

Giving RTO permission to view USI Transcript online

It is important to allow Allens Training Pty Ltd to view your USI transcript

Follow these simple steps to do so:

Go to www.usi.gov.au

Select 'Student Login'

Agree To Terms and Conditions and Login

Select 'Provide your USI'

Select 'Set up access to your USI Account / Permissions'

Search Details

By entering the Training Organisation code or name in the appropriate field.

Select '**Search**'

Once you have found your Training Organisation, select '**Add**'

Select the permission you want to grant your Training Organisation and the expiry date

Select '**Save**'

If you are having trouble logging on to the USI system, be sure to check for notices on the website or Student Portal. The system could be temporarily unavailable for maintenance purposes.

You can give Allens Training Pty Ltd permission to:

- ✓ View your transcript
- ✓ View and update your account details

A pdf version can then be downloaded and saved.

Allens Training Pty Ltd
Registered Training Organisation
code **90909**

NEED MORE INFORMATION?

There are more helpful Fact Sheets on USI transcripts in the Student Quick Guide Series —Transcript Service

- Your USI Transcript
- How to view and download my USI Transcript?
- When will my training appear on my USI Transcript?
- How to create and download my partial USI Transcript?
- What do I do if my USI Transcript is inaccurate?