Instructions to create a USI

Step 1: Prepare Your Identification (ID)

To create your USI, you will need one form of valid identification. Ensure you have access to one of the following:

- Australian Passport
- Non-Australian Passport (with Australian visa)
- Driver's Licence
- Medicare Card
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard

Ensure your name in the ID matches the name you will use for your USI.

Step 2: Visit the USI Website

1. Go to the **USI website**: https://www.usi.gov.au.
2. Click on the button **"Create your USI"**.

Step 3: Agree to the Terms and Conditions

- Read and agree to the terms and conditions regarding your privacy and how your personal information will be used.

Step 4: Enter Your Details

- Fill out the online form with your personal details, including:
    - Full Name (as per your ID)
    - Date of Birth
    - Place of Birth
    - Contact Details (email, phone number, or mailing address)

Step 5: Enter Your ID Details

- Provide the details of the identification document you prepared earlier.
- Ensure all information is entered accurately.

Step 6: Set Up Your Security Questions

- Choose security questions to protect your account. These will be used to verify your identity if you need to reset your password.

Step 7: Receive and Save Your USI

- After completing the form, your USI will be generated.
- Write down your USI and keep it safe. You will need it for future training and qualifications.

Share Your USI

- Share your USI with your Registered Training Organisation (RTO) so they can verify it for enrolment and compliance purposes.

Troubleshooting and Support

- **Forgotten USI**: If you already have a USI but cannot remember it, you can retrieve it on the USI website by selecting **"Find your USI"**.
- **Need Help?**: Contact the USI Office via their support page at https://www.usi.gov.au/contact-us

By completing this process, you will have a USI that links your training records and achievements across VET courses in Australia.