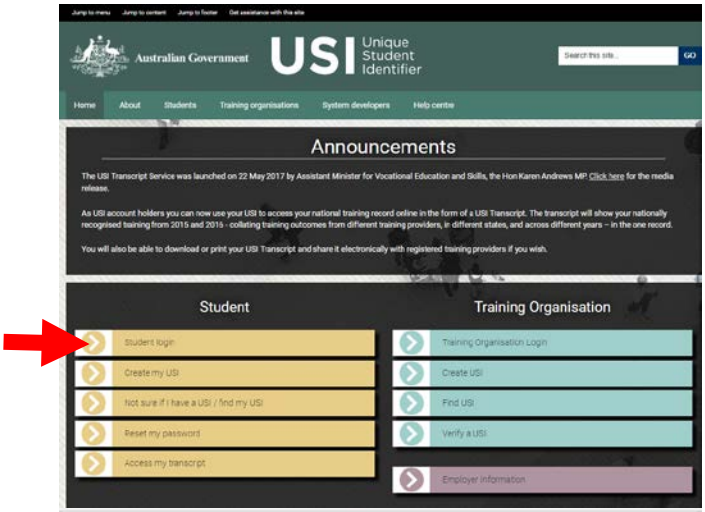
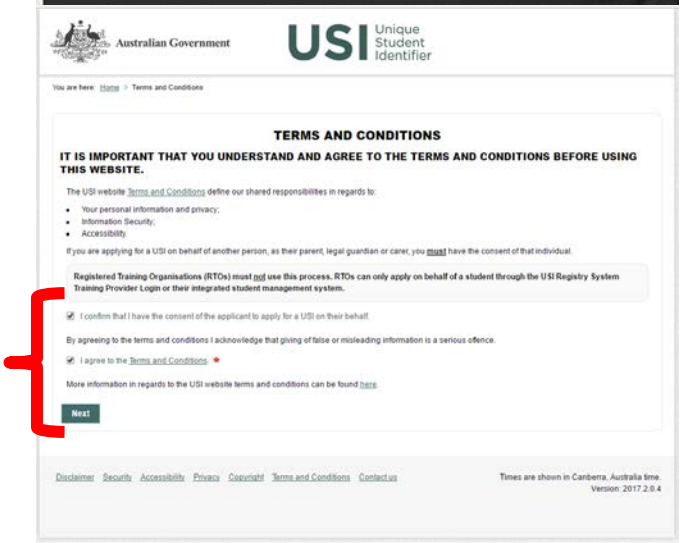
Student Instructions for the USI Student Portal

To log into the USI Student Portal

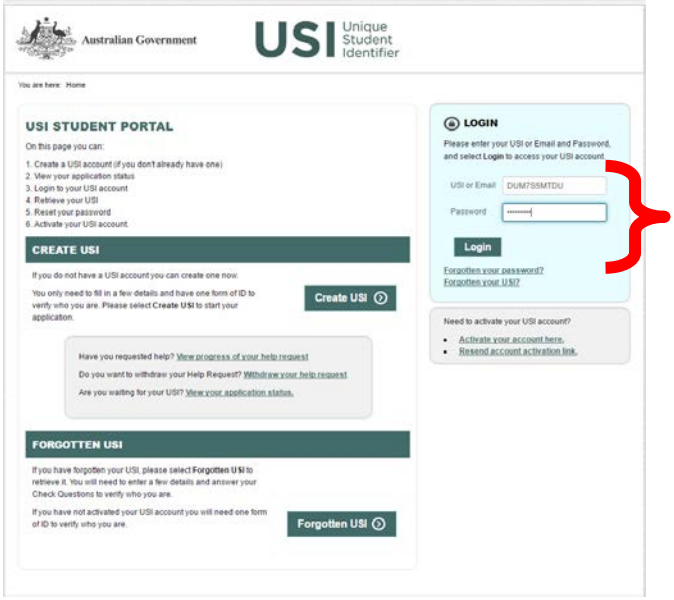
- Go to https://www.usi.gov.au/
- Click the “Student Login” link.



- The Terms and Conditions screen will display.
- Tick the two checkboxes and click the “Next” button.



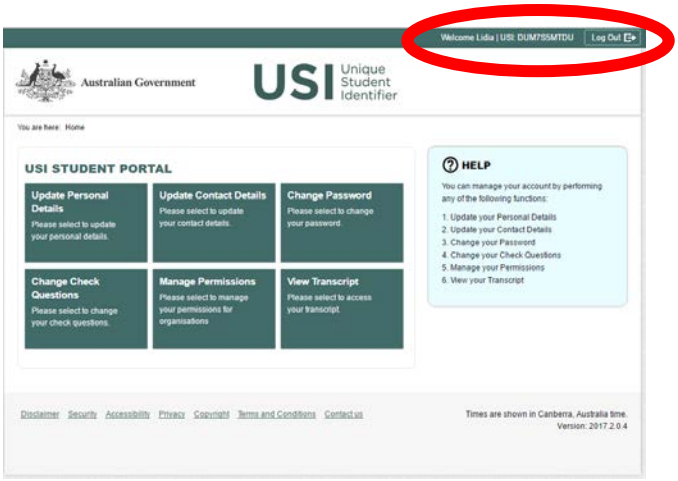
- The Login screen will display.
- Type **your USI** in the USI field.
- Type **your USI Password** in the Password field.
- Click the “Login” button.



Student Instructions for the USI Student Portal

- The USI Student Portal screen will display.
- Your Name and USI will be displayed at the top right of the screen.
- Note the activities you can complete from this screen:
  - o Update your Personal Details
  - o Update your Contact Details
  - o Change your Password
  - o Change your Check Questions
  - o Manage your Permissions
  - o View your Transcript

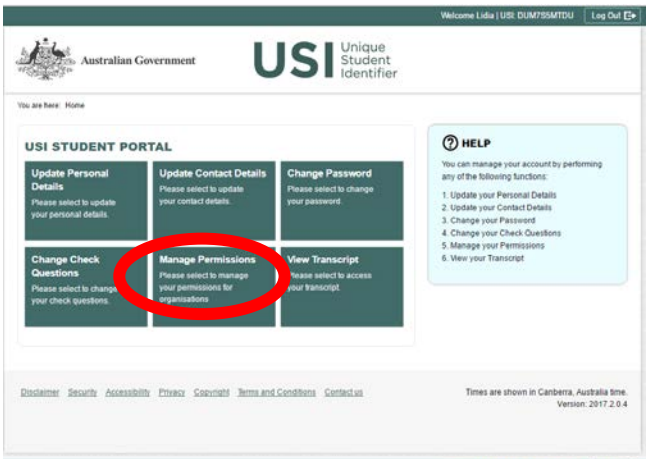
Note also the Help section on the right side of each screen which contains further information about each screen.



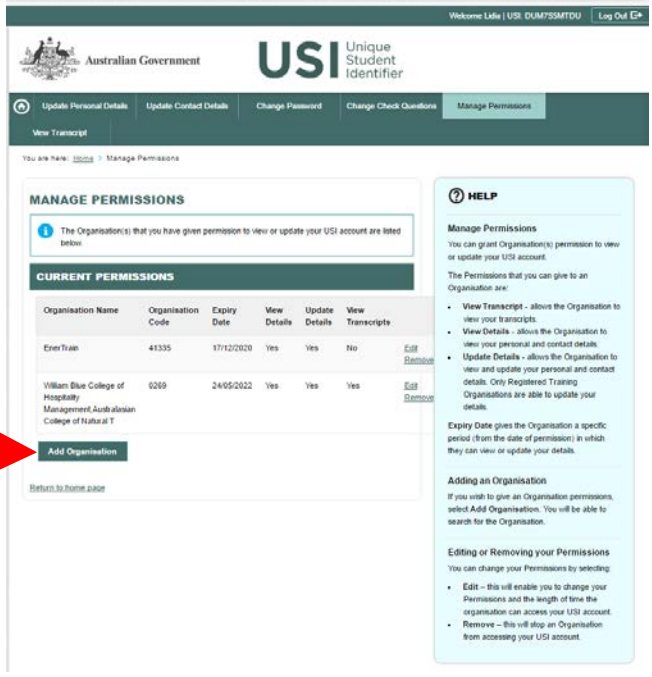
To provide EnerTrain with permisp

sion to view, edit or delete USI data on your behalf

- Click the “Manage Permissions” link.

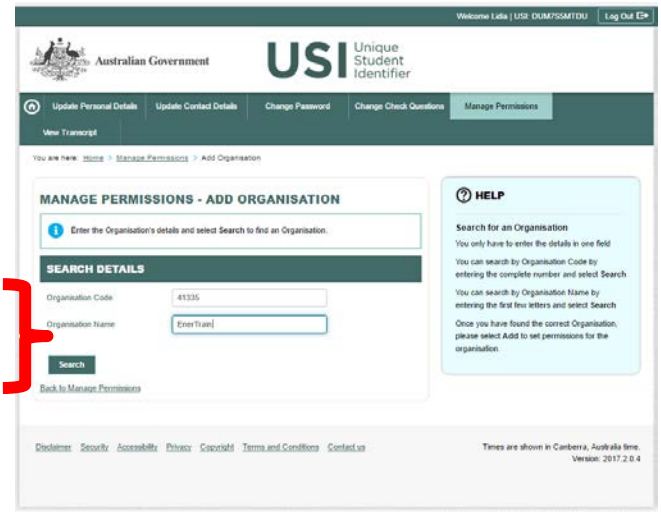


- The Manage Permissions screen will display.
- Click the “Add Organisation” button.

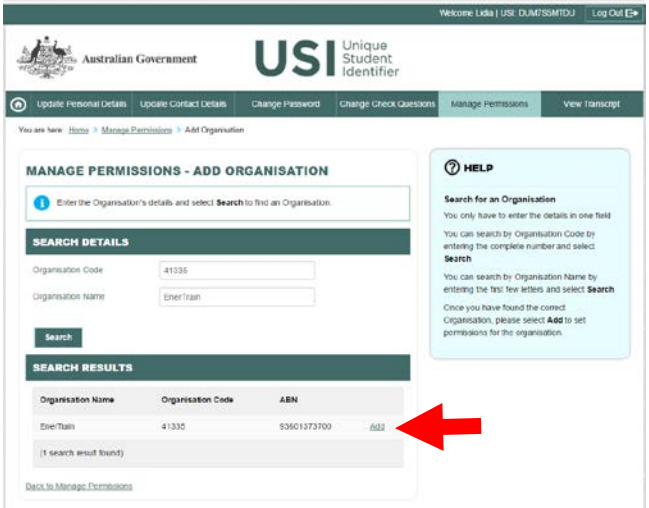


Student Instructions for the USI Student Portal

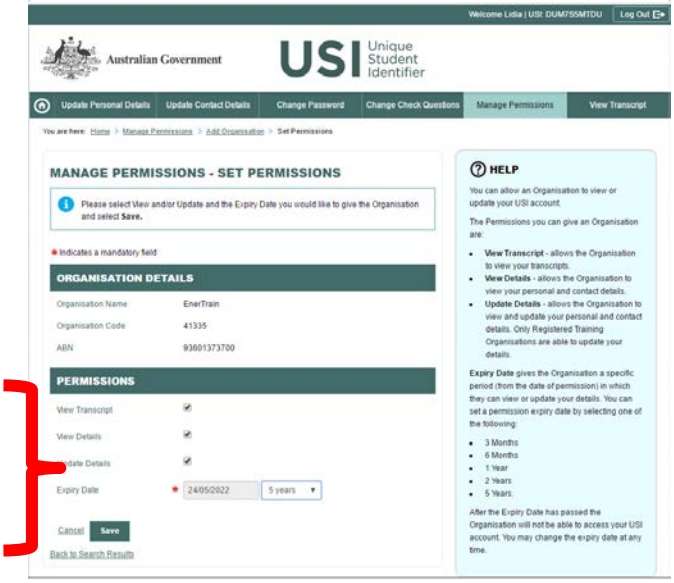
- Type **41335** in the Organisation Code field.
- Type **EnerTrain** in the Organisation Name field.
- Click the “Search” button.

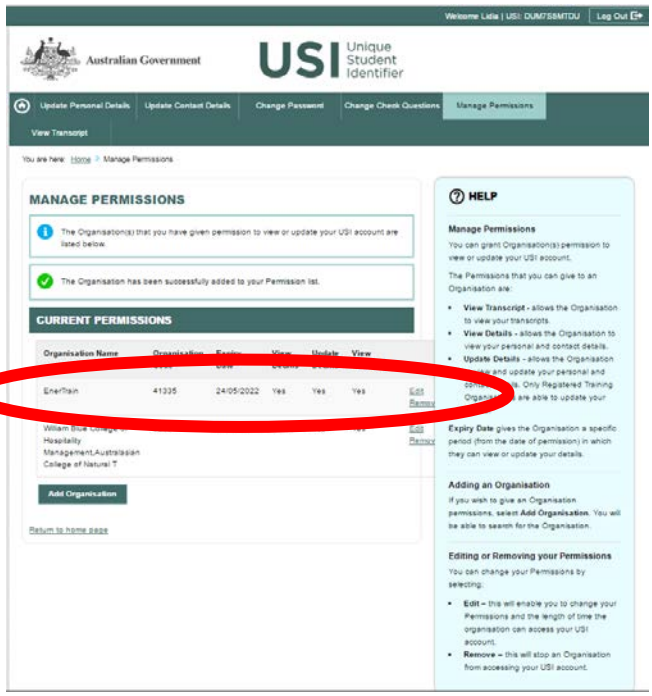


- The Manage Permissions – Add Organisation screen will display.
- Click the “Add” link on the right side of EnerTrain’s details.



- The Manage Permissions – Set Permissions screen will display.
- Tick the checkboxes for “View Transcript”, “View Details” and “Update Details” as per your requirements.
- Select the appropriate number of years from the “Expiry Date” dropdown list.
- Click the “Save” button.



Student Instructions for the USI Student Portal

- The Manage Permissions screen will be displayed with EnerTrain listed under “Current Permissions”.