![Australian Government logo]

USI Unique Student Identifier

TRAINING ORGANISATION QUICK GUIDE SERIES—**USI TRANSCRIPT SERVICE**

2 How to access, download and save a USI Transcript

Training Organisations can only access, download and save a USI Transcript through the USI Organisation Portal and they must have been given permission from the student.

Students can provide Training Organisations with permission through the 'Manage Permissions' settings in their USI Account.

Go to **www.usi.gov.au**
Select the Training Organisations tab and click on the **'Training Organisations Login'** in the top right hand corner.
Agree to the Terms and Conditions and select **'Next'**

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Select the '**View Transcript**' tile from the home page

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Read the transcript information and click **'Next'**

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The **USI Field** will appear
Enter the USI of the student who has provided you with permission to view their transcript and click '**View Transcript**'

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You will be provided with the option to **download** the transcript, or **download and save** the transcript

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Remember your privacy obligations to ensure the security of USIs and all related documentation under your control, including information stored in your student management systems. You can find more information on privacy on the **USI website**

HANDY TIPS

You must have access to the USI Organisation Portal to be able to view USI transcripts

You **cannot** access transcripts from your organisation's Student Management System

If the student's USI account is not activated you won't be able to view their transcript

Once the student has activated their USI account, they can give permission to Training Organisations to view their transcript for a specified period of time. Students can also modify permissions at any time

Students can create partial transcripts, Training Organisations cannot

You will only be able to view the transcripts of those students who have logged into their USI account and granted you permission to view their transcript

For more information on how to access the USI Organisation Portal, go to the 'Training organisations' tab on the USI Website and follow the **Step by step guide to setup**

WANT MORE INFORMATION?
There are more helpful Fact Sheets on USI Transcripts in the Training Organisation Quick Guide Series—Transcript Service

1. USI Transcript Service
3. How to update USI Transcripts
4. Inaccurate Transcript questions from students

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