

USI Permission Guide

To streamline the process of transferring the competencies you've accomplished to Churchill Education, we need to verify the specific units completed and their assessment outcomes.

The most convenient route for this verification is through your Unique Student Identifier (USI). However, granting us permission to conduct this search is essential.

Here's a guide on granting Churchill Education access to your academic records via your USI:

1. Access your USI account through the official website.
2. Navigate to the permissions or access settings within your account.
3. Look for the option to grant access to an education provider or Registered Training Organisation (RTO).
4. Enter Churchill Education's details as follows:

RTO Name: Churchill Education
RTO Number: [31430]
5. Confirm and save your changes.

By following these steps, you empower Churchill Education to efficiently confirm and credit the relevant completed units of competency. Should you encounter any hurdles or require assistance during this process, please reach out to us for support.

<https://www.usi.gov.au/students/find-your-usi>

Go to the USI Registry System

Welcome

| USI:

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

Organisation Name

Search

[Back](#)

Enter Organisation Code and Organisation Name as above and press search.

Select Churchill Education.

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 CHURCHILL EDUCATION
Organisation Code 31430
ABN 81120692159

PERMISSIONS

View VET Transcript
View Details
Update Details
Expiry Date * 10/01/2025

[Cancel](#)

[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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Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View VET Transcripts	
CHURCHILL EDUCATION	31430	10/01/2025	Yes	Yes	Yes	Edit Remove

All Done!