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
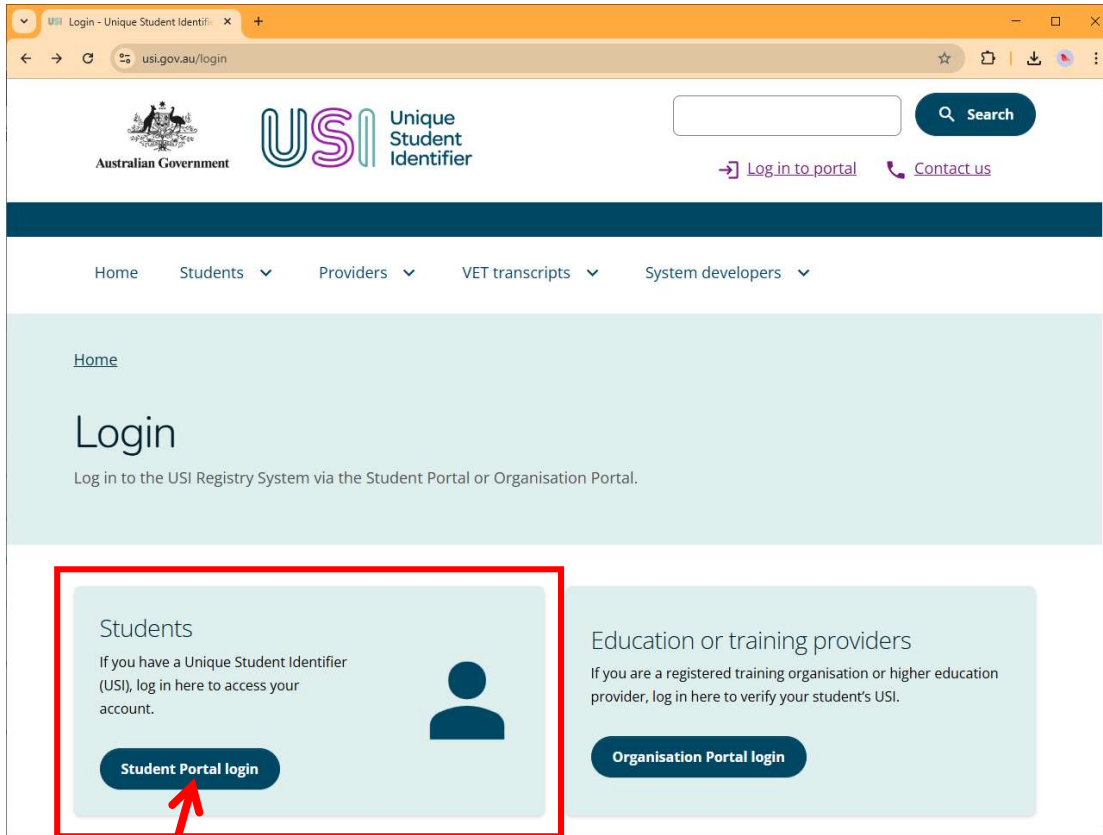
5. Confirm and **save** your changes.

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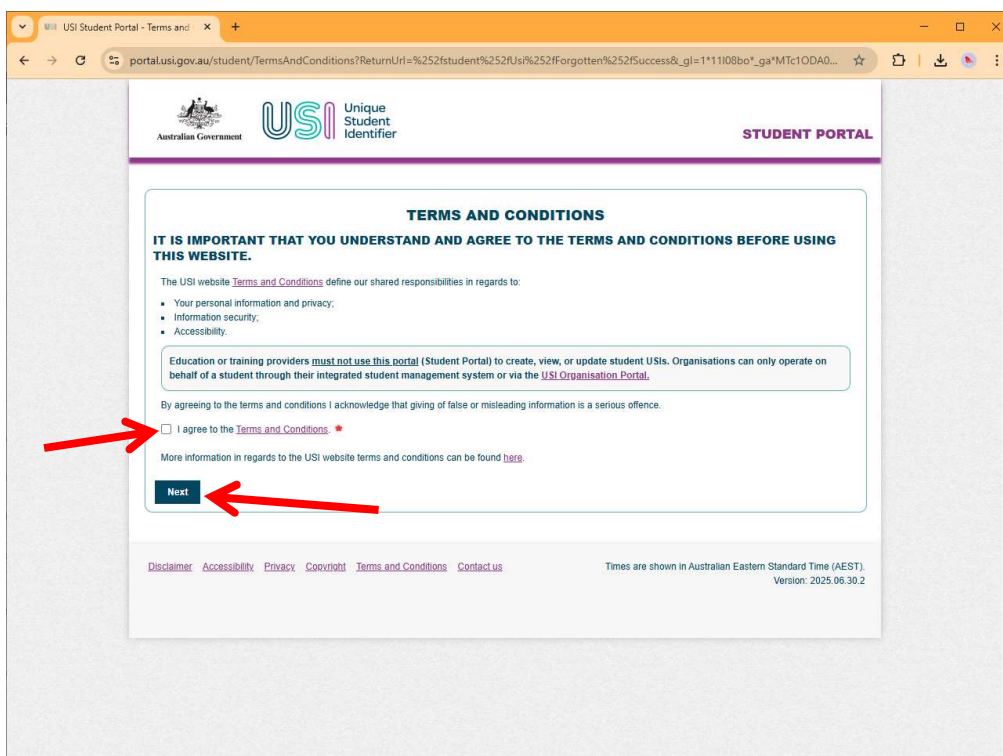
Login to the **USI Registry System -** https://www.usi.gov.au/login

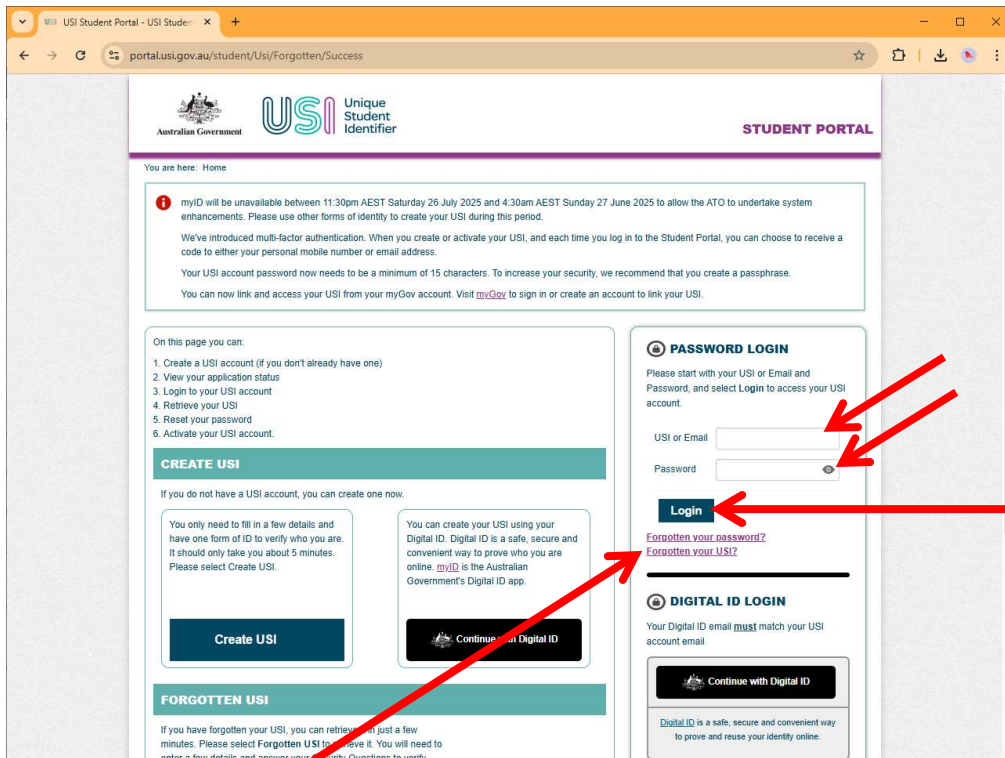This may look slightly different if you are using a small mobile device.

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**

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

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.

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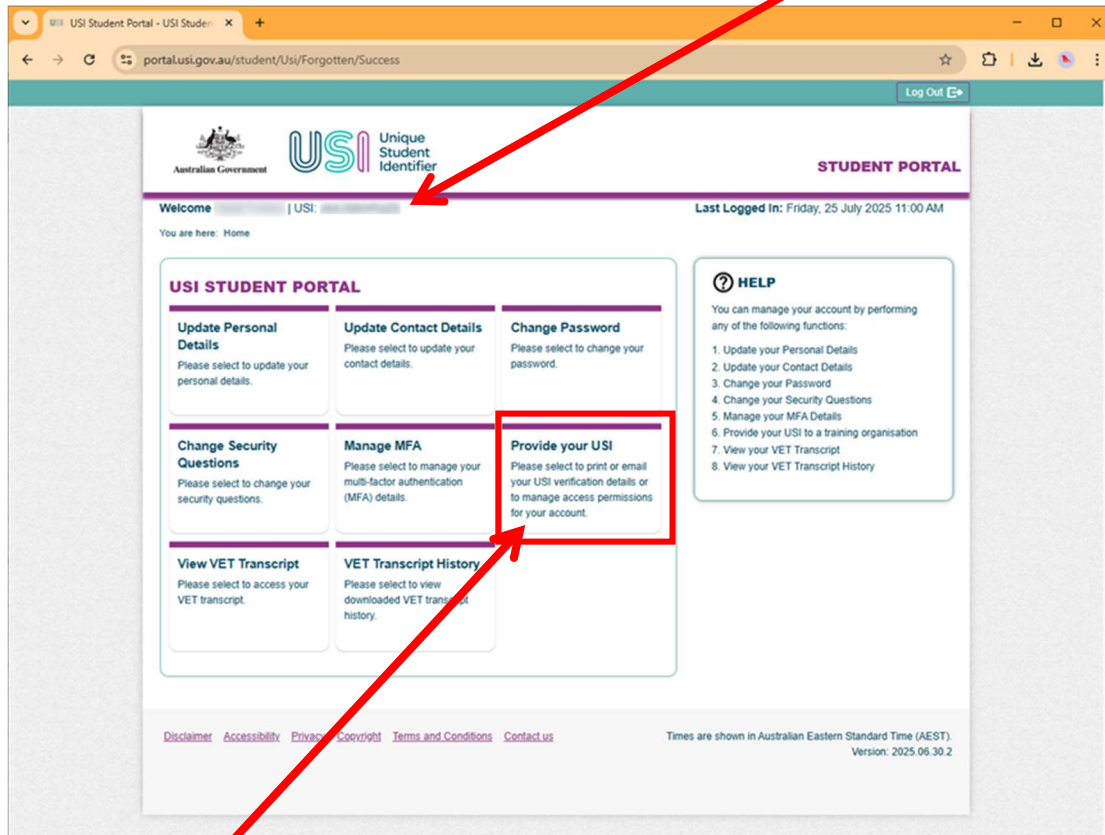
Click on **Provide your USI**

Scroll down the page a bit to this section:
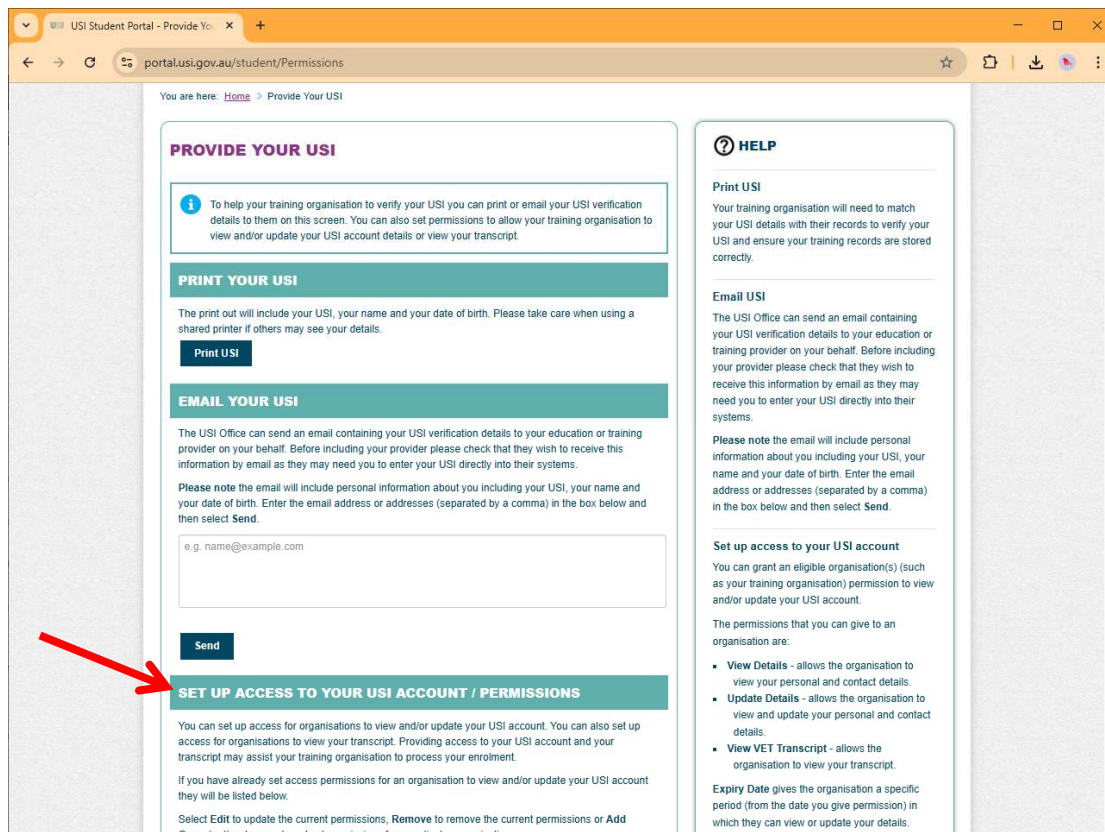
Here's a closer view of that section. Click **Add Organisation**

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

Add Organisation

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

MANAGE PERMISSIONS - ADD ORGANISATION

ℹ️ 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**

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

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**.