

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.



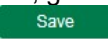
Do you have a First Name and Family Name e.g. John Smith?

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 RTC.

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](#) this will open the USI web site.
3. In the USI official website, in the Student section, 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. Please 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. 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).