

How to add your USI to your Student Portal

Please follow the below 5 step process to enter your USI number into your Student Portal.

- 1. Go to your Student Portal
- 2. Login with your username and password
- 3. Click on the 'Profile' tab:

Home	Profile	View Doc	Material	Attendance	Timetable	& Results	Payment	Evaluation	Communication		
2	Profil Edit Yi	le bur Profile		View Docs	ts	7	Materials View Course Materials		Add New	0	Class Enrolment Enrol Class Online
C	Help Help 8	l Support	N	Course strue View course strue	c ture ucture	0	Vaccination Details Record Vaccin	ations			

4. Enter your USI number (USI numbers are made up of ten numbers and letters):



5. Scroll to the bottom of the page and click 'Update':

Contact Type	Relation	Contact Name	Flat/Unit	Street	Subur
Emergency	TBA	TBA		TBA	
Hodate					
opuare					