keeping.
  8. **Your USI will also be sent to you** by either your email, phone or by mailing address (which ever you choose as your preferred contact method when creating your USI).
  9. Be sure to **bring your USI** with you each time you enrol in a VET course.

## Duplicate USI

When you create your USI the system will check existing accounts and advise if there is a USI account already established. If you or your training organisation become aware of the possibility of you having two USIs, either party should report the issue to the USI Office.

## Forgotten USI

If you forget to lose your USI you can retrieve it online. You will need to enter a few details to verify who you are to display your USI. The details must be the same as those you entered when you applied for, or last updated your USI account.

## Forgotten Password

To reset your password you will be asked to:

- Enter your USI
- Answer your check questions; and
- Verify your identity by providing details of one of the forms of ID listed at Step 1.