HOW TO CREATE A USI FOR LIFESAVING TRAINING AND AWARDS PURPOSES

Step 1: Visit the link: 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.

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

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

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.

CREATE USI - SET PASSWORD, QUESTIONS AND ANSWERS

ℹ Your account is protected by a password, and check questions and answers. It is important to choose a password, and check questions and answers that you can remember. Please refer to Help to create a valid password.

Please set your password and check questions/answers, and select **Next.**

★ Indicates a mandatory field

SET PASSWORD

Password	★	[ ]	**Strength Indicator**
Password Confirmation	★	[ ]	

SET QUESTIONS AND ANSWERS

Question 1	★	Select ▾
Answer 1	★	[ ]
Question 2	★	Select ▾
Answer 2	★	[ ]

Cancel   **Next**

? 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...

Step 10: Email your USI to yourself and then onto the admin office (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.