HOW TO CREATE YOUR UNIQUE STUDENT IDENTIFIER

Every student will need a Unique Student Identifier (USI) from 1 January 2015. Get yours now – it only takes 5 minutes.

Your USI will enable you to access your training records online and it’s yours for life.

Make sure you give North Coast TAFE access to your records so that we can add your results to your USI.

**Step 1:** Make sure you have one of the following documents with you

- Australian Driver’s Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate (if you were not born in Australia)
- ImmiCard

**Step 2:** Visit http://www.usi.gov.au

**Step 3:** Click on the spanner icon to ‘Create a USI’ and follow the prompts

**Step 4:** Read and accept the Terms and Conditions

TERMS AND CONDITIONS

IT IS IMPORTANT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE USING THIS WEBSITE.

The USI website Terms and Conditions define our shared responsibilities in regards to:

- Your personal information and privacy;
- Information Security;
- Accessibility;

By agreeing to the terms and conditions I acknowledge that giving of false or misleading information is a serious offence.

I agree to the Terms and Conditions.

More information in regards to the USI website terms and conditions can be found here.
Step 5: Click on the ‘Create USI’ button

Step 6: Complete your personal details and contact information. Click ‘Next’ when you have completed all mandatory fields. You will be asked to confirm the Personal Details you have just entered, and then click ‘Next’ again.

Step 7: Confirm your identity by selecting a document type and clicking ‘Next’. You will then enter the reference number for your form of identification. Make sure the details exactly match your identification.
Step 8: Set your password and secret questions and answers, and click ‘Next’.

Step 9: Success! You have now created your USI. You should write down your USI for your records, and you will also be sent an email or text message with your USI.