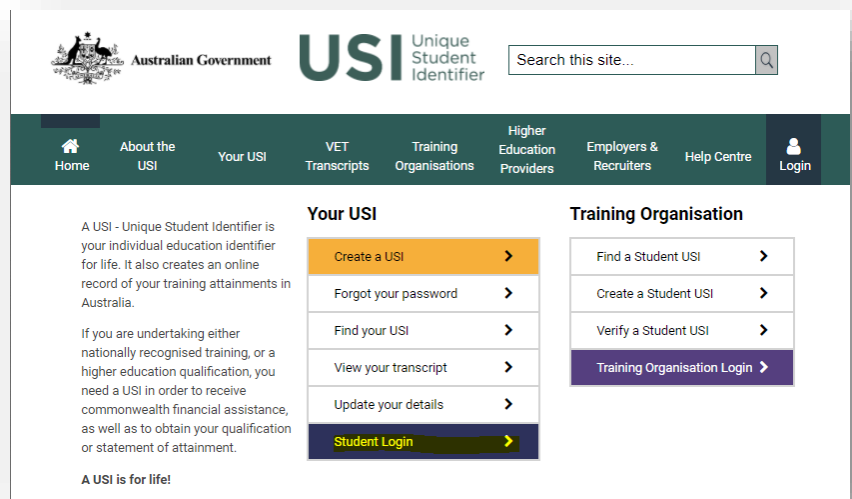


Setup access for NMTAFE to view your USI transcript

North Metropolitan TAFE needs to verify all records that students present for Credit Transfers. This means we need to view student records on the USI register or, if the records are not on the USI register yet, we contact the issuing RTO and ask them to verify that we have a correct and accurate record from the student.

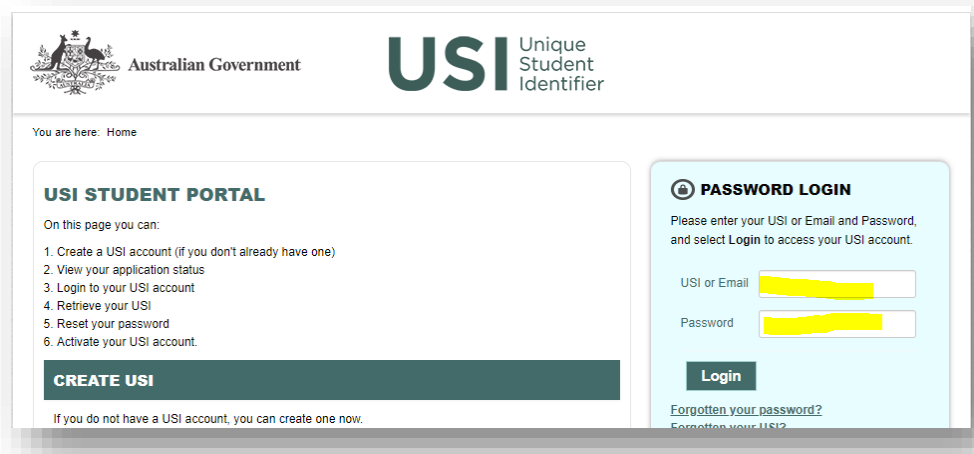
To allow us to view your records on the USI register please go on-line and add permission in your USI account for North Metropolitan TAFE to access your transcripts.

1. Go to www.usi.gov.au
2. Select “Student Login”



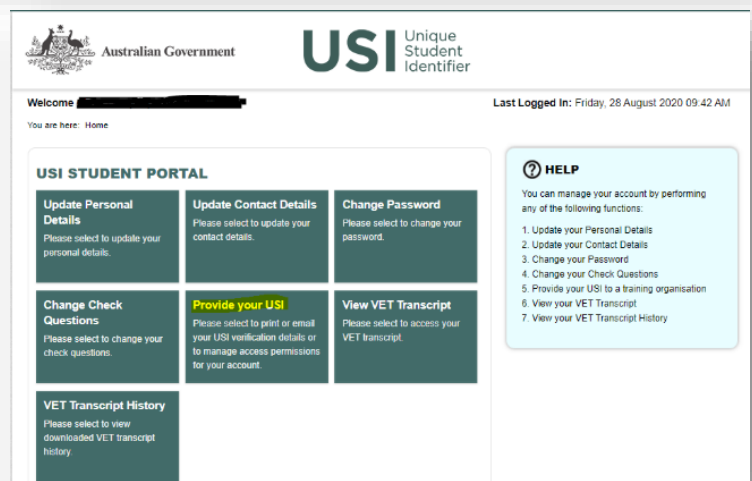
The screenshot shows the USI website homepage. At the top, there is the Australian Government logo and the USI Unique Student Identifier logo. A search bar is located on the right. Below the header is a navigation menu with links for Home, About the USI, Your USI, VET Transcripts, Training Organisations, Higher Education Providers, Employers & Recruiters, Help Centre, and Login. The main content area is divided into two columns. The left column, titled 'Your USI', contains a description of the USI and a list of actions: Create a USI, Forgot your password, Find your USI, View your transcript, Update your details, and Student Login (highlighted in yellow). The right column, titled 'Training Organisation', contains a list of actions: Find a Student USI, Create a Student USI, Verify a Student USI, and Training Organisation Login (highlighted in purple).

3. Enter your USI/email address and password to login



The screenshot shows the USI Password Login page. At the top, there is the Australian Government logo and the USI Unique Student Identifier logo. Below the header is a navigation menu with links for Home, About the USI, Your USI, VET Transcripts, Training Organisations, Higher Education Providers, Employers & Recruiters, Help Centre, and Login. The main content area is divided into two columns. The left column, titled 'USI STUDENT PORTAL', contains a list of actions: Create a USI account, View your application status, Login to your USI account, Retrieve your USI, Reset your password, and Activate your USI account. Below this list is a 'CREATE USI' button. The right column, titled 'PASSWORD LOGIN', contains a form with fields for USI or Email and Password, and a 'Login' button. Below the form are links for 'Forgotten your password?' and 'Forgotten your USI?'.

4. Click the “Provide your USI” button



The screenshot shows the USI Student Portal page. At the top, there is the Australian Government logo and the USI Unique Student Identifier logo. Below the header is a navigation menu with links for Home, About the USI, Your USI, VET Transcripts, Training Organisations, Higher Education Providers, Employers & Recruiters, Help Centre, and Login. The main content area is divided into two columns. The left column, titled 'USI STUDENT PORTAL', contains a grid of buttons: Update Personal Details, Update Contact Details, Change Password, Change Check Questions, Provide your USI (highlighted in yellow), View VET Transcript, and VET Transcript History. The right column, titled 'HELP', contains a list of actions: Update your Personal Details, Update your Contact Details, Change your Password, Change your Check Questions, Provide your USI to a training organisation, View your VET Transcript, and View your VET Transcript History.

5. At the bottom of the screen there is the option to add the permissions – in the **SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS** section, click the “Add Organisation” button

SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS

You can set up access for organisations to view and/or update your USI account. You can also set up access for organisations to view your transcript. Providing access to your USI account and your transcript may assist your training organisation to process your enrolment.

If you have already set access permissions for an organisation to view and/or update your USI account they will be listed below.

Select **Edit** to update the current permissions, **Remove** to remove the current permissions or **Add Organisation** to search and set permissions for a particular organisation.

Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View Transcripts
Add Organisation					

6. In the **SEARCH DETAILS** section, enter “Organisation Code” as “52786” OR enter “Organisation Name” as “North Metropolitan TAFE”
 - a. Then click “Search” button
 - b. In the **SEARCH RESULTS** section, locate “North Metropolitan TAFE” and click “Add”

MANAGE PERMISSIONS - ADD ORGANISATION

Enter the Organisation's details and select **Search** to find an Organisation.

SEARCH DETAILS

Organisation Code: 52786

Organisation Name: North Metropolitan TAFE

Search

SEARCH RESULTS

Organisation Name	Organisation Code	ABN	
North Metropolitan TAFE	52786	23489495403	Add

(1 search result found)

HELP

Search for an Organisation

You only have to enter the details in one field

You can search by Organisation Code by entering the complete number and select **Search**

You can search by Organisation Name by entering the first few letters and select **Search**

Once you have found the correct Organisation, please select **Add** to set permissions for the organisation.

7. In the **PERMISSIONS** section
 - a. tick box for “View Transcript”, tick box for “View Details”, and enter “Expiry Date” as “2 Years”
 - b. then click the “Save” button

MANAGE PERMISSIONS - SET PERMISSIONS

Please select View and/or Update and the Expiry Date you would like to give the Organisation and select **Save**.

* Indicates a mandatory field

ORGANISATION DETAILS

Organisation Name: North Metropolitan TAFE

Organisation Code: 52786

ABN: 23489495403

PERMISSIONS

View Transcript:

View Details:

Update Details:

Expiry Date: * 2 Years (Select)

Cancel **Save**

HELP

You can allow an Organisation to view or update your USI account.

The Permissions you can give an Organisation are:

- View Transcript** - allows the Organisation to view your transcripts.
- View Details** - allows the Organisation to view your personal and contact details.
- Update Details** - allows the Organisation to view and update your personal and contact details. Only Registered Training Organisations are able to update your details.

Expiry Date gives the Organisation a specific period (from the date of permission) in which they can view or update your details. You can set a permission expiry date by selecting one of the following:

- 3 Months
- 6 Months
- 1 Year
- 2 Years

After the Expiry Date has passed the Organisation will not be able to access your USI account. You may change the expiry date at any time.

8. You will know that you have completed adding the permission correctly if you return to the **SET UP ACCESS...** section and you can see “North Metropolitan TAFE” listed

SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS

You can set up access for organisations to view and/or update your USI account. You can also set up access for organisations to view your transcript. Providing access to your USI account and your transcript may assist your training organisation to process your enrolment.

If you have already set access permissions for an organisation to view and/or update your USI account they will be listed below.

Select **Edit** to update the current permissions, **Remove** to remove the current permissions or **Add Organisation** to search and set permissions for a particular organisation.

Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View Transcripts	
North Metropolitan TAFE	52786	28/11/2020	Yes	No	Yes	Edit Remove

All done – Thanks!