



INSTRUCTIONS – ALLOWING ACCESS TO YOUR USI ACCOUNT

Log in to your account on the USI website: <https://www.usi.gov.au/>

Click on Provide your USI.

USI STUDENT PORTAL

- Update Personal Details**
Please select to update your personal details.
- Update Contact Details**
Please select to update your contact details.
- Change Password**
Please select to change your password.
- Change Check Questions**
Please select to change your check questions.
- Provide your USI**
Please select to print or email your USI verification details or to manage access permissions for your account.
- View VET Transcript**
Please select to access your VET transcript.
- VET Transcript History**
Please select to view downloaded VET transcript history.

HELP
You can manage your account by performing any of the following functions:
 1. Update your Personal Details
 2. Update your Contact Details
 3. Change your Password
 4. Change your Check Questions
 5. Provide your USI to a training organisation
 6. View your VET Transcript
 7. View your VET Transcript History

Click on Add Organisation

SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS

You can set up access for organisations to view and/or update your USI account. You can also set up access for organisations to view your transcript. Providing access to your USI account and your transcript may assist your training organisation to process your enrolment.

If you have already set access permissions for an organisation to view and/or update your USI account they will be listed below.

Select **Edit** to update the current permissions, **Remove** to remove the current permissions or **Add Organisation** to search and set permissions for a particular organisation.

Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View VET Transcripts
Add Organisation					

[Return to home page](#)

Enter the following details

Organisation code: 40138 Organisation name: Career Employment Group Inc

MANAGE PERMISSIONS - ADD ORGANISATION

Enter the Organisation's details and select **Search** to find an Organisation.

SEARCH DETAILS

Organisation Code:

Organisation Name:

Search

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Search results will appear: Click Add to add CEG.

MANAGE PERMISSIONS - ADD ORGANISATION

1 Enter the Organisation's details and select Search to find an Organisation

SEARCH DETAILS

Organisation Code: 40138
 Organisation Name: Career Employment Group Inc.

Search

SEARCH RESULTS

Organisation Name	Organisation Code	ABN
CEG - Training Partnerships Adelaide Institute of Hospitality	40138	83066351029 Add

(1 search result found)

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Allow permissions to View Vet Transcript.
Click Save.

MANAGE PERMISSIONS - SET PERMISSIONS

1 Please select View and/or Update and the Expiry Date you would like to give the Organisation and select Save.

ORGANISATION DETAILS

Organisation Name: CEG - Training Partnerships Adelaide Institute of Hospitality
 Organisation Code: 40138
 ABN: 83066351029

PERMISSIONS

View VET Transcript:
 View Details:
 Update Details:
 Expiry Date:

[Cancel](#) **Save**

[Back to Search Results](#)

Email your USI to: ceg-tp.compliance@ceg.net.au

EMAIL YOUR USI

The USI Office can send an email containing your USI verification details to your education or training provider on your behalf. Before including your provider please check that they wish to receive this information by email as they may need you to enter your USI directly into their systems.

Please note the email will include personal information about you including your USI, your name and your date of birth. Enter the email address or addresses (separated by a comma) in the box below and then select Send.

Send