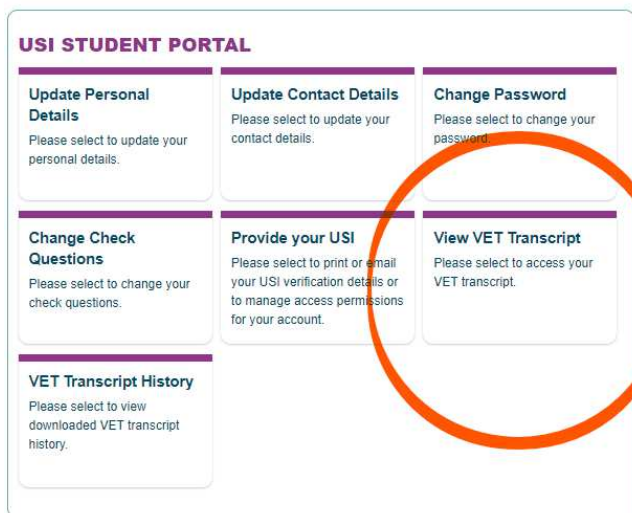# How to create a verifiable online VET transcript

Follow these steps to download a VET transcript that can be viewed online (as a PDF) by third parties:
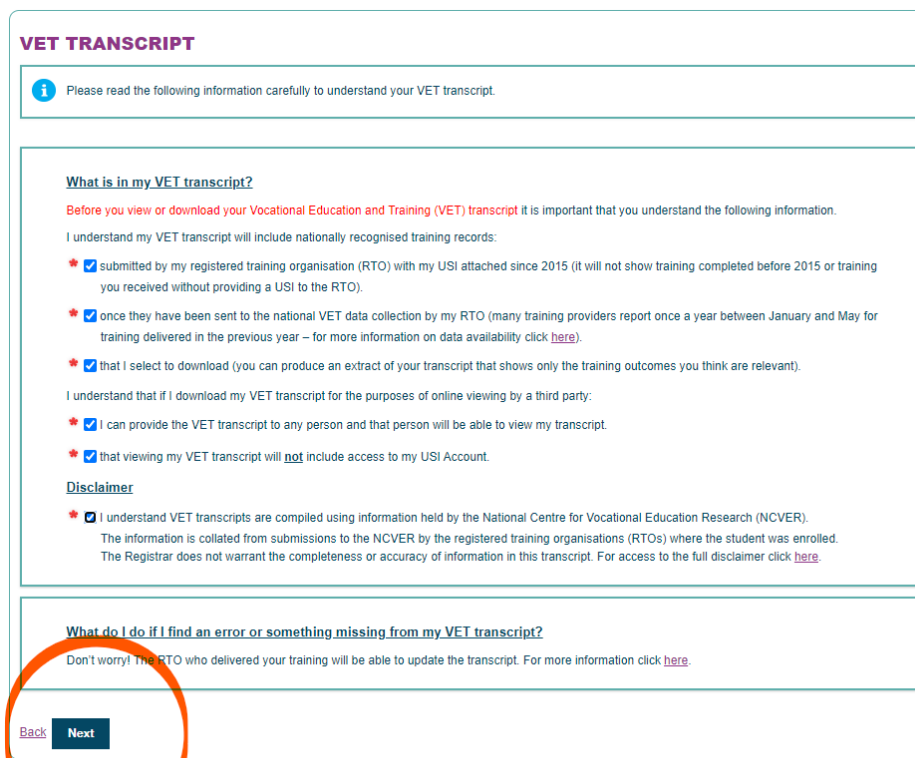
1. login into your USI account via the USI Student Portal
   - Agree to terms and conditions
   - Log in using either;
     - your digital identity, or
     - your email and password
2. select **View VET transcript**

3. Read and acknowledge the Transcript Disclaimer (Tick the required boxes)

4. on the **VET transcript details** screen, use the check boxes on the left to select all training records (for a [full transcript](#)) or specific training records ([transcript extract](#))
5. respond **Yes** to *'Do you want to create a viewable VET transcript?'*

DOWNLOAD VET TRANSCRIPT

✱ Indicates a mandatory field

If you want a third party (an employer, recruitment agency, licensing body or training provider) to view your training records online, please select Yes to the below question and if you are creating your Transcript for your own records select No.

✱ Do you want to create a viewable VET transcript?   ○ Yes   ○ No

Back   **Next**

6. **set a time limit** for the VET transcript to be viewable online by selecting a date or period (between one week to six months). You can change the time limit or cancel the viewable VET transcript at any time before the expiry date

SET A TIME LIMIT

Downloading your VET transcript will allow you to create a document (in pdf format) that you can give to a third party such as an employer, recruitment agency, licensing body or training provider.

Third parties will be able to view your transcript online if you have provided them with a copy of the transcript.

You can create a full transcript which includes all of your training information or an extract of your transcript that only includes the information you think is relevant. Third parties will only be able to see the training records you include in the downloaded transcript.

The USI Office does not store your training information unless you download a transcript. We will only store the transcript for the period you nominate. You can remove this at any time. If you remove it, third parties you have given a copy of your transcript to will not be able to view that transcript using our system.

You can cancel your VET transcript download at any time by going to **VET Transcript History**. More details on how to do this are available on the **VET Transcript History** screen.

✱ Time Limit   Select ⌄

Back   **Next**

7. download the VET transcript containing the selected training data (PDF format).

Confirmation ☒

Are you sure you want to download your VET transcript? If you select continue we will save a temporary copy of your transcript so it can be viewed by a third party. It will be available until 23/06/2022 or you can cancel access at any time.

Select **Continue** to download the transcript or **Cancel** to return to the **Download VET Transcript** screen.

Continue   **Cancel**

This information is taken from: