

If you are seeking a credit transfer when enrolling with Chillingworth Training Institute (CTI) you need to provide CTI permission to access your USI transcript.

How to provide CTI with access to your USI transcript



CHILLINGWORTH TRAINING INSTITUTE

Providing USI Access Permission

Step 4	PASSWORD LOGIN Please enter your USI or Email and Password, and select Login to accese your USI scrount. USI or Email Password Login Eorgotten your password? Forgotten your USI?	Use your USI or email & Password to login to the USI system <i>NB: Your USI is 10 characters and can be a</i> <i>combination of letters & numbers or just</i> <i>letters</i> <i>This is an example</i>
Step 5	Ust STUDENT PORTAL Update Personal Details Update Contact Details Parses select to update your personal details. Change Assessor Parses select to update your your to wentcome details to the your account. Change Assessor Parses select to update your your you account. Change Assessor Parses select to your downloade VET Transcript Honory.	You can do many things from here including viewing your transcript. Select ' Provide your USI ' to continue to the next step
Step 6	SET UP ACCESS TO YOUR USI ACCOUNT / PERMIS You can set up access for organisations to view andro update your USI accos access for organisations to view your transcript Providing access to your USI transcript may assist your training organisation to process your enrolment. If you have already set access permissions for an organisation to view andror they will be listed below. Select Edit to update the current permissions, Remove to remove the current Organisation to search and set permissions for a particular organisation. Organisation Organisation Code Date Details Details Add Organisation	Scroll to the section "Set Up Access to your USI Account/Permission" Click 'Add Organisation"
Step 7	MANAGE PERMISSIONS - ADD ORGA	Type in the CTI RTO number 91070 Click search
Step 8	Search SEARCH RESULTS Organisation Name Organisation Code ACADEMIC & VOCATIONAL TRAINING, CHILLINGWORTH TRAINING INSTITUTE 91070 (1 search result found) 1100000000000000000000000000000000000	ABN 78113539478 Add



	Indicates a mandatory field				a. Click the 'View Vet		
Step 9	ORGANISATION DETAILS				Transcript box'		
	Organisation Name	ACADEMIC 8 TRAINING IN	& VOCATIONAL	. TRAINING	,CHILLING	WORTH	h Coloct on Evning Date
	Organisation Code	91070	91070			b. Select all Expiry Date	
	ABN	78113539478	3				c Click Save
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	Update Details						
	Expiry Date	* 13/04/2025	2 ye	ars 🗸	>		
	Cance Save						
Step 10	SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS			Well done! CTI can now view your USI transcript!			
	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.				This helps us with correctly		
	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.			allocating your Credit Transfers from another RTO			
	Organisation Name	Organisation Code	Expiry Date	View Details	Update Details	View VET Transcripts	
	ACADEMIC & VOCATIONAL TRAINING, CHILLINGWORTH TRAINING INSTITUTE	91070	13/04/2025	No	No	Yes	
	Add Organisation						