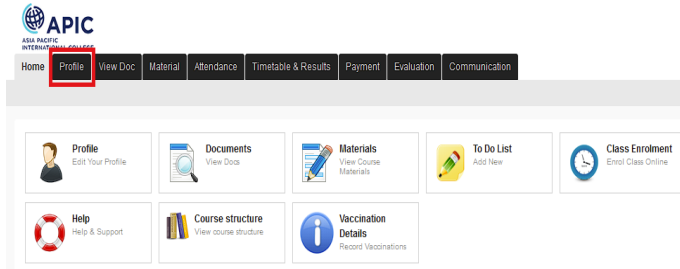


How to add your USI to your Student Portal

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:



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



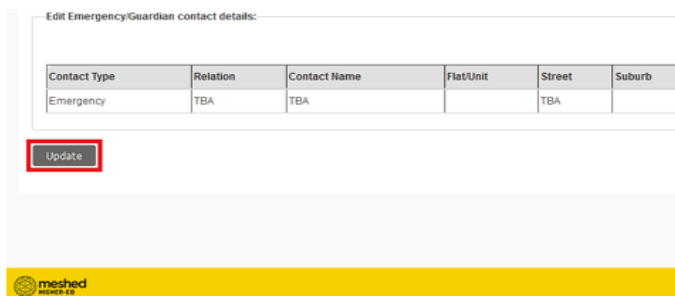
Personal Information

Student ID: _____ Full name: _____

Nickname: USI:

College email: @apicollege.edu.au Private email:

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



Contact Type	Relation	Contact Name	Flat/Unit	Street	Suburb
Emergency	TBA	TBA		TBA	

For further assistance please contact Student Services:

Sydney: studentservices.syd@apicollege.edu.au

Melbourne: studentservices.melb@apicollege.edu.au

Brisbane: studentservices.bris@apicollege.edu.au