

How to Create a USI

1. Visit <https://www.usi.gov.au/students/get-a-usi>
2. Select “Get your USI”

Get a USI

A USI is your lifelong education number – you only need to create it once.
You can create your USI in the [Student Portal](#).



3. You will be taken to the student portal, select Create USI

  **STUDENT PORTAL**

You are here: Home

ⓘ The USI Student Portal will be unavailable between 7:00pm and 11:00pm AEDT Tuesday 12 December 2023 to allow the USI Office to apply enhanced functionality.
We apologise for any inconvenience.

On this page you can:

1. Create a USI account (if you don't already have one)
2. View your application status
3. Login to your USI account
4. Retrieve your USI
5. Reset your password
6. Activate your USI account.

CREATE USI

If you do not have a USI account, you can create one now.

You only need to fill in a few details and have one form of ID to verify who you are. It should only take you about 5 minutes. Please select Create USI.

Create USI

You can create your USI using your Digital Identity. Digital Identity is a safe, secure and convenient way to prove who you are online. [myGovID](#) is the Australian Government's Digital Identity app.

Continue with Digital Identity

FORGOTTEN USI

If you have forgotten your USI, you can retrieve it in just a few minutes. Please select **Forgotten USI** to retrieve it. You will need to enter a few details and answer your Check Questions to verify who you are.

If you have not activated your USI account you will need one form of ID to verify who you are.

Forgotten USI

Ⓜ PASSWORD LOGIN

Please enter your USI or Email and Password, and select **Login** to access your USI account.

USI or Email

Password

Login

[Forgotten your password?](#)
[Forgotten your USI?](#)

Ⓜ DIGITAL IDENTITY LOGIN

Your Digital Identity email **must** match your USI account email

Continue with Digital Identity

Digital Identity is a safe, secure and convenient way to prove and reuse your identity online.

Have you requested help?

- [View progress of your help request](#)
- [Withdraw your help request](#)

Are you waiting for your USI?

- [View your application status](#)

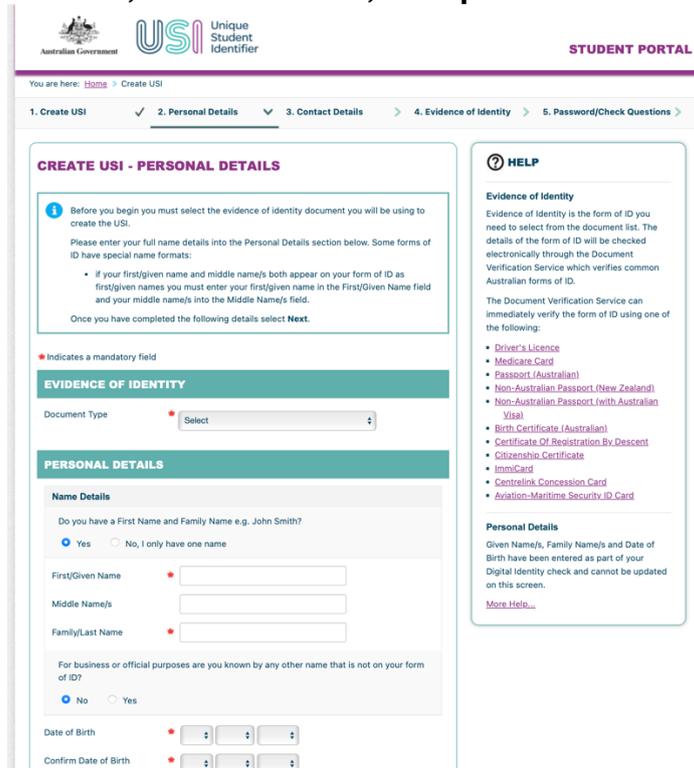
Need to activate your USI account?

- [Activate your account here](#)
- [Resend account activation link](#)

Want to know more about Digital Identity?

- [Read about the Digital Identity program](#)

- Once you have selected this, you will be asked to fill out your personal details and will need to have a document to confirm your ID such as a License, Medicare Card, Passport etc.



The screenshot shows the 'CREATE USI - PERSONAL DETAILS' form. At the top, there is a navigation bar with the Australian Government logo, the USI logo, and the text 'STUDENT PORTAL'. Below the navigation bar, a breadcrumb trail reads 'You are here: Home > Create USI'. The main content area is divided into two columns. The left column contains the form, and the right column contains a 'HELP' section. The form is titled 'CREATE USI - PERSONAL DETAILS' and includes a blue information box with instructions. Below this, there is a 'Document Type' dropdown menu. The 'PERSONAL DETAILS' section includes a 'Name Details' sub-section with radio buttons for 'Yes' (selected) and 'No, I only have one name'. It also has input fields for 'First/Given Name', 'Middle Name/s', and 'Family/Last Name', each with a red asterisk indicating it is mandatory. Below these are two more mandatory fields: 'Date of Birth' and 'Confirm Date of Birth', both with date pickers. The right column contains a 'HELP' section with a 'Evidence of Identity' sub-section listing various documents like Driver's Licence, Medicare Card, and Passport, and a 'Personal Details' sub-section explaining that given names and date of birth cannot be updated.

CREATE USI - PERSONAL DETAILS

Before you begin you must select the evidence of identity document you will be using to create the USI.

Please enter your full name details into the Personal Details section below. Some forms of ID have special name formats:

- if your first/given name and middle name/s both appear on your form of ID as first/given names you must enter your first/given name in the First/Given Name field and your middle name/s into the Middle Name/s field.

Once you have completed the following details select **Next**.

Indicates a mandatory field

EVIDENCE OF IDENTITY

Document Type

PERSONAL DETAILS

Name Details

Do you have a First Name and Family Name e.g. John Smith?

Yes No, I only have one name

First/Given Name

Middle Name/s

Family/Last Name

For business or official purposes are you known by any other name that is not on your form of ID?

No Yes

Date of Birth

Confirm Date of Birth

HELP

Evidence of Identity

Evidence of Identity is the form of ID you need to select from the document list. The details of the form of ID will be checked electronically through the Document Verification Service which verifies common Australian forms of ID.

The Document Verification Service can immediately verify the form of ID using one of the following:

- Driver's Licence
- Medicare Card
- Passport (Australian)
- Non-Australian Passport (New Zealand)
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmCard
- Centrefix Concession Card
- Aviation-Maritime Security ID Card

Personal Details

Given Name/s, Family Name/s and Date of Birth have been entered as part of your Digital Identity check and cannot be updated on this screen.

[More Help...](#)

- Once you have filled out all these details, your USI will be sent to you via the option you choose.