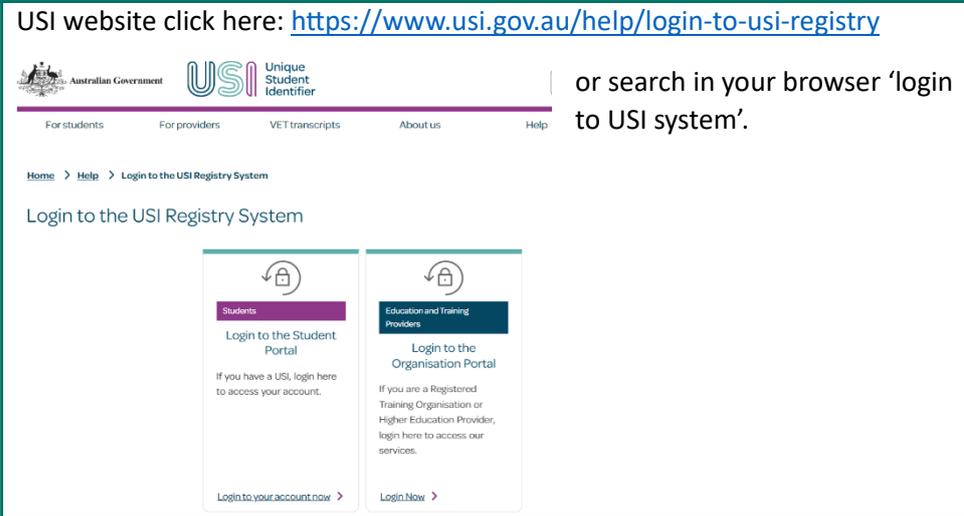
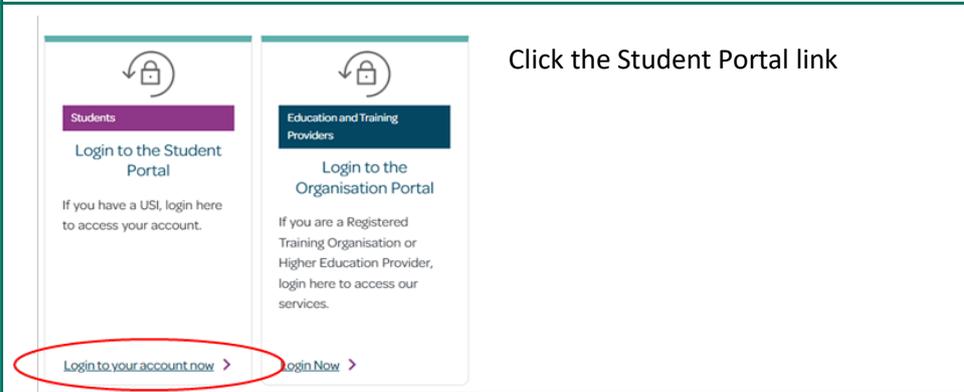
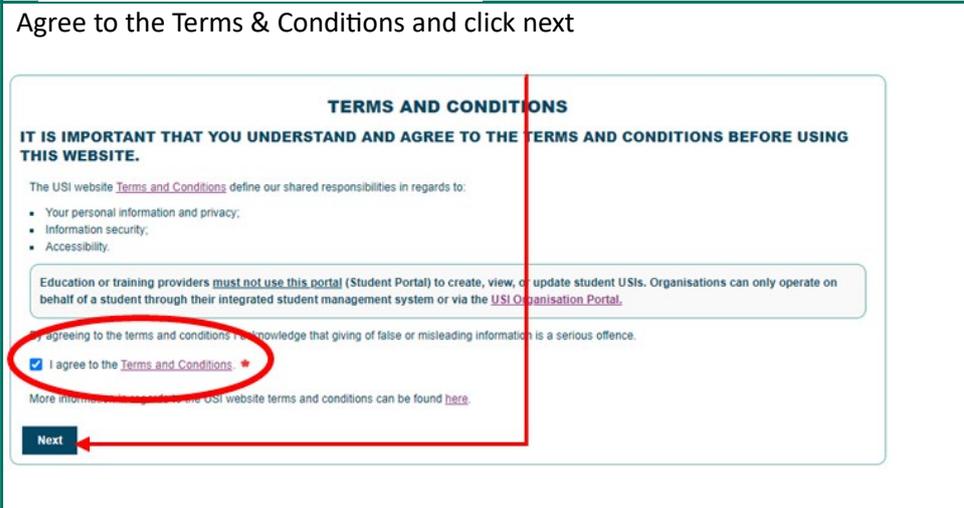


If you are seeking a credit transfer when enrolling with Chillingworth Training Institute (CTI) you need to provide CTI permission to access your USI transcript.

How to provide CTI with access to your USI transcript

<p>Step 1</p>	<p>USI website click here: https://www.usi.gov.au/help/login-to-usi-registry</p>  <p>or search in your browser 'login to USI system'.</p>
<p>Step 2</p>	<p>Click the Student Portal link</p> 
<p>Step 3</p>	<p>Agree to the Terms & Conditions and click next</p> 

<p>Step 4</p>		<p>Use your USI or email & Password to login to the USI system</p> <p><i>NB: Your USI is 10 characters and can be a combination of letters & numbers or just letters</i></p> <p><i>This is an example...</i></p>
<p>Step 5</p>		<p>You can do many things from here including viewing your transcript.</p> <p>Select 'Provide your USI' to continue to the next step</p>
<p>Step 6</p>		<p>Scroll to the section "Set Up Access to your USI Account/Permission"</p> <p>Click 'Add Organisation'</p>
<p>Step 7</p>		<p>Type in the CTI RTO number 91070</p> <p>Click search</p>
<p>Step 8</p>		<p>Click the 'Add' button</p>

<p>Step 9</p>	<p>* Indicates a mandatory field</p> <p>ORGANISATION DETAILS</p> <p>Organisation Name ACADEMIC & VOCATIONAL TRAINING, CHILLINGWORTH TRAINING INSTITUTE</p> <p>Organisation Code 91070</p> <p>ABN 78113539478</p> <p>PERMISSIONS</p> <p>View VET Transcript <input checked="" type="checkbox"/></p> <p>View Details <input type="checkbox"/></p> <p>Update Details <input type="checkbox"/></p> <p>Expiry Date * 13/04/2025 2 years</p> <p>Cancel Save</p>	<p>a. Click the 'View Vet Transcript box'</p> <p>b. Select an Expiry Date</p> <p>c. Click Save</p>												
<p>Step 10</p>	<p>SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS</p> <p>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.</p> <p>If you have already set access permissions for an organisation to view and/or update your USI account they will be listed below.</p> <p>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.</p> <table border="1"> <thead> <tr> <th>Organisation Name</th> <th>Organisation Code</th> <th>Expiry Date</th> <th>View Details</th> <th>Update Details</th> <th>View VET Transcripts</th> </tr> </thead> <tbody> <tr> <td>ACADEMIC & VOCATIONAL TRAINING, CHILLINGWORTH TRAINING INSTITUTE</td> <td>91070</td> <td>13/04/2025</td> <td>No</td> <td>No</td> <td>Yes</td> </tr> </tbody> </table> <p>Add Organisation</p>	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	<p>Well done! CTI can now view your USI transcript!</p> <p>This helps us with correctly allocating your Credit Transfers from another RTO</p>
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									