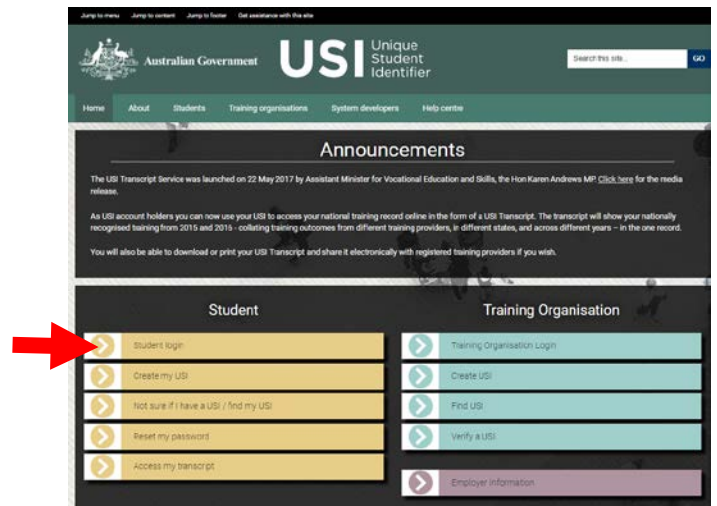


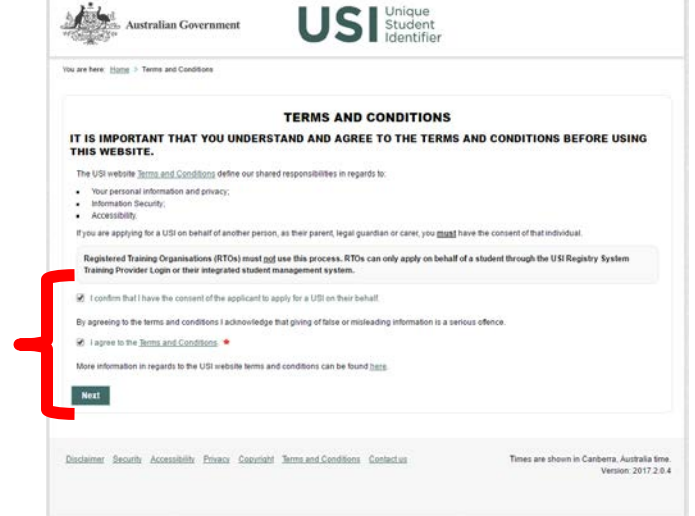
# Student Instructions for the USI Student Portal

## To log into the USI Student Portal

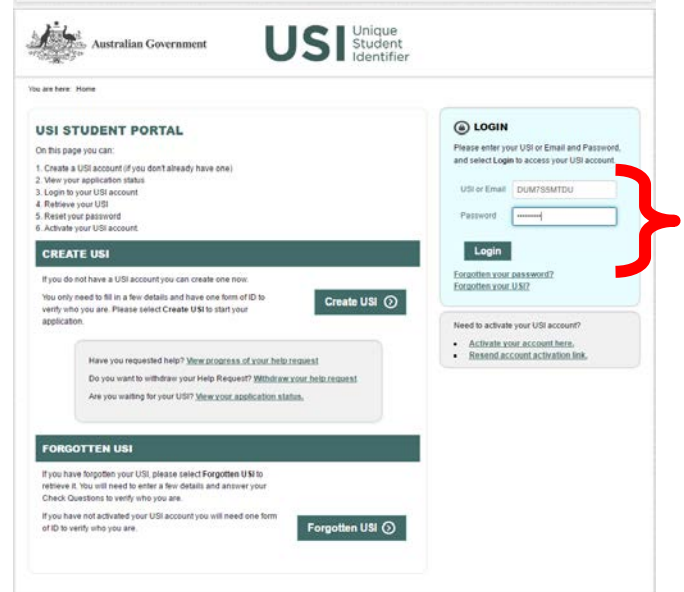
- Go to <https://www.usi.gov.au/>
- Click the “Student Login” link.



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



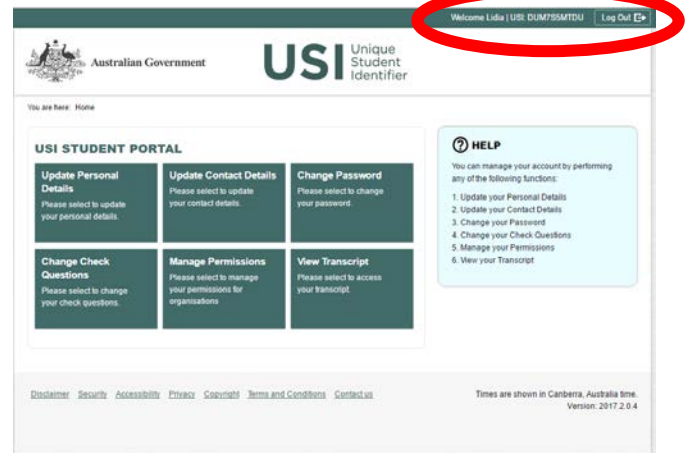
- The Login screen will display.
- Type **your USI** in the USI field.
- Type **your USI Password** in the Password field.
- Click the “Login” button.



# Student Instructions for the USI Student Portal

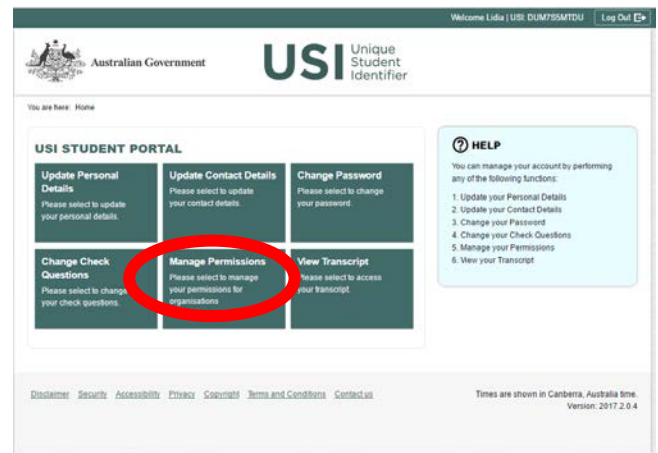
- The USI Student Portal screen will display.
- Your Name and USI will be displayed at the top right of the screen.
- Note the activities you can complete from this screen:
  - Update your Personal Details
  - Update your Contact Details
  - Change your Password
  - Change your Check Questions
  - Manage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

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

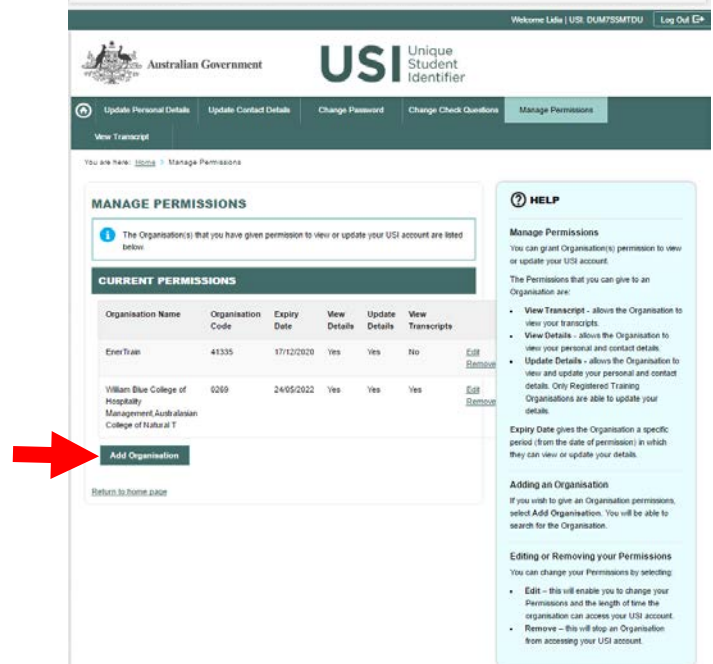


## To provide EnerTrain with permission to view, edit or delete USI data on your behalf

- Click the "Manage Permissions" link.

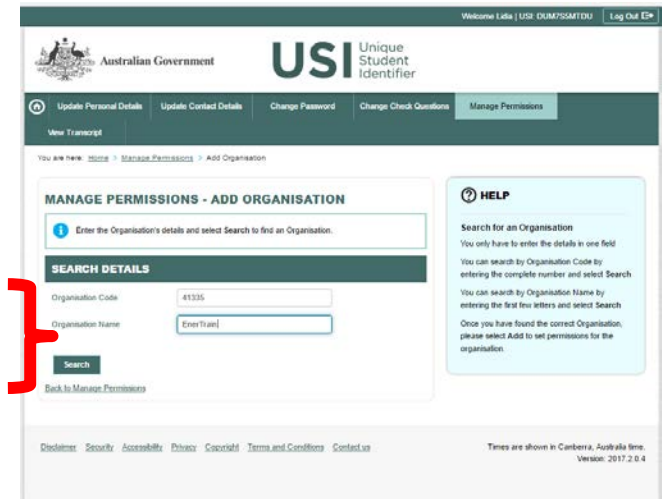


- The Manage Permissions screen will display.
- Click the "Add Organisation" button.



# 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.



Welcome Lida | USI: DUM7SSMTDU | Log Out E

Australian Government **USI** Unique Student Identifier

Update Personal Details | Update Contact Details | Change Password | Change Check Questions | **Manage Permissions**

You are here: [Home](#) > [Manage Permissions](#) > Add Organisation

### MANAGE PERMISSIONS - ADD ORGANISATION

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

#### SEARCH DETAILS

Organisation Code: 41335

Organisation Name: EnerTrain

**Search**

[Back to Manage Permissions](#)

#### HELP

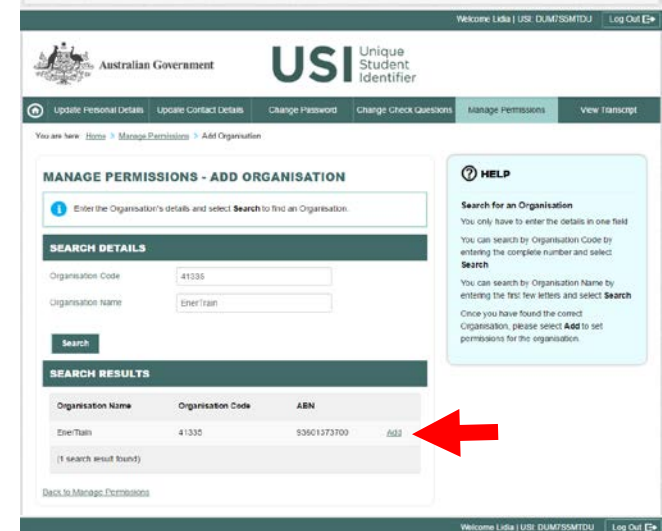
##### Search for an Organisation

You only have to enter the details in one field. You can search by Organisation Code by entering the complete number and select **Search**. You can search by Organisation Name by entering the first few letters and select **Search**. Once you have found the correct Organisation, please select **Add** to set permissions for the organisation.

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Times are shown in Canberra, Australia time. Version: 2017.2.0.4

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



Welcome Lida | USI: DUM7SSMTDU | Log Out E

Australian Government **USI** Unique Student Identifier

Update Personal Details | Update Contact Details | Change Password | Change Check Questions | **Manage Permissions** | [View Transcript](#)

You are here: [Home](#) > [Manage Permissions](#) > Add Organisation

### MANAGE PERMISSIONS - ADD ORGANISATION

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

#### SEARCH DETAILS

Organisation Code: 41335

Organisation Name: EnerTrain

**Search**

#### SEARCH RESULTS

Organisation Name	Organisation Code	ABN	
EnerTrain	41335	93601373700	<b>Add</b>
(1 search result found)			

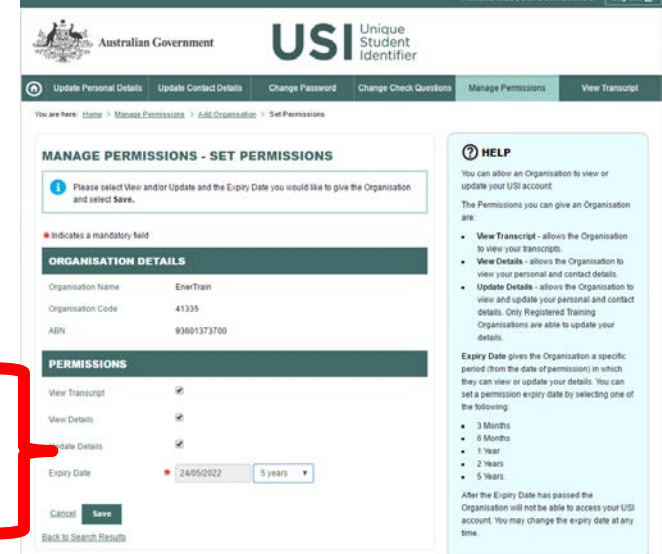
[Back to Manage Permissions](#)

#### HELP

##### Search for an Organisation

You only have to enter the details in one field. You can search by Organisation Code by entering the complete number and select **Search**. You can search by Organisation Name by entering the first few letters and select **Search**. Once you have found the correct Organisation, please select **Add** to set permissions for the organisation.

- 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.



Welcome Lida | USI: DUM7SSMTDU | Log Out E

Australian Government **USI** Unique Student Identifier

Update Personal Details | Update Contact Details | Change Password | Change Check Questions | **Manage Permissions** | [View Transcript](#)

You are here: [Home](#) > [Manage Permissions](#) > Add Organisation > Set Permissions

### MANAGE PERMISSIONS - SET PERMISSIONS

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: EnerTrain

Organisation Code: 41335

ABN: 93601373700

#### PERMISSIONS

View Transcript: ☒

View Details: ☒

Update Details: ☒

Expiry Date:  5 years

[Cancel](#) **Save**

[Back to Search Results](#)

#### HELP

You can allow an Organisation to view or update your USI account. The Permissions you can give an Organisation are:

- View Transcript** - allows the Organisation to view your transcript.
- View Details** - allows the Organisation to view your personal and contact details.
- Update Details** - allows the Organisation to view and update your personal and contact details. Only Registered Training Organisations are able to update your details.

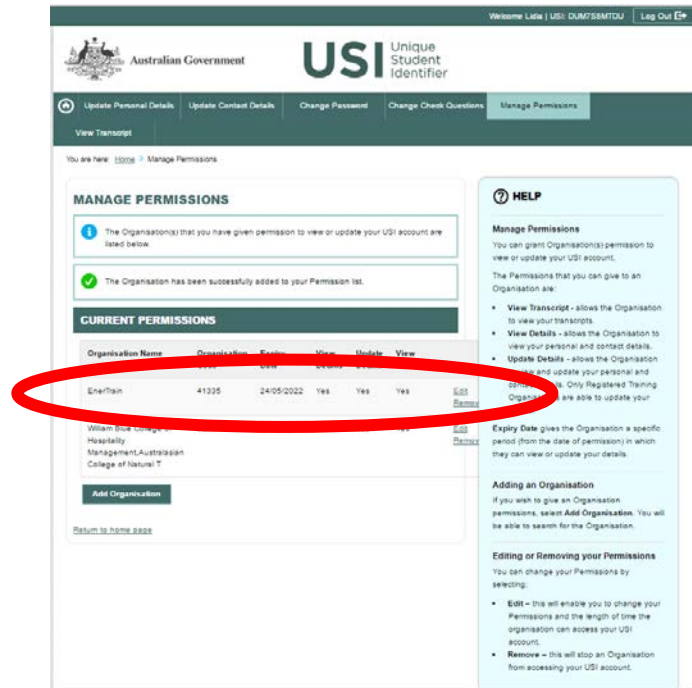
Expiry Date gives the Organisation a specific period (from the date of permission) in which they can view or update your details. You can set a permission expiry date by selecting one of the following:

- 3 Months
- 6 Months
- 1 Year
- 2 Years
- 5 Years

After the Expiry Date has passed the Organisation will not be able to access your USI account. You may change the expiry date at any time.

# Student Instructions for the USI Student Portal

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



The screenshot shows the 'Manage Permissions' page in the USI Student Portal. The page has a header with the Australian Government logo, 'USI Unique Student Identifier', and navigation links. The main content area is titled 'MANAGE PERMISSIONS' and includes a table of 'CURRENT PERMISSIONS'. A red circle highlights the first row of the table, which is for 'EnerTrain'.

Organisation Name	Organisation	Expiry	View	Update	View
EnerTrain	41335	24/05/2022	Yes	Yes	Yes
William Smeaton College					
Hospitality Management Australia					
College of Natural T					

The right sidebar contains a 'HELP' section with information about Manage Permissions, adding an organisation, and editing or removing permissions.