

Student Information: Permission to generate your VET transcript

Real Estate Training Solutions Pty Ltd (RETS) must accept AQF documentation issued by another RTO. RETS must authenticate AQF Testamurs, Records of Results and/ or Statements of Attainment previously issued to you by another RTO. One of the ways that RETS can do this is by generating a VET Transcript from the Student Identifiers Registrar.

We need your permission to generate a VET Transcript. Complete the following steps to give RETS this permission.

- Log in to your USI account, go to <https://www.usi.gov.au/help/login-to-usi-registry>
- Choose 'Login to the Student Portal'
- In the 'PASSWORD LOGIN' file, enter your USI or email and password
- Depending on how long it has been since you logged in, you may need to click on the 'Forgotten your password?' or 'Forgotten your USI?' link to reset.
- After logging in, you may be prompted to confirm your contact details before you proceed to the USI STUDENT PORTAL page.
- When in the USI STUDENT PORTAL, click on 'Provide your USI'
- Scroll down the page to *SET UP ACCESS TO YOUR USI ACCOUNT / PERMISSIONS*
- Click on 'Add Permissions'
- Under *SEARCH DETAILS*, enter the following:
 - **Organisation Code:** 90897
 - Organisation Name: **Real Estate Training Solutions Pty Ltd**
- The search will show the following result:
 - **Strata Training Solutions 90897 431148352**
- Click on the 'Add' icon on the right.
- Under *PERMISSIONS* click 'View VET Transcript' only
- In the expiry Date field, choose '3 months'
- Click 'Save'

If you have any questions about this process, please contact us at admin@rets.com.au or call us on 1300 850 980.