

Login

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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.



View your application statu Login to your USI account Retrieve your USI Reset your password Activate your USI account

REATE USI

not have a USI account, you can create one

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

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	Organisation	Expiry	View	Update	View	
Name	Code	Date	Details	Details	Transcripts	

Add Organisation

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**"



(?) HELP

Search for an Organisation

You only have to enter the details in one field You can search by Organisation Code by entering the complete number and select Search

You can search by Organisation Name by entering the first few letters and select Search

Once you have found the correct Organisation please select Add to set permissions for the organisation.

	MANAGE PERMISSIONS - SET PERMISSIONS	() HELP
7.In the PERMISSIONS section:	Please select View and/or Update and the Expiry Date you would like to giv and select Save.	Vou can allow an Organisation to view or update your USI account. The Permissions you can give an Organisation are:
A Tick the box for "View		View Transcript - allows the Organisation to
Transcript" click box for "View	ORGANISATION DETAILS	View Details - allows the Organisation to view vour personal and contact details
	Organisation Name Mental Health Coordinating Council	 Update Details - allows the Organisation to
Details", and enter "Expiry	Organisation Code 91296	details. Only Registered Training
Date" as "2 Years"	ABN 59 279 168 647	Organisations are able to update your details.
	PERMISSIONS	Expiry Date gives the Organisation a specific period (from the date of permission) in which
	View Transcript	they can view or update your details. You can set a permission expiry date by selecting one of
B. Then click the "Save"	View Details	the following: 3 Months
button	Update Details	6 Months 1 Year
	Expiry Date Select 🗸	 2 Years After the Expiry Date has passed the
	Cancel	Organisation will not be able to access your USI account. You may change the expiry date at any time.

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.

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ccess for organis	ations to view your	transcript. Prov	viding acces	s to your US	SI account and yo	our
anscript may assi	ist your training org	anisation to pro	ocess your	enrolment.		
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If you experience any issues, please email training@mhcc.org.au

All done, thank you!