

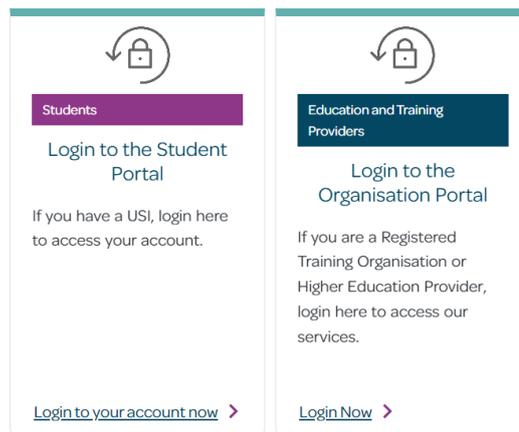
# Instructions on granting Sea School International Access to your USI Transcript

1. Go to: [www.usi.gov.au](http://www.usi.gov.au)

2. Select 'Login to the USI registry'

3. Select 'Login to your account now' under the Heading 'Login to the Student Portal'

Login to the USI Registry System



4. Select 'Provide your USI' tile

## **Provide your USI**

Please select to print or email your USI verification details or to manage access permissions for your account.



5. Scroll to 'Set up access to your USI Account Permissions' and select '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
<a href="#">Add Organisation</a>					



6. Search Organisation Code 91732 OR Name Sea School International and click 'Add'

### MANAGE PERMISSIONS - ADD ORGANISATION

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

#### SEARCH DETAILS

Organisation Code

Organisation Name

**Search**

#### SEARCH RESULTS

Organisation Name	Organisation Code	ABN	
Sea School International Pty Ltd	91732	27140038713	<a href="#">Add</a>

(1 search result found)

[Back](#)



7. Check 'View VET Transcript'. Below are the recommended settings (selecting 2 years for the Expiry Date):

## MANAGE PERMISSIONS - EDIT PERMISSIONS



Please make changes to the Permissions and Expiry Date for the Organisation and select **Save**.

★ Indicates a mandatory field

### ORGANISATION DETAILS

Organisation Name	Sea School International Pty Ltd
Organisation Code	91732
ABN	27140038713

### PERMISSIONS

View VET Transcript	<input checked="" type="checkbox"/>
View Details	<input checked="" type="checkbox"/>
Update Details	<input type="checkbox"/>
Expiry Date	<input type="text" value="05/10/2024"/> <input type="button" value="Select"/> <input type="button" value="v"/>

[Cancel](#)

**Save**



8. Once clicking 'Save', the following page should look like:

### PROVIDE YOUR USI

**i** To help your training organisation to verify your USI you can print or email your USI verification details to them on this screen. You can also set permissions to allow your training organisation to view and/or update your USI account details or view your transcript.

**✓** The Permissions for the Organisation have been successfully changed.

### PRINT YOUR USI

The print out will include your USI, your name and your date of birth. Please take care when using a shared printer if others may see your details.

**Print USI**

### 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**.

e.g. name@example.com

**Send**

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Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View VET Transcripts	
Sea School International Pty Ltd	91732	05/10/2024	Yes	No	Yes	<a href="#">Edit</a> <a href="#">Remove</a>

**Add Organisation**

[Return to home page](#)