

Unique Student Identifier (USI) Quick Reference Guide

This Quick Reference Guide (QRG)
describes how to obtain a Unique Student Identifier (USI.)

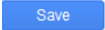
INTRODUCTION

A **Unique Student Identifier (USI)** is a reference number (administered by the Department of Education and Training) made up of numbers and letters which gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications.

You may obtain your USI either through LaDIS or via the federal government website. The USI also needs to be verified by the RTO, this can be done by staff with ADMIN rights in LaDIS.

Obtaining a USI from the USI Website

The following steps outline how to obtain your own USI from the USI website, i.e outside LaDIS:

1. Log on to www.usi.gov.au
2. Select the **Student Entry** icon.
3. Select **Create your USI**.
4. You will need to provide details about a form of identification that will be used by the USI system to confirm your identity. This may be in the form of a: Driver's Licence, Medicare Card, Australian Passport or other forms as listed on the website. Pls note, you will need to provide your Town/City of Birth.
5. Follow the simple prompts on the USI website to obtain your USI.
6. Remember to store your USI securely and also provide your USI number to your Regional Fire Training Co-ordinator so that any Nationally recognised training you complete, can be accredited to your USI in the future. Also you can also save your USI in your account in LaDIS (login into LaDIS (see relevant Quick Reference Guide in order to do this) then in your Account, go to **Members>Personal Details** and enter it in the * Unique Student Identifier box. Then click on  at the bottom of the screen).
7. Once you advise your Regional Fire Training Co-ordinator of your USI number it will be verified by the RFTC.


Save and/or Verify a USI in LaDIS which is obtained from the USI website (ie outside of LaDIS)

Staff with **ADMIN** rights in LaDIS can save and/or verify a USI for a student by:

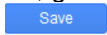
1. Login to LaDIS.
2. Select the **Members** tab.
3. Select the **People** tab.
4. Search by surname the student you are updating.
5. Once the list of people is displayed, select the **pencil icon** in the **Edit** column.
6. The persons personal details will then be displayed in the **Personal Details Tab**.
7. Enter the USI in the USI field box. If the USI is already there (eg. the students has already saved their USI), skip to Step 9 below.
8. Scroll to bottom of screen and select the **SAVE** button.
9. The USI now needs to be verified by the USI registry so press the **VERIFY USI** button.
10. The USI (xxxxxxx) matched will be displayed once the USI is verified.

Obtaining a USI Through LaDIS

If you are a Student:

1. Go to **Members>Personal Details**.
2. In the section headed **Unique Student Identifier** click  [USI official website](http://www.usi.gov.au) s will open the USI web site.
3. In the USI official website, select the Student Entry icon.
4. Select **Create your USI**.
5. You will need to provide details about a form of identification that will be used by the USI system to confirm your identity. This may be in the form of a: Driver's Licence, Medicare Card, Australian Passport or other forms as listed on the website. Please note, you will need to provide your Town/City of Birth.

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6. Follow the simple prompts on the USI website to obtain your USI.
7. Once you have obtained a USI, go back to **Members>Personal Details** and enter it in the * Unique Student Identifier box. Then click on  at the bottom of the screen.

If you are Staff with ADMIN rights in LaDIS you can obtain (and Verify) a USI for a Student by:

1. Login to LaDIS.
2. Select the **Members** tab.
3. Select the **People** tab.
4. Search by surname the student you are updating.
5. Once the list of people is displayed, select the pencil icon in the Edit column.
6. The persons **Personal Details Tab** will then be displayed.
7. In the section headed **Unique Student Identifier** select the **Create USI** button.
8. If you have to update any of the details in the *mandatory boxes, ensure that you select the **Save** button, near the bottom of the page, prior to again selecting **Create USI**.
9. Once you have followed all the prompts, the USI will be created and automatically pasted in to the data field for your USI number. Pls note, In creating your USI, you will need to provide the Town/City of birth and identification that will be used by the USI system to confirm the student's identity. This may be in the form of a: Driver's Licence, Medicare Card, Australian Passport or other forms as listed.
10. Importantly, select the **Save** button.
11. The USI now needs to be verified by the USI registry so press the **VERIFY USI** button.
12. The USI (xxxxxxx) matched will be displayed once the USI is verified.

Verify a USI which is obtained through LaDIS

If you are Staff with ADMIN rights in LaDIS you can Verify a USI by doing the following:

1. Login to LaDIS
2. Select the **Members** tab.
3. Select the **People** tab.
4. Search by surname the student you are updating.
5. Once the list of people is displayed, select the **pencil icon** in the **Edit** column.
6. The persons **Personal Details Tab** will then be displayed.
7. In the section headed **Unique Student Identifier**, select the **VERIFY USI** button.
8. USI (xxxxxxx) matched will be displayed once the USI is verified.



Hang On! Help is on it's Way

At the moment, the ability to **create** or **verify** a USI may be affected by two data integrity problems in LaDIS:

Missing Personal Details Details: Some Personal Details details (eg Telephone Number which is actually Work landline telephone number) are missing in LaDIS as they are not in FireWeb. If the student is from **DELWP** the Student will have to go into BMS and add the relevant details to BMS. This will then save into FireWeb then LaDIS overnight. If the student is from **Parks Vic**, the student will have to go and amend their HR details in the PV HR system and the details will update to LaDIS overnight. After the missing details appear in LaDIS you perform the USI functions outlined in this QRG.

These data integrity issues are currently being resolved by the Learning and Development Unit. If you are experience problems or have any questions contact the Learning and Development Unit (email fireweb@delwp.vic.gov.au) or your Regional Fire Training Coordinator if you are student.