

USI PORTAL PERMISSIONS

Students granting North Metropolitan TAFE permission to view their USI transcript

NMTAFE needs to verify all records students present for Credit Transfers.

Verification means we view the student records on the USI register or we contact the issuing RTO and ask them to verify that we have a correct and accurate record from the student.

The Completions and Awards Team is doing this for every Credit Transfer and that is why it is taking more time than it did previously.

To allow us to view their records on the USI register a student needs to go on-line and add in permission to their USI for NMTAFE to access their transcripts.

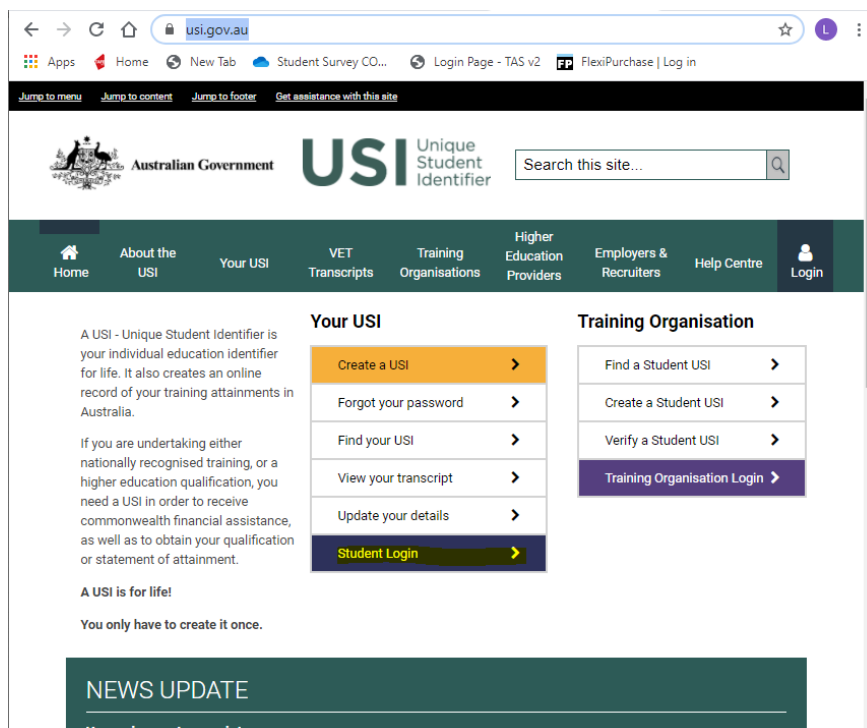
NOTE: This also means that we do not need Client Services to view original documents or stamp copies – we have to check all records either way.

We would like for Client Services staff to;

- check that the Credit Transfer form has been filled out
- that evidence has been provided for the units requested
- and then ask the student to go online and grant the access – the longest we can be given access for is two years and this is preferred as if there are any additional Credit Transfers requested later, permission is already in place.

Step-by-Step for Students

1. Go to <https://www.usi.gov.au/>
2. Select Student Login



3. Login:

4. Select Provide Your USI:

5. At the bottom of the screen there is the option to add the permissions, select Add Organisation:

6. Enter the Organisation Code OR Organisation Name and Search – locate North Metropolitan TAFE and select Add:

MANAGE PERMISSIONS - ADD ORGANISATION

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

SEARCH DETAILS

Organisation Code

Organisation Name

Search

SEARCH RESULTS

Organisation Name	Organisation Code	ABN	
North Metropolitan TAFE	52786	23489495403	Add
(1 search result found)			

? HELP

Search for an Organisation
You only have to enter the details in one field

You can search by Organisation Code by entering the complete number and select **Search**

You can search by Organisation Name by entering the first few letters and select **Search**

Once you have found the correct Organisation, please select **Add** to set permissions for the organisation.

7. Enter details for the permission, View Transcript, View Details, select Expiry Date of 2 Years and save:

MANAGE PERMISSIONS - SET PERMISSIONS

i 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 North Metropolitan TAFE

Organisation Code 52786

ABN 23489495403

PERMISSIONS

View Transcript

View Details

Update Details

Expiry Date * Select ▼

[Cancel](#) **Save**

? HELP

You can allow an Organisation to view or update your USI account.

The Permissions you can give an Organisation are:

- View 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.

8. You will know that you have added permission as North Metropolitan TAFE will appear on the Permissions List:

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 Transcripts	
North Metropolitan TAFE	52786	28/11/2020	Yes	No	Yes	Edit Remove

Please advise credittrans@nmtafe.wa.edu.au that you have granted this access as it will speed up the process for your Credit Transfer Request!