(AUS) Setting Up and Managing USI Processes

Understanding USI

Bundle 35. New feature.

The Unique Student Identifier (USI) is a legislative requirement for Vocational Education and Training (VET) institutions in Australia. The USI forms a link between a student record and the national source of VET training data maintained by the National Centre for Vocational Education and Training (NCVER).

The USI is a random 10-digit alphanumeric code generated by the Australian USI agency for every student. The USI is associated with the individual student for life and is recorded for any nationally recognized VET course undertaken from 2015 onwards.

Processing USI Information as Administrator

This topic discusses how to:

- Verify a USI record.
- Run a USI Bulk Process.
- Review Bulk USI Request records.
- Clean Up USI records.

Pages Used by Administrators to Access USI Records

Page Name	*Definition Name*	*Navigation*	*Usage*
USI	SCC_USI_ADMIN_REQ	Campus Community, Personal Information (Student), Biographical (Student), Personal Attributes, USI	Verify a USI record and review previous requests.
Run USI Bulk Process	SCC_USI_BULK_ADMIN	Campus Community, Personal Information (Student), Biographical (Student), Personal Attributes, Run USI Bulk Process	Submit USI verification requests for up to 500 students.

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Page Name	*Definition Name*	*Navigation*	*Usage*
Review Bulk USI Request	SCC_USI_BULK_RVW	Campus Community, Personal Information (Student), Biographical (Student), Personal Attributes, Review Bulk USI Process	Review Bulk USI Request results.
Clean Up USI Process	SCC_USI_ADMIN_CLEN	Campus Community, Personal Information (Student), Biographical (Student), Personal Attributes, Clean Up USI Process	Delete old Student USI Requests.

Verifying USI Records

Use this page to verify USI records. Also use this page to review previous successful and unsuccessful requests processed through the USI page and the Bulk USI Process, and by the student in Self-Service.

Access the USI page (Campus Community, Personal Information (Student), Biographical (Student), Personal Attributes, USI).

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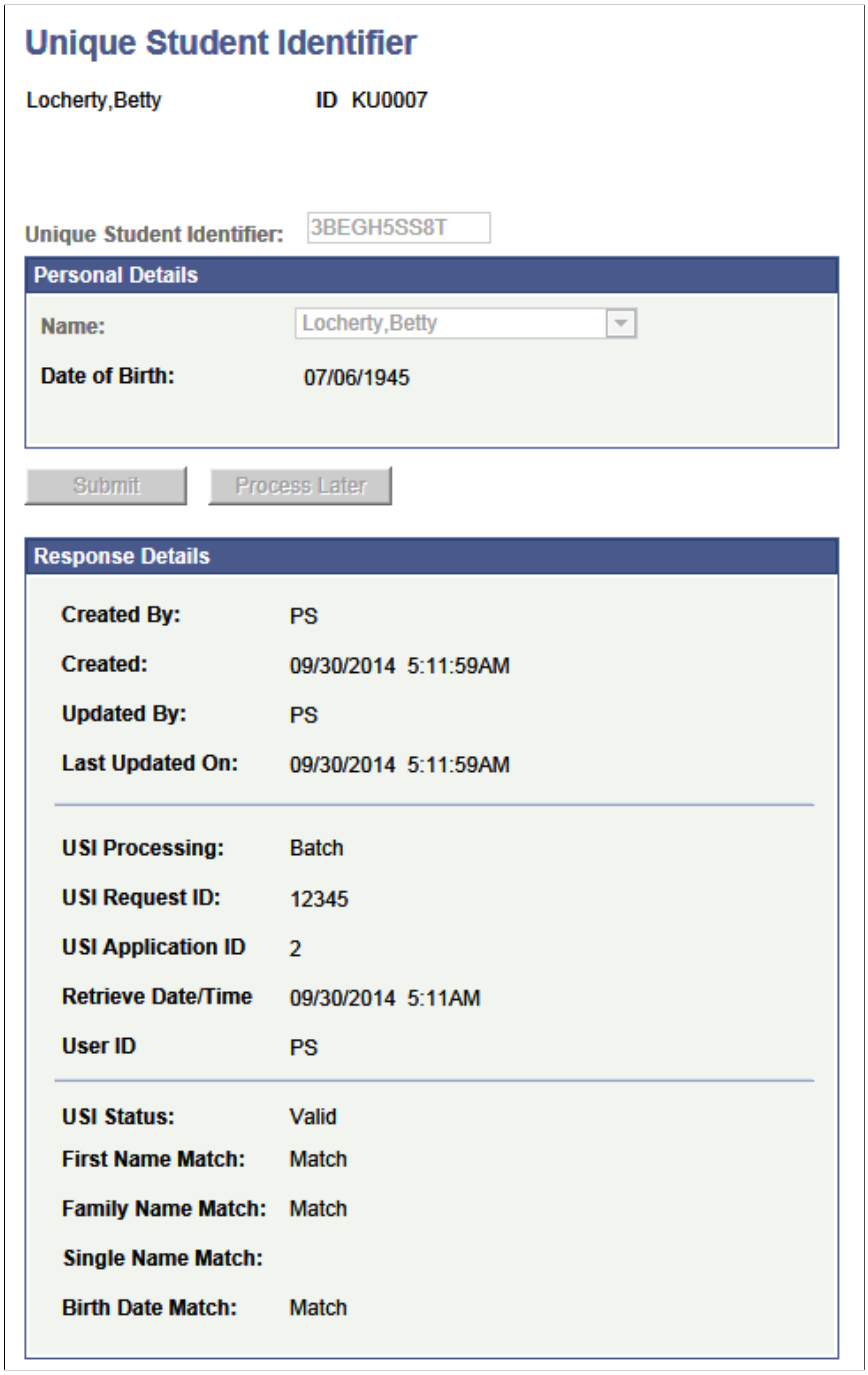
Note: Search by EmpID on the USI page to retrieve a student's information.

Image: Unique Student Identifier page

This example illustrates the fields and controls on the Unique Student Identifier page.



Enter the USI code in the Unique Student Identifier box and select Submit. Your entry is validated by the USI check digit algorithm contained in the Unique Student Identifier field. The USI Agency returns a detailed response and creates a new National ID record for the USI if the verification is successful.

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Running the Bulk USI Process

Use this page to run an existing Bulk USI process or create a new Run Control ID specifying the number of USI applications to process at a time.

Access the Run Bulk USI Process page (Campus Community, Personal Information (Student) , Biographical (Student), Personal Attributes, USI, Run Bulk USI Process).

Maximum Submission Size The number of student requests to be sent in each USI web service call. The maximum is 500 requests.

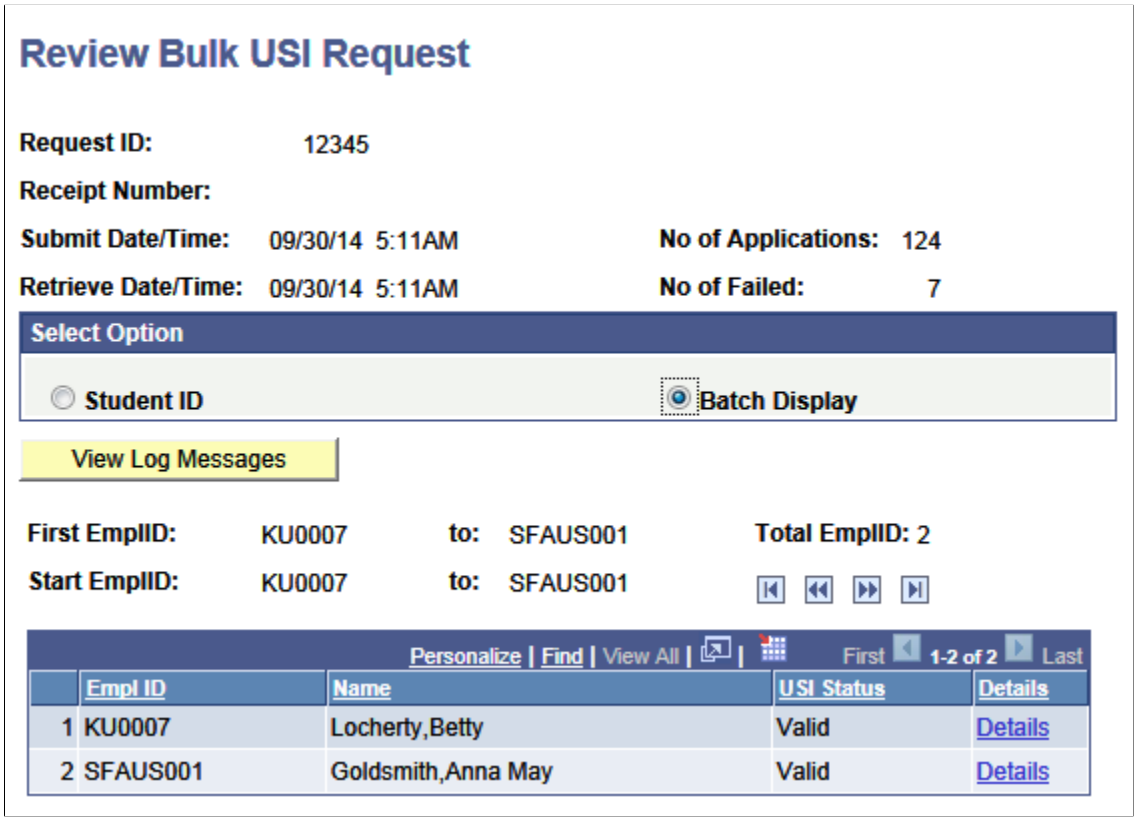
Reviewing a Bulk USI Request

Review Bulk USI Request records and the status of student application records in the batch.

Access the Review Bulk USI Request page (Campus Community, Personal Information (Student) , Biographical (Student), Personal Attributes, USI, Review Bulk USI Request).

Image: Review Bulk USI Request page

This example illustrates the fields and controls on the Review Bulk USI Request page. You can find definitions for the fields and controls later on this page.



Request ID A sequence-generated unique number that can never be reused with the same OrgCode. If the maximum submission size is met, the process creates multiple Request IDs and submits each request batch separately.

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Receipt Number	The receipt number for this batch returned by the web service.
Number of Applications	The number of applications in the batch.
Number of Failed	The number of failed student USI applications in the batch.
Select Option Select **Student ID** or **Batch Display**	Select Student ID to enter and search by an ID. Select Batch Display to view details of student USI records in the batch. Use the navigation buttons to navigate through the records.

Cleaning Up USI Records

Use the Clean Up USI process to delete student USI requests and Bulk USI request records with a Retrieve Date/Time older than the value specified in the Clean Up After Days field.

Clean Up After Days	The number of days after a successful verify process.

Access the Clean Up USI Process page (Campus Community, Personal Information (Student) , Biographical (Student), Personal Attributes, USI, Clean Up USI Process).

Setting Up USI Submission Details

This topic discusses how to:

- Set up USI AUS information.
- Set up USI integration.

Pages Used to Set Up USI

Page Name	*Definition Name*	*Navigation*	*Usage*
USI Setup AUS	SCC_USI_SETUP_DTL	Set Up SACR, Product Related, Campus Community, Establish People Processing, Setup, USI Setup AUS	Record details needed to populate USI fields.
USI Integration Setup	SCC_USI_IB_SETUP	Set Up SACR, Product Related, Campus Community, Establish People Processing, Setup, USI Integration Setup	Integrate your student system with the USI web services.

Setting up USI AUS Information

Use this page to record details needed to populate Unique Student Identifier (USI) fields.

Access the USI Setup AUS page (Set Up SACR, Product Related, Campus Community, Establish People Processing, Setup, USI Setup AUS).

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USI Org Code	Enter the institution's organization code issued by the USI Registrar.
National ID Country	Select the country's National ID from the National ID table.
National ID Type	Select a National ID type from the National ID Type table.
Name Usage	Select the name format preferred for USI submissions.
Last Request ID Used	The last Request ID generated by the Bulk Create USI process. See Processing USI Information as Administrator for more information.

Setting up Integration With the USI Agency Website

Use this page to set up details for integration with the USI Agency website.

Access the (USI VISA Mapping page, Set Up SACR, Product Related, Campus Community, Establish People Processing, Setup, USI Integration Setup).

Enter appropriate values for the following fields:

WSDL File	The location of the BatchCreateService.wsdl file from the USI Agency.
Keystore Location	The location of the KeyStore.xml file from the USI Agency.
USI Credential ID	The credentials to use in the keystore, typically contains your Australian Business Number (ABN).
Keystore Password	The password of the keystore.xml file provided by the USI Agency.
Truststore Location	The location of the truststore/pskey file created by your institution with certificates from the AUSKey and USI websites.
Truststore Password	The password for the truststore created by your institution.

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