

# HOW TO CREATE A USI FOR LIFESAVING TRAINING AND AWARDS PURPOSES

**Step 1:** Visit the link: [www.usi.gov.au/students/create-your-usi](https://www.usi.gov.au/students/create-your-usi)

**Step 2:** Select which one is applicable and which method you are going to use to verify your ID

**Step 3:** Click on create your USI now.

The screenshot shows the 'Create your USI' page. On the left is a navigation menu with options like 'Steps to create your USI', 'Personal Details', and 'Manage your USI'. The main content area includes a 'USI creation checklist' with sections for 'Who are you?' (radio buttons for 'I am an Australian student' and 'I am an international student'), 'Verify your identity' (text explaining ID verification), and 'What form of ID do you want to use?' (radio buttons for various IDs like Australian Passport, Birth Certificate, Driver's Licence, Medicare Card, etc.). At the bottom is a large blue 'Create your USI now' button.

**Step 4:** This will take you to the following page below, where you will need to select 'Create USI'

The screenshot shows the 'USI Student Portal' home page. It features the Australian Government logo and the USI Unique Student Identifier logo. A breadcrumb trail shows 'Home'. The main content area has a 'USI STUDENT PORTAL' section with a list of actions: 'Create a USI account', 'View your application status', 'Login to your USI account', 'Retrieve your USI', 'Reset your password', and 'Activate your USI account'. Below this is a 'CREATE USI' section with a 'Create USI' button. To the right is a 'LOGIN' section with input fields for 'USI or Email' and 'Password', and a 'Login' button. There are also links for 'Forgotten your password?' and 'Need to activate your USI account?' with sub-links for activation and resending links.

**Step 5:** Select which option is applicable to you, and then click on Next.

The screenshot shows two side-by-side panels. The left panel is titled 'CREATE USI' and contains an information icon and text: 'Are you applying for a USI on behalf of another person? If you are providing assistance and the person is with you, select No. If you are applying for a USI on behalf of another person who is not currently with you, select Yes.' Below this is a red star icon indicating a mandatory field, followed by the question 'Are you applying for a USI on behalf of another person?' with radio buttons for 'Yes' and 'No' (selected). At the bottom are 'Cancel' and 'Next' buttons. The right panel is titled 'HELP' and contains the heading 'Applying on behalf of another person' with explanatory text, followed by the heading 'What is your relationship to the person?' with text about selecting the relationship type and an 'Organisation Name' label.

**Step 6:** Select the document type you will use as proof of evidence of identity and complete these fields. Then scroll down and complete the personal details section. Once you have filled in these fields, click on Next.

**Step 7:** Complete the Contact Details information page, and then click on Next.

**Step 8:** Confirm that your details entered into the system in Step 6 and Step 7 match your form of Identification e.g. the details entered onto my Driver's licence match the information entered. Then click on confirm identity.

**Step 9:** Set up your USI Password, questions and answers. Then click on Next.

1. Create USI ✓ 2. Personal Details ✓ 3. Contact Details ✓ 4. Evidence of Identity ✓ 5. Password/Check Questions

### CREATE USI - SET PASSWORD, QUESTIONS AND ANSWERS

**?** **HELP**

**Password**  
A password is needed to log in to your USI account. The password should be at least 9 characters.  
A strong password should contain letters, numbers and one of the following symbols ! @ # \$ % ^ & \*  
For example a strong password is: Tuesday2015!  
The password you create should be easy for you to remember but hard for someone else to figure out.  
The strength indicator tells you how strong your password is.

**Questions and Answers**  
Your check questions will be used to assist in identifying you if you forget your password, USI or when you contact the Office of the USI Registrar.  
[More Help...](#)

**SET PASSWORD**

★ Indicates a mandatory field

Password  **Strength Indicator**

Password Confirmation

**SET QUESTIONS AND ANSWERS**

Question 1

Answer 1

Question 2

Answer 2

[Cancel](#) [Next](#)

**Step 10:** Email your USI to yourself and then onto the admin office ([surfadmin@tugunslsc.com.au](mailto:surfadmin@tugunslsc.com.au)) so this can be added to your Surfguard profile. Next, add Surf Life Saving Queensland as an organization to have permission to your account –

**Organisation Name:** Australian Lifesaving Academy Queensland **Organisation code:** 2804

### CREATE USI - SUCCESS

**✓** Your USI account has been created and your USI is  Your USI has been sent to you for your records. Please keep a record of this number.  
If you are enrolling in training your training organisation will need to collect and verify your USI. To help your training organisation to do this, you may want to print or email your USI verification details now.

**PRINT YOUR USI**

The print out will include your USI, your name and your date of birth. Take care when using a shared printer if others may see your details.

[Print USI](#)

**EMAIL YOUR USI**

The USI Office can send an email containing your USI verification details to your training organisation on your behalf. Please note the email will include personal information about you including your USI, your name and your date of birth. Please enter the email address or addresses (separated by a comma) in the box below then select Send.

[Send](#)

**SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS**

You can set up access for organisations to view and/or update your USI account. You can also set up access for organisations to view your transcript. Providing access to your USI account and your transcript may assist your training organisation to process your enrolment.

If you wish to give a training organisation permission to access your USI account select **Add Organisation** to search and set permissions for a particular organisation.

Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View Transcripts

**Step 11:** Set the below permissions for SLSQ to access:

It is mandatory to have at minimum **‘View Transcript’** and **‘View details’** selected, so that SLSQ can access your details to verify any information in relation to course and awards.

It is highly recommended that members select ‘Update Details’. This will be handy for SLSQ to log into and update your details on your behalf e.g. change of name due to marriage/divorce, change of contact information such as mobile, email or home address.

In relation to expiry date, if you plan on being involved with Surf Life Saving for a long term period it is suggested that you select the 5-year expiry timeframe. However, it is up to individual members how long they give permission to SLSQ to access these details. Please note that the expiry date can be altered or changed at any time via the USI portal.

## 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	Australian Life Saving Academy Queensland
Organisation Code	2804
ABN	27360485381

### PERMISSIONS

View Transcript	<input checked="" type="checkbox"/>
View Details	<input checked="" type="checkbox"/>
Update Details	<input checked="" type="checkbox"/>
Expiry Date	 <input type="text" value="28/06/2023"/> <input data-bbox="654 1422 785 1451" type="text" value="5 years"/>

[Cancel](#)

[Save](#)

[Back to Search Results](#)