How to enrol and enter your USI

You can enrol online using a PC, Laptop, Tablet or Smart Phone. Click on the link provided in the email from your trainer/organiser and follow the steps. The recommended web browser to use is GOOGLE CHROME.

Please read through the steps before starting your enrolment or before each relevant step to ensure your enrolment is completed successfully.

Step 1 – Enter your details

The first page of the online enrolment requests details such as name, DOB, email and residential address. When you have completed these, click "Next" to move to the next page to enter, or apply for, a USI.

NOTE: it is essential your name and DOB entered are exactly the same as your USI name. E.g. if you enter Rob for enrolment and then Robert for USI, your USI will not verify and you cannot proceed. See Safety Corp website for USI help.

Step 2 – Enter your USI

If you don't have a USI, click on the www.usi.gov.au link provided on the page and apply for one.

When you create a USI, it will display on screen and a confirmation email or text will be sent with your USI number. Copy / print / write down your USI and *come back to the Safety Corp enrolment page*.

Enter your USI in the space provided then click "Verify". If details match, the following message will be displayed:

"SUCCESS: USI successfully verified and the record has been updated"

If verification is not successful, continue with your enrolment. It is up to you to work out why the details don't match and either pass this information to the trainer, with your USI, or contact Safety Corp directly to work out the issue. 99% of USIs don't verify for 3 reasons. Click here for help.

(NOTE: To obtain or add a USI after enrolling you can login to the Safety Corp Student Portal and click on the USI icon)

Step 3 – Complete remaining questions

Remaining questions are optional. You must either complete these questions then click "Next" or you can click "Next" and simply progress through the pages without filling them in.

When you reach the final page a confirmation will be displayed on the screen and an email confirmation sent to your nominated email address.

Copy, print or save the confirmation page on the screen just in case you don't receive your email. This provides you with login details (Username & Password) to the Safety Corp Student Portal where you can update your details such as USI or name later or log back in to complete your online workbook.

Step 4 – Complete pre-course workbook (if required)

If you are required to complete a pre-course workbook, click the button at the end of your enrolment to login to our Student Portal and go to My Learning.
You are only required to complete this workbook if you are attending the following 2 courses:

HLTAID003 - Provide First Aid including CPR (non-refresher)
HLTAID004 - Provide an Emergency First Aid response in an education and care setting (non-refresher)

Please follow the instructions provided by your organiser or trainer.

www.safetycorp.com.au

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Frequently Asked Questions

Why can't I access the online enrolment?

There can be a number of reasons for this, here are some things to check:

1. *Is my internet connection working?* Check your internet is working by going to another website
2. *Is my connection fast enough?* You can do a free online test to see what your connection speed is, simply Google search Speed Test and select the OOKLA speed test. If it returns a result less than 2mbps (or not at all) your connection is not fast enough to load the required page
3. *Try a different web browser, for example if you are using Internet Explorer try using Google Chrome. You can also try a different device e.g.. Your phone instead of your PC*

If you continue to experience issues, contact Safety Corp for assistance.

How do I know if I have successfully enrolled?

You will see a confirmation screen on the page once you have completed your enrolment and an email confirmation will be sent to your nominated email address immediately.

Why didn't I receive an email confirmation?

1. The confirmation may have gone to your spam/junk folder – check this.
2. You may not have completed or entered your email address incorrectly – these are the only reasons you will not have received the confirmation.

How do I get my Student ID & password if I have lost it?

You can contact your trainer, training provider or Safety Corp.

I have my ID & Password but don't have the link. Can I login into the Student Portal?

Visit www.safetycorp.com.au and go to the Login tab and enter your details in Student Login.

How do I find my trainer details?

Your trainer details are at the bottom of your confirmation email and on the original online enrolment email if sent by them.

Do I have to complete the workbook?

Unless otherwise instructed, it is not mandatory for all courses that you are to complete a pre-course workbook. For example, if you're only doing CPR or refreshing a Provide First Aid course.

It is mandatory for the below courses unless you are refreshing an existing certificate:

HLTAID003 - Provide First Aid including CPR (non-refresher)
HLTAID004 - Provide an Emergency First Aid response in an education and care setting (non-refresher)

Please follow the instructions provided by your organiser or trainer.

Where do I find the workbook?

Login to the Safety Corp Student Portal with your Username and Password provided in the enrolment confirmation email, then click on the **My Learning** icon.

The login page can be accessed using the link in your confirmation email, or simply go to www.safetycorp.com.au and click on the Student Login tab.

If you need help with using the Student Portal, please click here

www.safetycorp.com.au

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