

<u> USI – Unique Student Identifier</u>

To study at ILSC Greystone you must have a Unique Student Identifier (USI). If you don't already have one, you must get a USI before your course starts. But don't worry. It's easy. This sheet tells you how to get one.

FREQUENT ASKED QUESTIONS				
What is a USI?	 The USI is a reference number made up of ten numbers and letters (example: 3AW88YH9U5) that: Links to a secure online record of your recognised training and qualifications gained in Australia. gives you access to your training records and transcripts. can be accessed online, anytime, and anywhere. it's free, easy to create and stays with you for life. 			
Do I need a USI if I'm only doing part of a course?	Yes, even if you enrol with a training provider only to complete part of a course, a module, or a single unit you will still require a USI.			
Where can I get more information about a USI?	On the Internet. Go to: <u>https://www.usi.gov.au/about-us</u>			
How do I get a USI?	We will help you as part of your enrolment and face-to-face orientation. You must come to your face-to-face orientation at ILSC Greystone.			
Why do I need a USI?	If you do not have a USI, ILSC Greystone College is unable to issue you a Certificate or Statement of Attainment.			
For more information				
Please visit:	 <u>https://www.usi.gov.au/</u> <u>https://www.usi.gov.au/students</u> <u>https://www.usi.gov.au/help/FAQs/general</u> <u>https://www.usi.gov.au/help/FAQs/Students</u> 			
Or contact:	 <u>https://www.usi.gov.au/contact-us</u> Calling within Australia: 1300 857 536 Calling internationally: +61 2 6218 0994 			



	Australian Government Unique Student Identifier	STUDENT PORTAL
	TERMS AND CONDITIONS	AND CONDITIONS REFORE USING
3. Agree to the <i>"Terms and</i> <i>Conditions"</i>	THIS WEBSITE. The USI website Terms and Conditions define our shared responsibilities in regards to: Your personal information and privacy; Information security; Accessibility. Education or training providers must not use this portal (Student Portal) to create, view, or update st behalf of a student through their integrated student management system or via the USI Organisation	udent USIs. Organisations can only operate on Portal.
	By agreeing to the terms and conditions I acknowledge that giving of false or misleading information is a seriou I agree to the Terms and Conditions. More information in regards to the USI website terms and conditions can be found here.	us offence.
	Disclaimer Accessibility Privacy Copyright Terms and Conditions Contact us Tim	nes are shown in Australian Eastern Standard Time (AEST). Version: 2023.06.28.1



	You are here: Home	
	The Student Portal will be unavailable from 7:00pm to 10.00pm (AEST) Friday 14 July 2023 for system We apologise for any inconvenience.	maintenance.
4. Proceed to "Create USI"	On this page you can: 1. Create a USI account (if you don't already have one) 2. View your application status 3. Login to your USI 4. Retrieve your USI 5. Reset your password 6. Activate your USI account.	PASSWORD LOGIN Please enter your USI or Email and Password, and select Login to access your USI account. USI or Email
	CREATE USI If you do not have a USI account, you can create one now.	Login
	You only need to fill in a few details and have one form of ID to verify who you are. It should only take you about 5 minutes. You can create your USI using your Digital Identity. Digital Identity is a safe, secure and convenient way to prove who you are online. myGovID is the Australian Government's Digital Identity app.	Forgotten your password? Forgotten your USI?
		Your Digital Identity email <u>must</u> match your USI account email

	You are here: <u>Home</u> > Create USI
	1. Create USI V 2. Personal Details > 3. Contact Details > 4. Evidence o
	CREATE USI
5. "Applying for a USI on behalf of	*Indicates a mandatory field
another person".	Are you applying for a USI on behalf of another person? If you are providing assistance and the person is with you, select No. If you are applying for a USI on behalf of another person who is not
If you are applying for your own USI, select (NO' and	currently with you, select Yes.
click 'next'.	★ Are you applying for a USI on behalf of another person?
If you are applying for another person, please	Cancel Next
visit https://www.usi.gov.au/students/identification	
for further information	



6. Evidence of Identity and

Select your "Evidence of identity" (use 'non-Australian passport' if you are an

Personal details

international student)



CREATE USI - PERSONAL DETAILS

Before you begin you must select the evidence of identity document you will be using to create the USI.

Please enter your full name details into the Personal Details section below. Some forms of ID have special name formats:

• if your first/given name and middle name/s both appear on your form of ID as first/given names you must enter your first/given name in the First/Given Name field and your middle name/s into the Middle Name/s field.

COLLEGE

Once you have completed the following details select Next.

* Indicates a mandatory field

EVIDENCE OF IDENTITY					
Document Type *	Select Select Driver's Licence	~			
PERSONAL DETAILS	Medicare Card Passport (Australian) Non-Australian Passport (New Zealand)				
Name Details	Non-Australian Passport (with Australian Visa) Birth Certificate (Australian)	<u>د</u>			
Do you have a First Name and Yes No, I only have	Certificate of Registration by Descent Citizenship Certificate ImmiCard Aviation-Maritime Security Identification Card Centrelink Concession Card				

	PERSONAL DETAILS				
	Name Details				
(continuing)	Do you have a First Name and Family Name e.g. John Smith?				
6. Evidence of Identity	Yes O No, I only have one name				
and Personal details	First/Given Name				
	Middle Name/s				
Fill out your details <u>as</u> shown on your	Family/Last Name *				
passport (make sure	For business or official purposes are you known by any other name that is not on your form of				
<i>'middle name')</i> and click 'next' .	 No Yes 				
	Date of Birth *				
	Confirm Date of Birth				
* You have only a few	Gender * O Male				
attempts. If you are	Female X (indeterminate/intersex/unspecified)				
first attempt, please ask	Country of Birth				
us for help.	Select V				
- •	Town/City-of Birth				
	Cancel Back Next				



A contact details File datases <					
A. Contact details File of the second sec		* Indicates	s a mandatory field		
7. Contact details Fill out your details and create out your generation out your your your your your your your your		CONT	ACT DETAILS		
<form><form><form><form></form></form></form></form>		Email Ado	dress	e.g. name@example.com	
 A contact details Fill out your contact etails Fill out your contact etails and click 'next' S. Confirm your etails and click on contact team of the set of the		Mobile No	umber	e.g. 040000000	
7. Contact details File out your your contact details file out your your your details and creek file out your details and creek file out your your details and creek file out your your details and creek file out your your your your your your your your		Home Ph	ione	e.g. 020000000	
 7. Contact details File out your contact details File out your contact details and click 'next' S. Confirm your contact details and click on the click click on the click click click on the click click		Postal	I Address Details		
Fill out your contact details and click 'next' Fusta Address Subdribtowotby But a ddress <	7. Contact details	Country This is you live	y of Residence the Country where e	Australia	
S. Confirm your details and created your details and created your details and created your password, and your your password, and your details and created your password, and your details and created your password, and your your details and created your password, and you your password, and you	Fill out your contact details and click 'next'	Postal	Address	Type your address	
S. Confirm your details and createry used to be the the transmission of tra		105417	Add 655		
S. Confirm your details are correct, did with your information. S. Confirm Identity If they are not correct, did with your information. S. Your're done! ③ Your USI is created. Your USI is created. Your USI is created. Your VSI is created.		Suburb	o/Town/City		
Possoo S. Confirm your Cost of US S. Contact Costs Cost of US Cost o		State		Select V	
 a constraint your details and create distance of the stream of the stream		Postcoo	de		
 8. Confirm your details and create your password, and security questions. Check if your details are correct, click on 'Confirm Identity' If they are not correct, click on 'back to edit' and adjust to contend to passport (with Australian Passport (with Australian Visa) and the minit's or the minit		1. Create USI ✓ 2. Per CREATE USI - CONFI	rsonal Details ✓ 3. C	ontact Details 4. Evidence of Identity 5. Password/Check Questions 	
Sour password, and scurity questions. Check if your details are correct, and click on 'Confirm Identity' If they are not correct, click on 'back to edit' and adiant and the scure back taken takes taken taken takes taken taken takes taken takaken taken taken taken taken taken taken takaken ta	8. Confirm your details and create	Please confirm the details yo not be able to create a USI.	ou entered match your form of ID	If your details do not match you will If your details do not match you will International students who study onshore in Outstrails on one of the study onshore in Outstrails one one of the study onshore in Outstrails one one of the study onshore in Outstrails one one of the study on shore in Outstrails one one of the study on shore in Outstrails one one of the study on shore in Outstrails one one of the study on shore in Outstrails one one of the study on shore in Outstrails one one of the study on shore in Outstrails one one of the study on shore in Outstrails one one of the study on shore in Outstrails one one of the study on shore in Outstrails one one of the study on shore in Outstrails one one of the study	
security questions. Check if your details are correct and click on 'Confirm Identity' If they are not correct, click on 'back to edit' and adjust your information. If they are not correct, click on 'back to edit' and adjust your information. Non-Australian Passport (with Australian Visa) Passport Number If adjust your information. 9. You're done! © You're done! ©	your password, and	If your details do not match y If your details match your for	to Edit to update them. Australia can appy for a USI using their valid non-Australian passport and Australian visa. You must land in Australia and no through		
Check if your details are correct and click on 'Confirm Identity' If you have a make sure you keep a record of this number – the USI is yours for life. If they are not correct, click on 'back to edit' and adjust your information. Image: Control to the state and sta	security questions.	PERSONAL DETAILS	PERSONAL DETAILS		
correct and click on 'Confirm Identity' If they are not correct, click on 'back to edit' and adjust your information. If they are not correct, click on 'back to edit' and adjust your information. If they are not correct, click on 'back to edit' and adjust your information. If they are not correct, click on 'back to edit' and adjust your information. If they are not correct, click on 'back to edit' and adjust your information. If they are not correct, click on 'back to edit' and adjust your information. If they are not correct, click on 'back to edit' and adjust your information. If they are not correct, click on 'back to edit' and adjust your information. If they are not correct, click to edit' and adjust your information. If they are not correct, click to edit' click to edi	Check if your details are	First/Given Name	identification. If you have not arrived in Australia, please		
Communication of the second of this number – the USI is yours for life.	correct and click on	Middle Name/s Family/Last Name		contact your education or training provider and let them know that you will provide a USI when you arrive.	
If they are not correct, Image: Non-Australian Passport (with Australian Visa) Image: Non-Australian Passport (with Australian Visa) Image: Non-Australian Passport Number is the	commutentity	Date of Birth	New Australia - The State	NOTE: If you study offshore (i.e., not in Australia) with an Australian education or	
Click on back to earl and adjust your information. Image: Cancel Back to Edit Confirm Identity Non-Australian passpot. Passpot Number Cancel Back to Edit Confirm Identity For more information, plasse visit International students studying oversaas. I Unique Student Identitier (usi gov. au) 9. You're done! ③ Your USI is created. It will be displayed in the screen, and you will also receive it for your records. Please make sure you keep a record of this number – the USI is yours for life.	If they are not correct,		Non-Australian Passport (with Australian Visa) training provider, you do not need a USI. Passport Number is the number shown on Passport Number is the number shown on		
Gancel Back to Edit Confirm Identity 9. You're done! ③ Your USI is created. It will be displayed in the screen, and you will also receive it for your records. Please make sure you keep a record of this number – the USI is yours for life.	adjust your information.	DETAILS Passport Number		Non-Australian passport. For more information, please visit <u>International</u> <u>students and students studying overseas I</u> <u>Unique Student Identifier (usi gov au)</u>	
Your USI is created. 9. You're done! Image: Second state of the second state of t		Cancel Back to Edit Con	nfirm Identity		
Your USI is created. 9. You're done! ^(C) It will be displayed in the screen, and you will also receive it for your records. Please make sure you keep a record of this number – the USI is yours for life.					
Your USI is created.9. You're done! I Handle					
Please make sure you keep a record of this number – the USI is yours for life.	9 Vouire danal 💬		Yo	our USI is created.	
	5. Tou le dolle! ⊌	It will be display Please make su	/ed in the scree re vou keep a re	n, and you will also receive it for your records. ecord of this number – the USI is yours for life.	
		i cube make su	- Jeaneep an		



10. Inform Greystone	Please send your USI to Greystone College:
College	<u>VETStudentSupportAustralia@GreystoneCollege.com.au</u>



You are not sure if you have a USI? You do not remember your password? Please see below what to do ©

Find your USI

If you have undertaken any registered training since 2015, you may already have a USI.

There are 4 ways to find your USI

Note: All details entered must be the same details as recorded on the USI account.

Go to the USI Registry System

Agree to the Terms and Conditions and press 'Next'

Click on 'Forgotten USI'

Select one of 4 options below to retrieve your USI:

Click on "Find your USI".

https://www.usi.gov.au/students/find-

1. Go to

your-usi



2. Select which option you prefer to use to retrieve your USI information

- Email address
- Mobile number
- Your personal details
- Your ID document

FORGOTTEN USI

Indicates a mandatory field

* Select one of the following options to retrieve your USI

- O Enter your email address to retrieve USI
- O Enter your mobile number to retrieve USI
- O Enter your personal information and check questions to retrieve USI
- O Enter your personal information and ID document to retrieve USI



	FORGULTEN USI
	Indicates a mandatory field
	 Select one of the following options to retrieve your USI Enter your email address to retrieve USI Enter your mobile number to retrieve USI Enter your personal information and check questions to retrieve USI Enter your personal information and ID document to retrieve USI
Provide the	Email Address
quired formation and ck on <i>ıbmit</i> '.	Back Submit
e email address,	
rsonal details must be e same as you used to	FORGOTTEN USI Indicates a mandatory field
ersonal details must be e same as you used to eate your USI account.	FORGOTTEN USI Indicates a mandatory field Select one of the following options to retrieve your USI Enter your email address to retrieve USI Enter your mobile number to retrieve USI Enter your personal information and check questions to retrieve USI Enter your personal information and ID document to retrieve USI
rsonal details must be same as you used to ate your USI account.	FORGOTTEN USI Indicates a mandatory field Select one of the following options to retrieve your USI Enter your email address to retrieve USI Enter your mobile number to retrieve USI Enter your personal information and check questions to retrieve USI Enter your personal information and ID document to retrieve USI Mobile Number e.g. 040000000 The mobile number must be the same as you used to create your USI



	FORGOTTEN USI
	Indicates a mandatory field
	 Select one of the following options to retrieve your USI Enter your email address to retrieve USI Enter your mobile number to retrieve USI Enter your personal information and check questions to retrieve USI Enter your personal information and ID document to retrieve USI
	ENTER PERSONAL DETAILS
(continuing)	Mandatory Criteria
3. Provide the	Do you have a First Name and Family Name e.g. John Smith?
required	Yes O No, I only have one name
click on <i>'submit'</i> .	Family/Last Name
	Date of Birth
	Gender Male Female
	X (indeterminate/intersex/unspectified)
	First/Given Name
	Middle Name/s
	Town/City of Birth
	Back Submit

ilsc	LANGUAGE SCHOOLS	ilsc	Greystone

	 Select one of the following options to retrieve your USI Enter your email address to retrieve USI Enter your mobile number to retrieve USI Enter your personal information and check questions to retrieve USI Enter your personal information and ID document to retrieve USI ENTER PERSONAL DETAILS	
	Mandatory Criteria	
	Do you have a First Name and Family Name e.g. John Smith? Yes No, I only have one name 	
	First/Given Name	
	Family/Last Name Date of Birth	
	Gender Male C Male C Female C X (indeterminate/intersex/unspecified)	
	Town/City of Birth	
	✤ Optional Criteria (at least one required)	
	Email Address Mobile Number	
	Postal Address Details	
	Country of Residence This is the Country where you live	
	Back Submit	
4. Retrieve your USI	If the information provided matches what is recorded in the USI Registry System, you will receive your USI in your email or mobile number.	



5. Could not retrieve a USI?

If the message "We could not find your account. Please try another option to retrieve your USI" comes up, it is likely that either:

a) You have not createda USI just yet.b) The informationprovided is not thesame recorded in theUSI Registry System.

! We could not find y	our account. Please	try another optio	n to retrieve you	IT USI.	
ndicates a mandatory fie	ld				
Select one of the follow	wing options to retriev	ve your USI			
Enter your email a	ddress to retrieve US	I			
O Enter your mobile	number to retrieve US	SI			
 Enter your persona 	al information and che	eck questions to	retrieve USI		
 Enter your persona 	al Information and ID	document to ret	leve USI		
			Pack		

If case 'b', please contact USI Support Team (see the first page of this document).