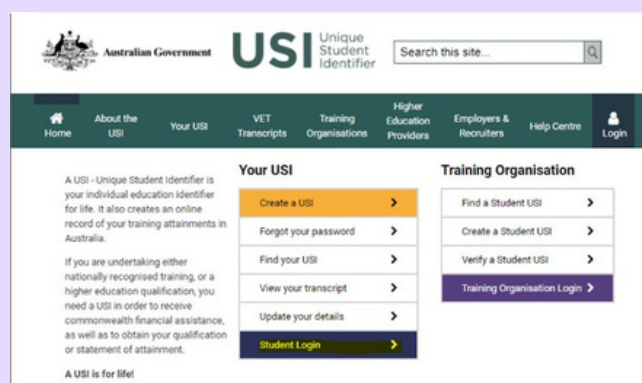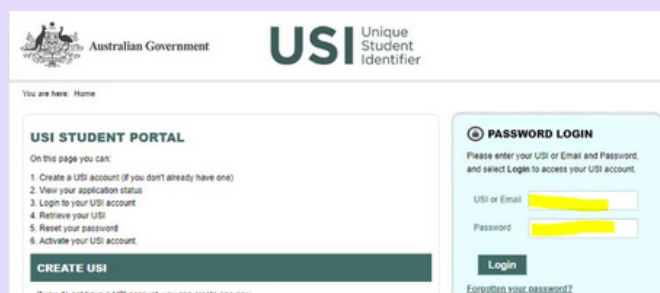## Setup access for MHCC to view your USI VET Transcript

MHCC needs to verify all records that students present for Credit Transfers. This means we need to view student records on the USI register or, if the records are not on the USI register yet, we contact the issuing RTO and ask them to verify that we have a correct and accurate record from the student. To allow us to view your records on the USI register please go on-line and add permission in your USI account for MHCC to access your transcripts.
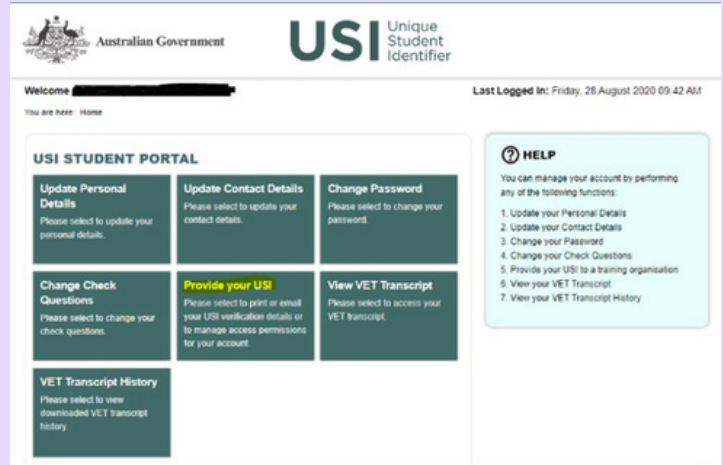
1. Go to htp://www.usi.gov.au
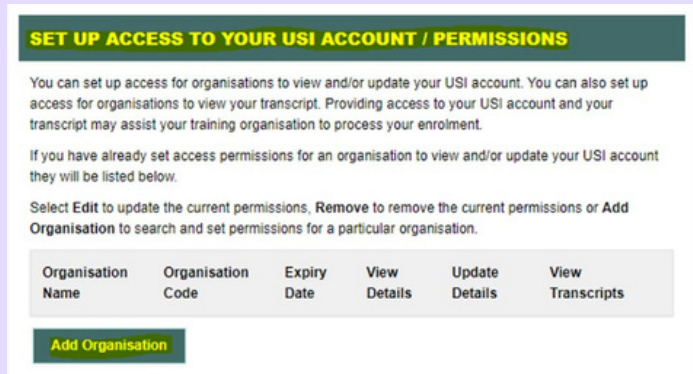
2. Select "Student Login"

3. Enter your USI/email address and

   password to login
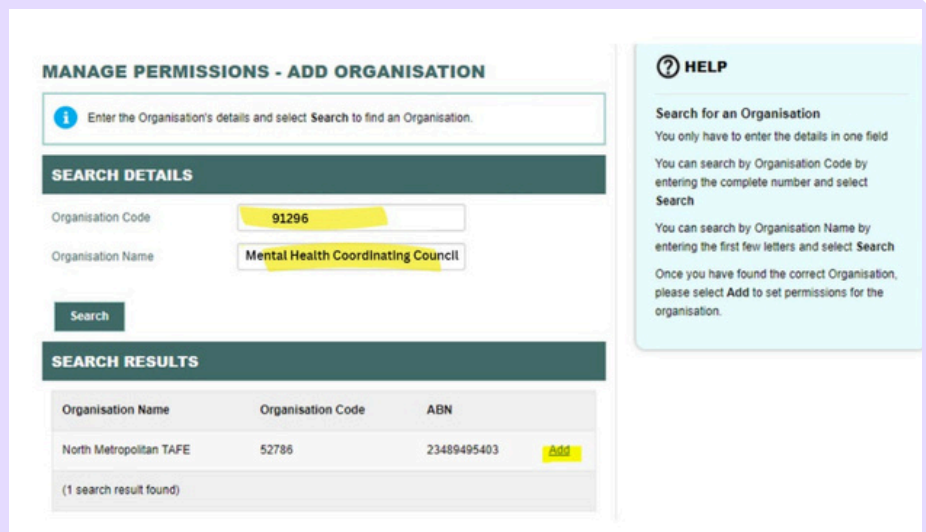
4. Click the "**Provide your USI**" button

5. At the bottom of the screen there is the option to
add the permissions – in the **SET UP ACCESS TO
YOUR USI ACCOUNT /
PERMISSIONS** section, click
the "Add Organisation" button

6. In the **SEARCH DETAILS**
section, enter "Organisation
Code" as "91296" OR enter
"Organisation Name" as "Mental
Health Coordinating Council"

A .Then click "**Search**" button

B. In the **SEARCH RESULTS**
section, locate "Mental Health
Coordinating Council" and click
"**Add**"

7.In the **PERMISSIONS** section:

A .Tick the box for "View Transcript", click box for "View Details", and enter "Expiry Date" as **"2 Years"**

B. Then click the **"Save"** button

MANAGE PERMISSIONS - SET PERMISSIONS

ℹ️ 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	Mental Health Coordinating Council
Organisation Code	91296
ABN	59 279 168 647

PERMISSIONS

View Transcript	☐
View Details	☐
Update Details	☐
Expiry Date	★ [ ] Select ⌄

Cancel **Save**

8. You will know that you have completed adding the permission correctly if you return to the **SET UP ACCESS** section and you can see "Mental Health Coordinating Council" listed.

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	
Mental Health Coordinating Council	91296	28/11/2020	Yes	No	Yes	Edit Remove

If you experience any issues, please email training@mhcc.org.au

All done, thank you!