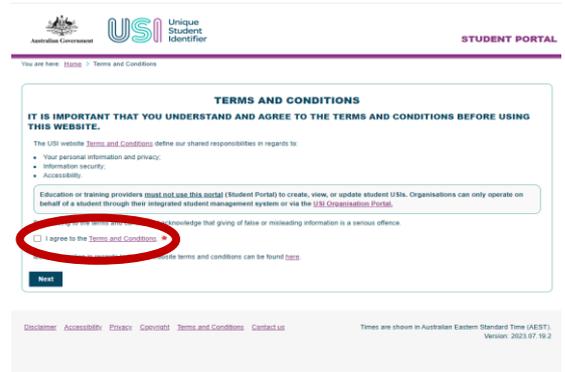




USI – Granting NM TAFE Permission to Access your USI Transcript

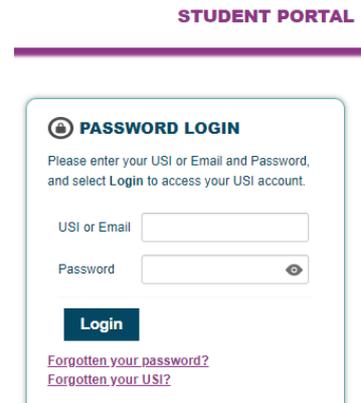
Throughout your studies at North Metropolitan TAFE (NM TAFE), you may be required to provide TAFE with access to your Unique Student Identifier (USI) Transcript. Below are the steps required to provide NM TAFE this access.

1. Go to the Australian Government’s **USI Student Portal** page at <https://portal.usi.gov.au/student>
2. Tick the box to agree to the **Terms and Conditions** (if they appear) then press **Next**.

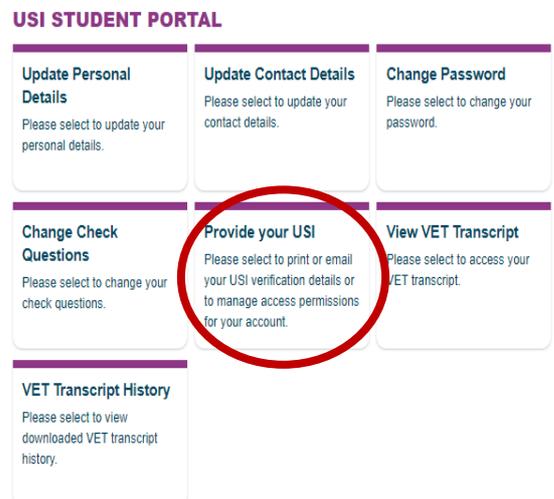


3. Login using your USI (or Email) and Password. If you cannot remember either of these you will need to try ‘forgotten your password’ or ‘forgotten your USI.’ Alternatively you can call 1300 857 536 for password and email resets.

Note: You may at this point be asked to set-up some additional information, fill this out then the USI Student Portal Menu will appear.



4. Once logged in, you will be taken to the ‘USI Student Portal’ landing menu, select **Provide your USI**.





- Part way down the page you will see the heading, 'Set Up Access to your USI Account / Permissions,' 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
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- Input the Organisation Code for NM TAFE (52786), or North Metropolitan TAFE in the Organisation Name, press **Search**.

MANAGE PERMISSIONS - ADD ORGANISATION

i 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	
North Metropolitan TAFE	52786	23489495403	Add

(1 search result found)

- Once NM TAFE has appeared in the Search results select **Add**.

- Next, you need to select the Permissions. Select **View VET Transcript**, **View Details** and set the **Expiry Date** as the length of your course.

MANAGE PERMISSIONS - SET PERMISSIONS

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

* Indicates a mandatory field

ORGANISATION DETAILS

Organisation Name North Metropolitan TAFE
 Organisation Code 52786
 ABN 23489495403

PERMISSIONS

View VET Transcript

View Details

Update Details

Expiry Date * **Select**
 Select
 3 months
 6 months
 1 year
 2 years

Cancel **Save**

[Back to Search Results](#)

- Press **Save**.

- Congratulations!** NM TAFE should now be added to your Permissions.

The Organisation has been successfully added to your Permission list.