

Unique Student Identifier (USI) Quick Reference Guide

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

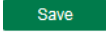
INTRODUCTION

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. In the USI official website, in the Student section, select **Create your USI**.
3. 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.
4. Follow the simple prompts on the USI to obtain your USI.
5. Remember to store your USI securely and also provide your USI number to your Regional Training Co-ordinator so that any Nationally recognised training you complete, can be accredited to your USI in the future.
6. Once you have obtained a USI, go back to **My Account>Personal Details** and enter it in the **Unique Student Identifier** box. Then click on  at the bottom of the screen.



Do you have a First Name and Family Name e.g. John Smith?

Most users will need to select Yes. Only select No if you are officially known by one name (you do not have a last name).

7. Once you advise your Regional 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 following the steps below:

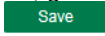
1. Login to LaDIS.
2. Select the **Members** tab.
3. Select the **People** tab.
4. Search by surname the student you are updating.
5. Once the list of people is displayed, Click on the **Action** button for that student.
6. The student's personal details will then be displayed in the **Personal Details** tab.
7. Enter the USI in the USI field box. If the USI is already there (eg. the student 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**.

Unique Student Identifier (USI) Quick Reference Guide

3. In the section headed Unique Student Identifier click [USI official website](#) this will open the USI web site.
4. In the USI official website, in the Student section, 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.
6. Follow the simple prompts on the USI website to obtain your USI.
7. Once you have obtained a USI, go back to **My Account>Personal Details** and enter it in the Unique Student Identifier box. Then click on  at the bottom of the screen.



Do you have a First Name and Family Name e.g. John Smith?

Most users will need to select Yes. Only select No if you are officially known by one name (you do not have a last name).

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, Click on the **Action** button for that student.
6. The student's personal details will then be displayed in the **Personal Details** tab.
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 the USI number. Pls note, in creating the 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, Click on the **Action** button for that student.
6. The student's personal details will then be displayed in the **Personal Details** tab.
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

The ability to **create** or **verify** a USI may be affected by a data integrity problem in LaDIS.

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 can perform the USI functions outlined in this QRG.



Unique Student Identifier (USI) Quick Reference Guide

If you experience problems or have any questions email please go to the following website (JIRA Service Desk Application) and Raise a Support Ticket: <https://servicedesk.ffm.vic.gov.au/servicedesk/customer/portal/4/create/33>