

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/login>
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 Number:** 31430  
**RTO Name:** Churchill Education Pty Ltd
5. Confirm and **save** your changes.

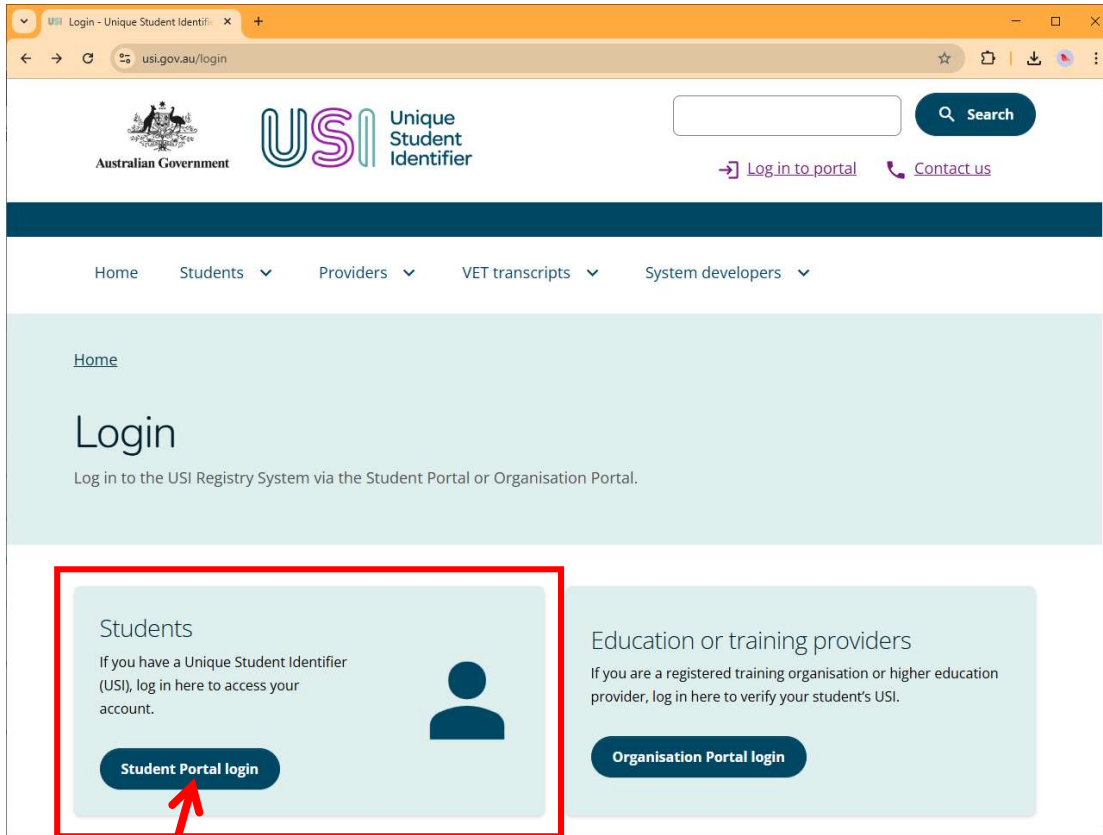
By completing these steps, you enable Churchill Education to quickly verify and credit the relevant units from your nationally recognised studies.

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/login>

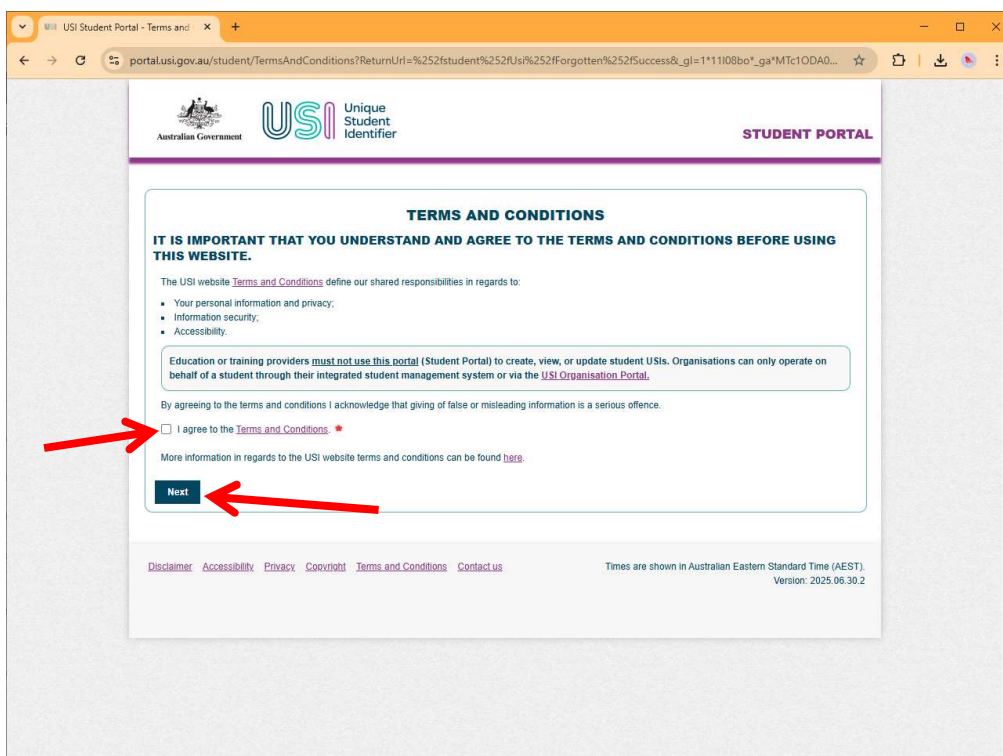
This may look slightly different if you are using a small mobile device.



The screenshot shows the USI Login page. At the top, there is a navigation bar with the Australian Government and USI logos, a search bar, and links for 'Log in to portal' and 'Contact us'. Below the navigation bar is a menu with 'Home', 'Students', 'Providers', 'VET transcripts', and 'System developers'. The main content area has a 'Home' link and a 'Login' heading. Below the heading, it says 'Log in to the USI Registry System via the Student Portal or Organisation Portal.' There are two main login options: 'Students' and 'Education or training providers'. The 'Students' option is highlighted with a red box and a red arrow pointing to the 'Student Portal login' button. The 'Education or training providers' option has an 'Organisation Portal login' button.

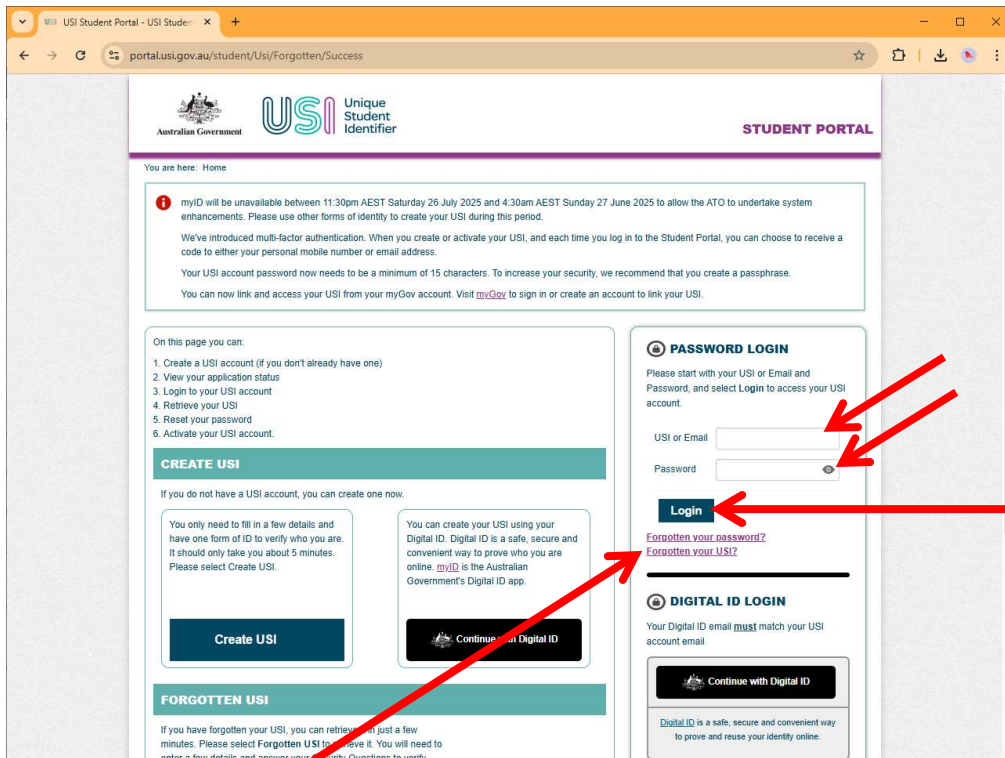
Click this one as you will need the **Student Portal Login**

You must agree to the terms and conditions, so **tick** the box and click **Next**



The screenshot shows the USI Student Portal Terms and Conditions page. At the top, there is a navigation bar with the Australian Government and USI logos, and a 'STUDENT PORTAL' heading. The main content area has a 'TERMS AND CONDITIONS' heading. Below the heading, it says 'IT IS IMPORTANT THAT YOU UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS BEFORE USING THIS WEBSITE.' There is a list of responsibilities: 'Your personal information and privacy', 'Information security', and 'Accessibility'. A note states: 'Education or training providers **must not use this portal** (Student Portal) to create, view, or update student USIs. Organisations can only operate on behalf of a student through their integrated student management system or via the [USI Organisation Portal](#).' Below this, it says 'By agreeing to the terms and conditions I acknowledge that giving of false or misleading information is a serious offence.' There is a checkbox labeled 'I agree to the Terms and Conditions' with a red arrow pointing to it. Below the checkbox, it says 'More information in regards to the USI website terms and conditions can be found [here](#).' At the bottom, there is a 'Next' button with a red arrow pointing to it. The footer contains links for 'Disclaimer', 'Accessibility', 'Privacy', 'Copyright', 'Terms and Conditions', and 'Contact us'. It also states 'Times are shown in Australian Eastern Standard Time (AEST). Version: 2025.06.30.2'.

You should eventually arrive at the page where you can enter your **USI** and **password** and click **Login**



USI Student Portal - USI Student

portal.usi.gov.au/student/Usi/Forgotten/Success

Australian Government USI Unique Student Identifier

STUDENT PORTAL

You are here: Home

**myID will be unavailable between 11:30pm AEST Saturday 26 July 2025 and 4:30am AEST Sunday 27 June 2025 to allow the ATO to undertake system enhancements. Please use other forms of identity to create your USI during this period.**

We've introduced multi-factor authentication. When you create or activate your USI, and each time you log in to the Student Portal, you can choose to receive a code to either your personal mobile number or email address.

Your USI account password now needs to be a minimum of 15 characters. To increase your security, we recommend that you create a passphrase.

You can now link and access your USI from myGov account. Visit [myGov](#) to sign in or create an account to link your USI.

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.

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

**Create USI**

**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 Security Questions to verify.

**PASSWORD LOGIN**

Please start with 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 ID LOGIN**

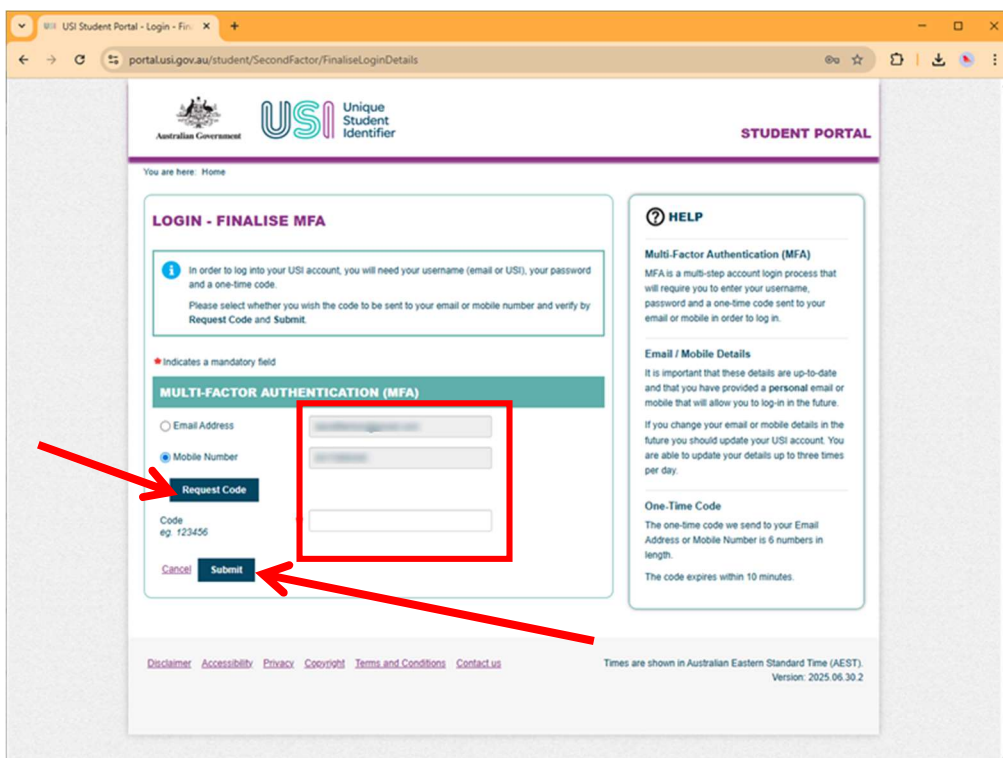
Your Digital ID email **must** match your USI account email

**Continue with Digital ID**

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

There are some links beneath those login boxes *if you have forgotten your details*.

It's possible, if you haven't logged in for a while, that you may need to go through some extra security like this. If so, go ahead and **request a code** and **Submit** to keep going. If not skip to the next page.



USI Student Portal - Login - Fin

portal.usi.gov.au/student/SecondFactor/FinaliseLoginDetails

Australian Government USI Unique Student Identifier

STUDENT PORTAL

You are here: Home

**LOGIN - FINALISE MFA**

In order to log into your USI account, you will need your username (email or USI), your password and a one-time code.

Please select whether you wish the code to be sent to your email or mobile number and verify by Request Code and Submit.

\* Indicates a mandatory field

**MULTI-FACTOR AUTHENTICATION (MFA)**

☐ Email Address

☒ Mobile Number

**Request Code**

Code  
ep 123456

**Submit**

**HELP**

**Multi-Factor Authentication (MFA)**

MFA is a multi-step account login process that will require you to enter your username, password and a one-time code sent to your email or mobile in order to log in.

**Email / Mobile Details**

It is important that these details are up-to-date and that you have provided a personal email or mobile that will allow you to log-in in the future.

If you change your email or mobile details in the future you should update your USI account. You are able to update your details up to three times per day.

**One-Time Code**

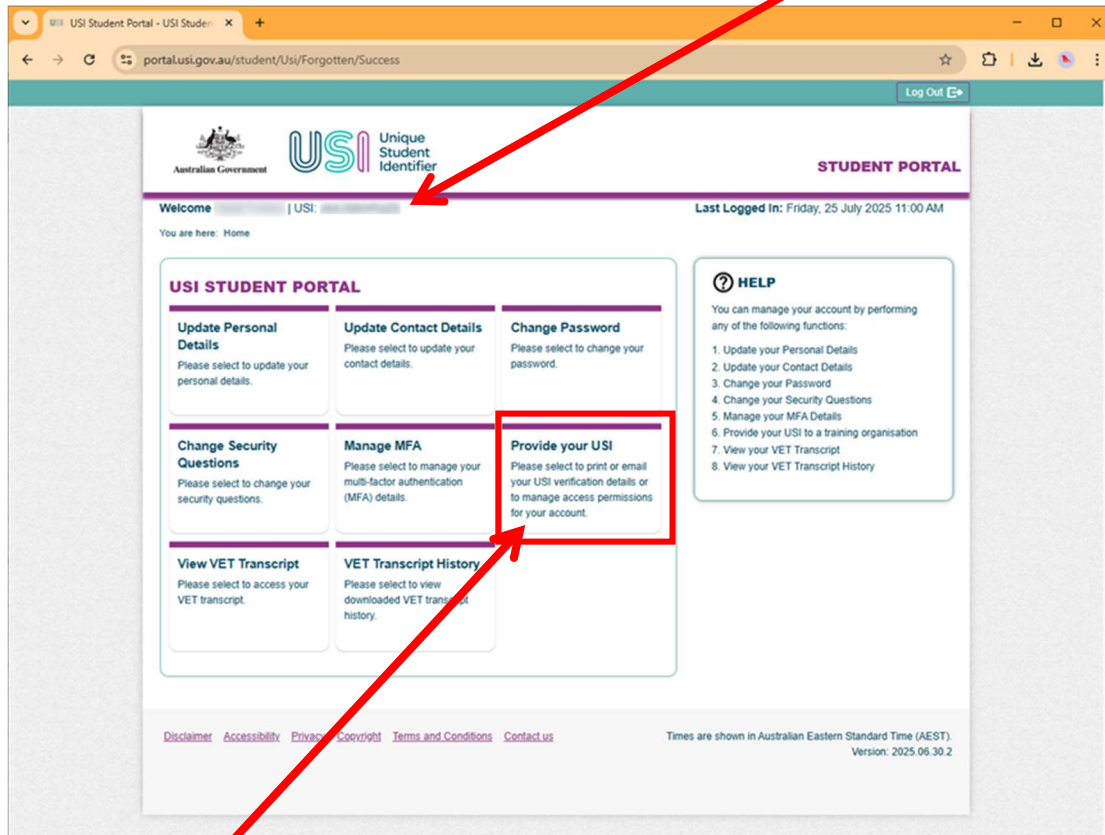
The one-time code we send to your Email Address or Mobile Number is 6 numbers in length.

The code expires within 10 minutes.

[Disclaimer](#) [Accessibility](#) [Privacy](#) [Copyright](#) [Terms and Conditions](#) [Contact Us](#)

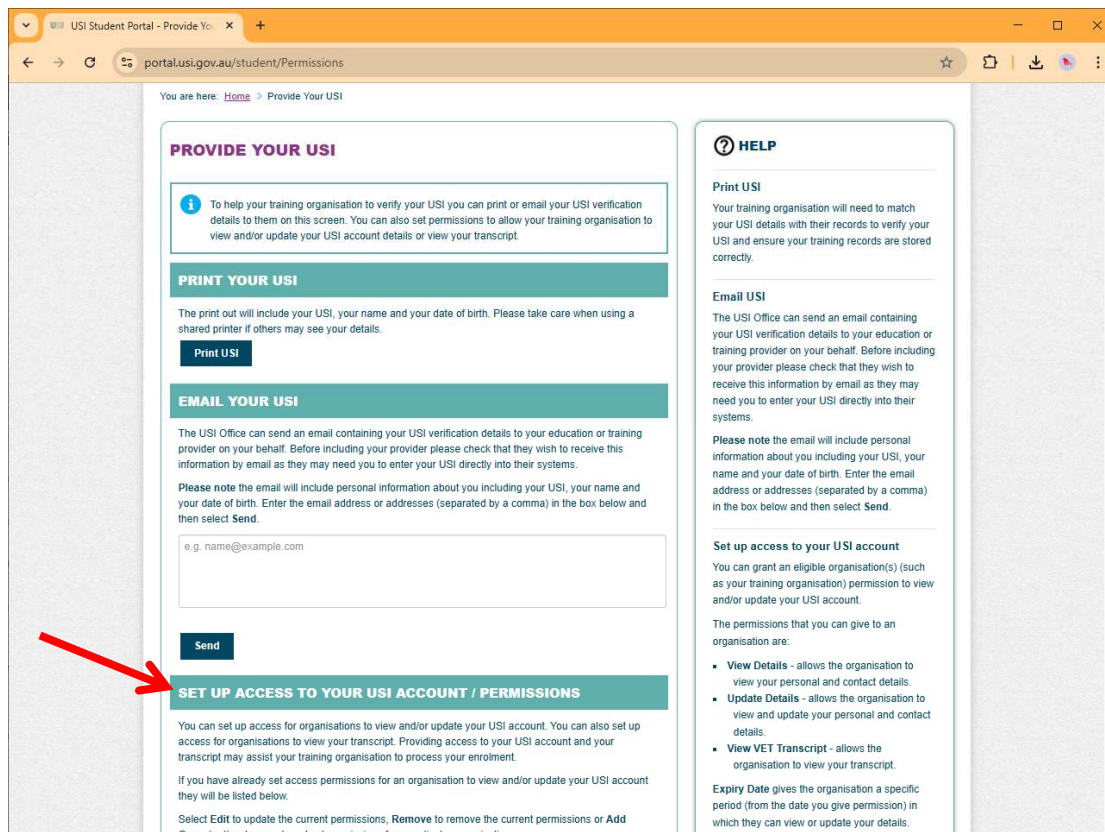
Times are shown in Australian Eastern Standard Time (AEST).  
Version: 2025.06.30.2

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



Click on **Provide your USI**

Scroll down the page a bit to this section:





Here's a closer view of that section. Click **Add Organisation**

### 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**

Enter **RTO code** and **Name** as above and press the **Search** button.

### 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](#)

Select **Churchill Education** and *adjust the permissions* as shown, then click **Save**

### 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: ☒

View Details: ☒

Update Details: ☒

Expiry Date: \* 10/01/2025 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.

Once you've clicked **Save**, the screen should change to something like this:

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

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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	
CHURCHILL EDUCATION	31430	10/01/2025	Yes	Yes	Yes	<a href="#">Edit</a> <a href="#">Remove</a>

**Add Organisation**

It shows that you've added **Churchill Education** as an authorised RTO that can view and download your USI Transcript. And you're all done! Look for a **log off** link or just **close your browser**.