

Creating your own USI to keep your training records

Before you commence this process you will need one of the following documents:

- Driver's License
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- Immi Card.

1. Go to <http://usi.gov.au/create-your-USI/Pages/default.aspx>
2. Scroll down to the green "button" labelled "Create your USI NOW" & press it.
3. Check the "I agree to the [Terms and Conditions](#)" box then
4. Check the "I confirm that I have the consent of that individual." box then click on the green NEXT button
5. Click on the green Create USI button
6. Complete the "Personal Details" & "Contact Details" fields then click on the green NEXT button
7. A window with the information you have just complete will appear in a non-editable format. If you agree with the information present click on the green NEXT button
8. You next have to select evidence of identity for the list provided. Do this and click on the green NEXT button
9. You will then have to complete the data / fields for your chosen evidence type
10. **For the next security section don't forget to record your password & Q&A !!!!!**
11. Know you have to set a password, question & answers for security. Then click on the green NEXT button
12. **At the completion of the next section don't forget to record your USI Number (User Name)**
13. Success – You should now have your USI (a combination of numbers & letters)

Adding Total Height Safety to your USI Permissions list so THS can keep your training records up to date

Log back into your USI account using the User Name & Password you have just created.

1. On entering the site you will need to confirm that your details are still current. This will take you to the "USI Student Portal" window.
2. Select the "Manage Permissions" icon.
3. Once in this window you can select the "Add Organisation" button.
4. A search window will appear with the following fields:
 - a. Organisation Code (THS's is 91022)
 - b. Organisation Name (THS Training)
 - c. ABN (THS's is 18095998799)
5. You DO NOT have to enter all three (3) fields. You only have to enter one and click on "Search". This will bring up a single RTO or Multiple RTO's depending on which search parameter you use. I suggest THS's RTO number 91022 as it is unique.
6. At the end of the line for the correct RTO click on "Add"

7. This will then bring up fields to allow you to select the duration you want to let the RTO (THS in this case) have access to your file. THS will need this access so your certification can be added to your account.
8. the now the RTO to your account.
9. Then press "SAVE" and the RTO will appear in your list.

HAPPY USI