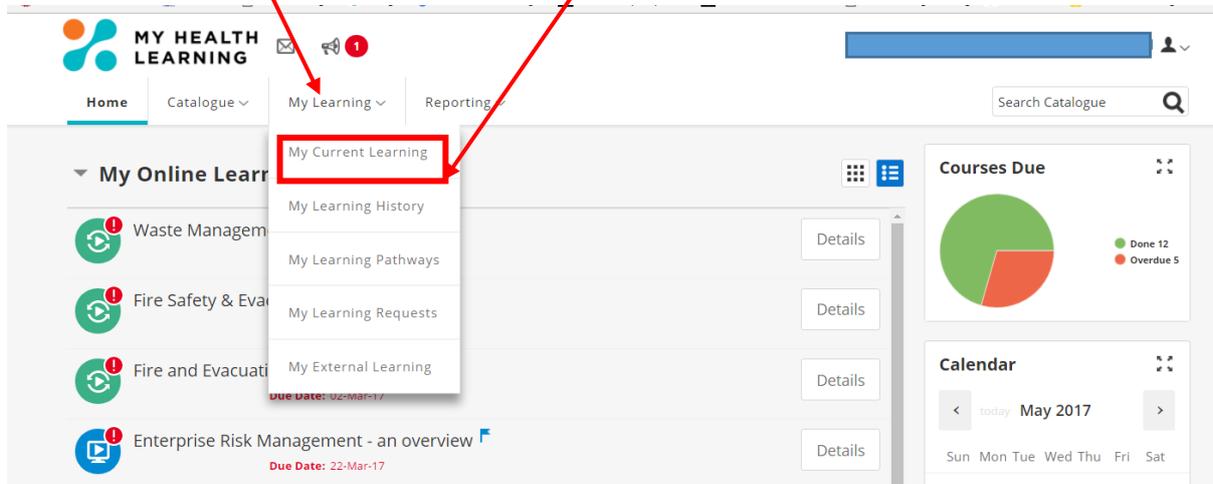


# How to complete AVETMISS data

1. Log into My Health Learning
2. Click on My Learning and select My Current Learning



3. Click on the title of your course, in the below example it is HLT37315 Certificate III in Health Administration (it should have a symbol of a Blue Circle with a triangle made of white lines in front of the name)



4. Click on the Details button beside the qualification

To the right of the qualification name you will see a Details box, with the word "AVETMISS". Click on the word AVETMISS, this will open the AVETMISS data collection form.

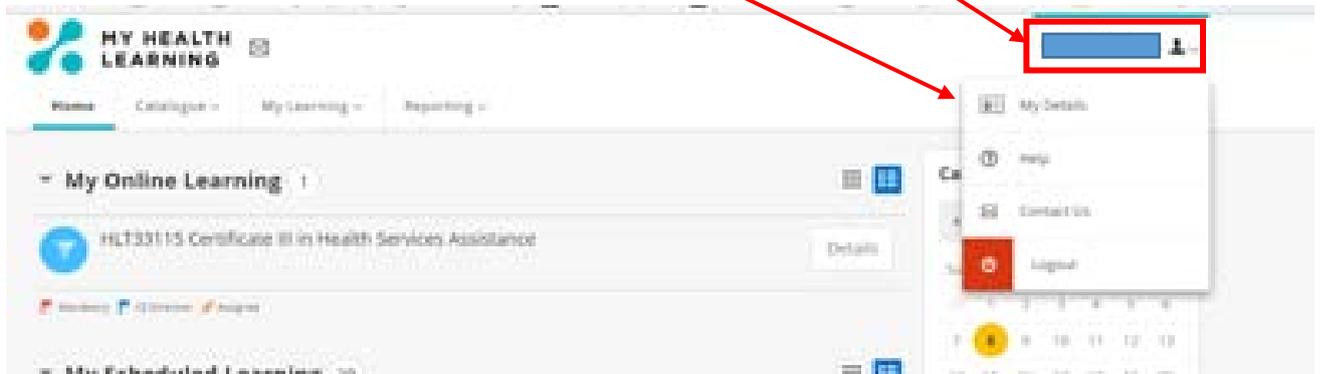
Complete all fields in the form (including the Country field in both address blocks) and then click on Save at the bottom of the form.

If the button at the top of the form does not go green after a few seconds it means that you have missed a question, go back over the form to make sure you have completed all questions.



## TO ENTER YOUR UNIQUE STUDENT IDENTIFER (USI)

1. Log into My Health Learning and make sure your role is "Learner" (If you have more than one role in MHL). Hover your mouse over your name and a drop down box will appear. Then click on "My Details"



2. Click on the My USI tab

A screenshot of the 'My Details' page. The page has three tabs: 'My Details', 'My USI', and 'My Emails'. The 'My USI' tab is selected and highlighted with a red box. Below the tabs, there are links for 'Change your password' and 'Set secret questions'. A warning message states: 'The below information is directly sourced from Stafflink. For any changes/updates to this data please contact your Stafflink representative or your Manager. You may change your password and set secret questions by using the links below'. Below this, there are input fields for Username, First Name, Last Name, Alternate Email\*, and Date of Birth, all of which are currently redacted with blue bars.

3. Enter your USI into the box then click on "verify"

A screenshot of the 'My Details' page, specifically the 'My USI' tab. The page contains instructions for Stafflink and External Learners. Below the instructions, there is a section for 'Verify your existing USI:' which includes a text input field (highlighted with a red box) and a 'Verify USI' button (also highlighted with a red box). To the right of the button is the text 'OR'. Below this, there is a link to 'Make a request for a new USI: Please click here to open a new window, allowing you to create a USI.'

4. If you do not have a USI, then click on the link as directed to create a USI.

**My Details**

My Details | **My USI** | My Emails

**If you are on Stafflink:**  
First Name, Last Name and Date of Birth you enter on the USI Webpage must match the information on Stafflink. If there is a mismatch: Please contact your local Stafflink representative to request for an update of your details.

**If you are Not on Stafflink (External Learner):**  
First Name, Last Name and Date Of Birth you enter on the USI Webpage must match the information you provided on HETI Online . If there is a mismatch: Please email [EHNSW-LMSinfo@health.nsw.gov.au](mailto:EHNSW-LMSinfo@health.nsw.gov.au) to request for an update of your details.

Verify your existing USI:  Verify USI OR

Make a request for a new USI: [Please click here to open a new window, allowing you to create a USI.](#)

This will direct you to the USI site to create the USI. Which will be e-mailed to you.

Jump to menu | Jump to content | Jump to footer | Get assistance with this site

Australian Government | **USI** Unique Student Identifier

Student Login | Search this site... GO

Home | About | **Students** | Training Organisations | System developers | Help centre

Please note: There is currently 1 notice for users in all states. [More information](#)

Home » Students » Create your USI

### Create your USI

- **Create your USI**
  - Steps to create your USI
  - Contact details
  - Password
  - International, Overseas and Offshore Students
  - Check Questions
  - Give your USI to your Training Organisation
- Personal Details
- Manage your USI
- Training Records or Transcript
- Nationally Recognised Training
- USI Support Materials
- Student Privacy, Terms and Conditions

Before you create your USI, please run through the checklist below to make sure you have everything you need before you start.

You can also view information on the [steps you will need to go through to create your USI](#).

USI creation checklist

**Who are you? \***

- I am an Australian student
- I am an international student

Last modified on Friday 9 September 2016 [242112801]

I want to **create a USI**

I want to **find my USI**

I have **forgotten my password**

5. Once you have your USI, you can then enter it into the system as in step 3 above.
6. If your USI will not verify, there may be a mismatch between the name you have used to create your USI and the name that you are known as in StaffLink. You can do one of two things :
  - a) Update StaffLink to reflect your USI name. (Certificates will soon be printed directly out of My Health Learning so your name in StaffLink is going to be the name on the certificate) or
  - b) If you have a valid reason for not using your legal name and you do not wish to update it (eg you practice under your maiden name) you will need to contact your Program Coordinator or RTO Compliance Officer. Please be aware that your certificate will be issued in the name that is in My Health Learning.