

Arctic Star's

RTO

Unique Student Identifier (USI)

Form

Full Name: _____

Safety Services for Business



Arctic Star Pty Limited
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(RTO Number: 91578)

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Doc. Name: Handout R11	Revision: 1	Reviewed by: Gillian Cornwell	Authorised by: Les Vozzo	Issued: 09/03/2016	Next Review Date: 09/03/2018

Arctic Star RTO Unique Student Identifier (USI) Form

Unique Student Identifier

From 1 January 2015 ALL participants undertaking nationally recognised training delivered by a registered training organisation (RTO) will need to have a Unique Student Identifier (USI). It is free and easy for students to create their own USI on line. To apply for a USI and for information regarding the USI system, please visit: www.usi.gov.au. From 1 January 2015 no statement of attainment or qualifications can be issued without having a USI recorded.

Below are the screens you will come across:

The screenshot shows the 'Create your USI' page on the Australian Government USI website. The page is titled 'Create your USI' and includes a sidebar with navigation links: 'Create your USI', 'Steps to create your USI', 'Personal details', 'Contact details', 'Password', 'International, Overseas and Offshore Students', 'Check Questions', 'Give your USI to your Training Organisation', 'Manage your USI', 'Training Results and Transcript', 'Nationally Recognised Training', and 'Student Terms and Conditions'. The main content area contains the following sections:

- Before you create your USI, please run through the checklist below to make sure you have everything you need before you start.**
- USI creation checklist**
- Who are you? ***
 - I am an Australian student
 - I am an international student
- Verify your identity**
- In order to create a USI, we need to verify your identity. You can use one of the following forms of ID.**
- Warning:** Queensland Driver's Licences can sometimes cause problems with our verification process. If you have access to a Birth Certificate or an Australian Passport we recommend you use one of those instead.
- What form of ID do you want to use? ***
 - Australian Passport
 - Australian birth certificate
 - Australian Driver's Licence
 - Medicare Card
 - Certificate Of Registration By Descent
 - Citizenship Certificate
 - ImmiCard
- Create your USI now**
- You have everything you need to create your USI, click on the button below to get started.**
- Create your USI now** (button)

At the bottom of the page, it says 'Last modified on Wednesday 9 December 2015 [242112801]'.

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Australian Government



You are here: [Home](#) > [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.

If you are applying for a USI on behalf of another person, as their parent, legal guardian or carer, you **must** have the consent of that individual.

Registered Training Organisations (RTOs) must **not** use this process. RTOs can only apply on behalf of a student through the USI Registry System Training Provider Login or their integrated student management system.

I confirm that I have the consent of the applicant to apply for a USI on their behalf.

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](#).

[Next](#)

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Times are shown in Canberra, Australia time.



Australian Government



You are here: [Home](#)

USI STUDENT PORTAL

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 account
4. Find your USI
5. Reset your password
6. Activate your USI account.

CREATE USI

If you do not have a USI account you can create one now.

You only need to fill in a few details and have one form of ID to verify who you are. Please select **Create USI** to start your application.

[Create USI](#)

Have you requested help? [View progress of your help request](#)

Do you want to withdraw your Help Request? [Withdraw your help request](#)

Are you waiting for your USI? [View your application status.](#)

FORGOTTEN USI

If you have forgotten your USI, please select **Forgotten USI** to retrieve it. You will need to enter a few details and answer your Check Questions to verify who you are.

If you have not activated your USI account you will need one form of ID to verify who you are.

[Forgotten USI](#)

LOGIN

Please enter your USI or Email and Password, and select **Login** to access your USI account.

USI or Email

Password

[Login](#)

[Forgotten your USI?](#)

[Forgotten your password?](#)

Need to activate your USI account?

- [Activate your account here.](#)
- [Resend account activation link.](#)

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Australian Government

USI Unique Student Identifier

You are here: [Home](#) > Create USI

1. Personal Details > 2. Confirm Details > 3. Evidence of Identity > 4. Password/Check Questions >

CREATE USI - PERSONAL DETAILS

i You are now going to create your USI. Before you commence, please ensure you have a form of ID such as a Driver's Licence. Please complete the following details matching your form of ID and select **Next**.

* Indicates a mandatory field

PERSONAL DETAILS

Name Details

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

Yes No, I only have one name

First Name *
 Middle Name
 Family Name *

Date of Birth *

Confirm Date Of Birth *

Country of Birth *

Town/City of Birth *

Gender * Male Female

CONTACT DETAILS

Email Address

Mobile Phone
 E.g. 0455 555 555

Home Phone
 E.g. 02 5555 5555

Address Details

Country of Residence *

Address

Suburb/Town/City

State

Postcode

[Cancel](#)

HELP

Personal Details

Personal Details are your name, gender, date of birth and where you were born. These must match the details on the form of ID.

[More Help...](#)

Contact Details

Contact Details are your email address, phone number and address.

Please enter at least two methods by which you can be contacted.

It is important that these details are up-to-date and correctly entered.

Your email address is recommended as it can be used to log in to your USI account.

The contact details will be used by the USI Registrar to:

- advise you if your USI account details are changed
- respond to your enquiries and help requests.

If you change your contact details in the future please ensure you update your USI account.

[More Help...](#)

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You are here: [Home](#) > Create USI

- 1. Personal Details ✓
- 2. Confirm Details ✓
- 3. Evidence of Identity ✓
- 4. Password/Check Questions >

CREATE USI - EVIDENCE OF IDENTITY

i We need to confirm your identity. Please select a form of ID and select **Next**.

★ Indicates a mandatory field

DOCUMENT TYPE

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

[Cancel](#) [Back](#) [Next](#)

HELP

Evidence of Identity

Evidence of Identity is the form of ID you need to select from the list. The details of the form of ID will be checked electronically through the Document Verification Service which verifies common Australian forms of ID.

The Document Verification Service can immediately verify your form of ID using one of the following:

- [Driver's Licence](#)
- [Medicare Card](#)
- [Passport \(Australian\)](#)
- [Non-Australian Passport \(with Australian Visa\)](#)
- [Birth Certificate \(Australian\)](#)
- [Certificate Of Registration By Descent](#)
- [Citizenship Certificate](#)
- [ImmiCard](#)

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You are here: [Home](#) > Create USI

- 1. Personal Details ✓
- 2. Confirm Details ✓
- 3. Evidence of Identity ✓
- 4. Password/Check Questions ✓

CREATE USI - SET PASSWORD, QUESTIONS AND ANSWERS

i Your account is protected by a password, and check questions and answers. It is important to choose a password, and check questions and answers that you can remember. Please refer to Help to create a valid password.

Please set your password and check questions/answers, and select **Next**.

★ Indicates a mandatory field

SET PASSWORD

Password ★ Invalid

Password Confirmation ★

SET QUESTIONS AND ANSWERS

Question 1 ★

Answer 1 ★

Question 2 ★

Answer 2 ★

[Cancel](#) [Next](#)

HELP

Password

A password is needed to log in to your USI account. The password should be at least 9 characters.

A strong password should contain letters, numbers and the following symbols (., @, #, \$, %, ^, &, *).

For example a strong password is: Tuesday2015!

The password you create should be easy for you to remember but hard for someone else to figure out.

The strength indicator tells you how strong your password is.

Questions and Answers

Your check questions will be used to assist in identifying you if you forget your password, USI or when you contact the Office of the USI Registrar.

[More Help...](#)

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You are here: [Home](#) > [Create USI](#)

CREATE USI - SUCCESS



Your USI account has been created.

Your USI is [REDACTED]

Please keep a record of this number.

This will be sent to your contact details.

You can use your USI number or your email address to log in to your USI account.

- [Return to home page](#)

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Times are shown in Canberra, Australia time.

Your Unique Student Identifier (USI) Number will appear where the blue box is pictured in the above screen.

Please advise your USI number to the Minerva Consulting Group / Arctic Star Registration Team.

FULL NAME:	
COURSE NAME:	
UNIQUE STUDENT IDENTIFIER (USI) NO.:	

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