



STUDENT QUICK GUIDE SERIES—USI TRANSCRIPT SERVICE

5

How do I give permission to my Training Organisation to view my USI Transcript online?



Go to www.usi.gov.au



Select 'Student Login'



Agree To Terms and Conditions and **Login**



Select 'Provide your USI'



Select 'Set up access to your USI Account / Permissions'



Search Details

By entering the Training Organisation code or name in the appropriate field.

Select '**Search**'



Once you have found your Training Organisation, select '**Add**'



Select the permission you want to grant your Training Organisation and the expiry date



Select '**Save**'

HANDY TIPS

You might want your Training Organisation to view your transcript online for enrolment purposes, credit transfers and entitlement assessments

Did you know that you can give your training organisation permission to:

- ✓ View your transcript
- ✓ View your account details
- ✓ Update your account details

If you can't find your Training Organisation through the search function, you can contact your Training Organisation to ask for their RTO Code or use **MySkills** to find the RTO Code

You can give access to your Training Organisation to view your USI Transcript for a short time or a long time

Don't forget, you can remove permissions for your Training Organisation at any time

When you give permission to your Training Organisation to view your USI Transcript, they will see **all** of your training not just partial. This includes training undertaken with other Training Organisations

MORE HANDY TIPS

Giving your Training Organisation permission to view your transcript also means they can download and save a pdf. version of your transcript

Keep in mind how long you will be training with your Training Organisation when you set the expiry date in your permission settings



If you are having trouble logging on to the USI system, be sure to check for notices on the website or Student Portal. The system could be temporarily unavailable for maintenance purposes

WANT MORE INFORMATION?

There are more helpful Fact Sheets on USI transcripts in the Student Quick Guide Series—Transcript Service

1. Your USI Transcript
2. How to view and download my USI Transcript?
3. When will my training appear on my USI Transcript?
4. How to create and download my partial USI Transcript?
6. What do I do if my USI Transcript is inaccurate?