

Application Instructions

All students must provide Daisy Learning with their Unique Student Identifier (USI).

Applying for your USI is free and should only take a couple of minutes. **If you already have a USI # please complete no. 10**

Instructions:

1. Visit www.usi.gov.au
2. Click on > **Student Login** from the Homepage
3. Agree to the terms and conditions > **Next**
4. Click on **Create USI >**
5. Are you applying for a USI on behalf of another person, select NO > **Next**
6. Fill in your **personal and contact details**
Your name must be exactly as you have on your form of ID and as it is on your enrolment form
7. Set your USI **account password** and **questions for security**
8. Record these on the back of this page for future reference
9. Your USI will now be displayed on the screen
10. **Enable Daisy to access your transcript by adding us as an organisation, our # is 40497.**
11. Your USI will also be sent to you by either your email, phone or by mailing address
12. Fill in the details including your USI Number on the bottom of this form, tear it off and give it to Daisy Learning staff or email back a copy.

Protection of Student's Privacy

Your Unique Student Identifier (USI) account contains personal information, contact details and access to your training records and results (transcript). The USI Registry System has been designed to keep this information safe and secure and is only accessed by those organisations listed in the terms and conditions. The USI Registry System also allows you to choose which training organisations can see this information and when.

Your Privacy

The personal information that you provide to the Student Identifiers Registrar is collected, used, and may be disclosed, in accordance with the provisions of the Student Identifiers Act 2014 and the Privacy Act 1988. The Student Identifiers Registrar's Privacy Policy provides information about the protection of your information, including how you can access and seek correction of your personal information held by the Student Identifiers Registrar and how to make a complaint about a breach of your privacy and how such complaints are handled.

For further information: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>

I give Daisy Learning permission to access the following in relation to my Unique Student Identifier (USI):

- Verify my USI: _____ View all my personal and contact information
- View & update my details until completion of course(s) I will notify Daisy Learning of any changes

First Name: _____

Last Name: _____

Signature: _____

Date: _____ / _____ / _____

For your records;

Document name: STUF045 USI Application Instructions 202101	SNR:
Document control management - Uncontrolled when printed	Page 1 of 2



Unique Student Identifier

First Name: _____

Last Name: _____

Email: _____

Password: _____

USI Number: _____