

To simplify the process of sharing your completed nationally recognised competencies with Churchill Education for verification of specific units and assessment outcomes, you **can grant us permission through your USI (Unique Student Identifier) portal**. Here's how to do it.

Follow these steps to **grant Churchill Education access** to your academic records:

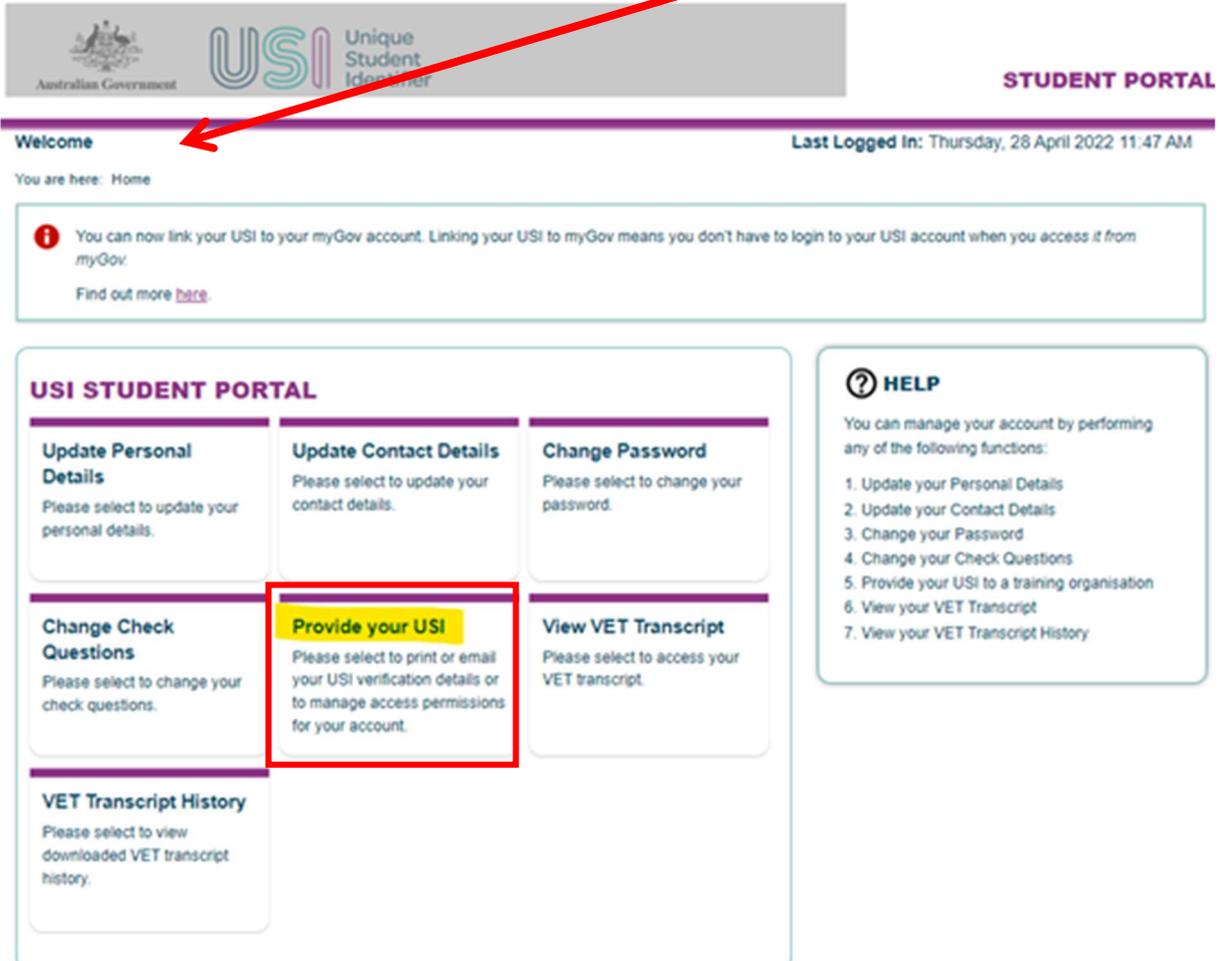
1. **Log in to your USI account** on the official website <https://www.usi.gov.au/>
2. Navigate to the permissions or access settings within your account.
3. **Locate the option to grant access** to an education provider or Registered Training Organisation (RTO).
4. Enter the following details for Churchill Education:  
**RTO Name:** Churchill Education  
**RTO Number:** 31430
5. Confirm and **save** your changes.

By completing these steps, you enable Churchill Education to quickly verify and credit the relevant units from your nationally recognised studies. If you encounter any issues or need assistance, please feel free to contact us for support.

**Detailed instructions** with screenshots are **over the next few pages**.

Login to the **USI Registry System** - <https://www.usi.gov.au/help/login-to-usi-registry>

Once you have logged in, you should see your name and USI here right beside 'Welcome'



**STUDENT PORTAL**

Welcome Last Logged In: Thursday, 28 April 2022 11:47 AM

You are here: Home

**i** You can now link your USI to your myGov account. Linking your USI to myGov means you don't have to login to your USI account when you access it from myGov.  
Find out more [here](#).

**USI STUDENT PORTAL**

- Update Personal Details**  
Please select to update your personal details.
- Update Contact Details**  
Please select to update your contact details.
- Change Password**  
Please select to change your password.
- Change Check Questions**  
Please select to change your check questions.
- Provide your USI**  
Please select to print or email your USI verification details or to manage access permissions for your account.
- View VET Transcript**  
Please select to access your VET transcript.
- VET Transcript History**  
Please select to view downloaded VET transcript history.

**? HELP**

You can manage your account by performing any of the following functions:

1. Update your Personal Details
2. Update your Contact Details
3. Change your Password
4. Change your Check Questions
5. Provide your USI to a training organisation
6. View your VET Transcript
7. View your VET Transcript History

## 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 have already set access permissions for an organisation to view and/or update your USI account they will be listed below.

Select **Edit** to update the current permissions, **Remove** to remove the current permissions or **Add Organisation** to search and set permissions for a particular organisation.

Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View VET Transcripts
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**Add Organisation**

## MANAGE PERMISSIONS - ADD ORGANISATION



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

### SEARCH DETAILS

Organisation Code

31430

Organisation Name

Churchill Education Pty Ltd

**Search**

[Back](#)

Enter **RTO code** and **Name** as above and press **search**.

Select **Churchill Education** and adjust the **permission** as shown

## 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	CHURCHILL EDUCATION
Organisation Code	31430
ABN	81120692159

### PERMISSIONS

View VET Transcript	<input checked="" type="checkbox"/>
View Details	<input checked="" type="checkbox"/>
Update Details	<input checked="" type="checkbox"/>
Expiry Date	* 10/01/2025 <input type="text"/> <input type="button" value="1 year"/>

[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 VET Transcript** - allows the Organisation to view your transcripts.
- **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

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.

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Select **Edit** to update the current permissions, **Remove** to remove the current permissions or **Add Organisation** to search and set permissions for a particular organisation.

Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View VET Transcripts	
CHURCHILL EDUCATION	31430	10/01/2025	Yes	Yes	Yes	<a href="#">Edit</a> <a href="#">Remove</a>

**Add Organisation**

All Done!