## **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.

		TERMS AND CONDITIONS
IT IS IMPORT	ANT THAT YOU UN	DERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE USING
The USI website Te	rms and Conditions define o	ur shared responsibilities in regards to:
Your personal in     Information sect	formation and privacy; inty;	
<ul> <li>Processioning.</li> </ul>		
Education or tra	ining providers <u>must not u</u> ent through their integrated	se this portal (Student Portal) to create, view, or update student USIs, Organisations can only operate on a student management system or via the USI Organisation Portal.
Education or tra behalf of a stud	ining providers <u>must.not.u</u> ant through their integrated	se. this portal (Student Portal) to create, view, or update student USIs. Organisations can only operate on a student management system or via the <u>USI Organisation Portal</u> .
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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.

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PASSWORD LO	GIN
Please enter your USI or Email and Password and select Login to access your USI account.	
USI or Email	
Password	O
Login	
Forgotten your password? Forgotten your USI?	
	PASSWORD LO Please enter your USI or Em and select Login to access y USI or Email Password Login Forgotten your password? Forgotten your USI?

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4. Once logged in, you will be taken to the 'USI Student Portal' landing menu, select **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 /ET transcript.
VET Transcript History Please select to view downloaded VET transcript history.		



## **Library Services**

5. Part way down the page you will see the heading, 'Set Up Access to your USI Account / Permissions,' select Add Organisation.



6. Input the Organisation Code for NM TAFE (52786), or North Metropolitan TAFE in the Organisation Name, press **Search**.

Enter the Organisation's details and select Search to find an Organisation.					
SEARCH DETAILS					
Organisation Code	52786				
Organisation Name	North Metropolitan TAFE				
Search					
SEARCH RESULTS					
Organisation Name	Organisation Code	ABN			
North Metropolitan TAFE	52786	23489495403 <u>Add</u>			
(1 search result found)					

**MANAGE PERMISSIONS - ADD ORGANISATION** 

- Once NM TAFE has appeared in the Search results select Add.
- 8. Next, you need to select the Permissions. Select **View VET Transcript**, **View Details** and set the **Expiry Date** as the length of your course.

## 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 Name North Metropolitan TAFE Organisation Code 52786 ABN 23489495403 PERMISSIONS View VET Transcript ~ View Details ~ Update Details Expiry Date \* Cancel Save Back to Search R

MANAGE PERMISSIONS - SET PERMISSIONS

- 9. Press Save.
- 10. Congratulations! NM TAFE should now be added to your Permissions.

