How to complete AVETMISS and USI data in My Health Learning
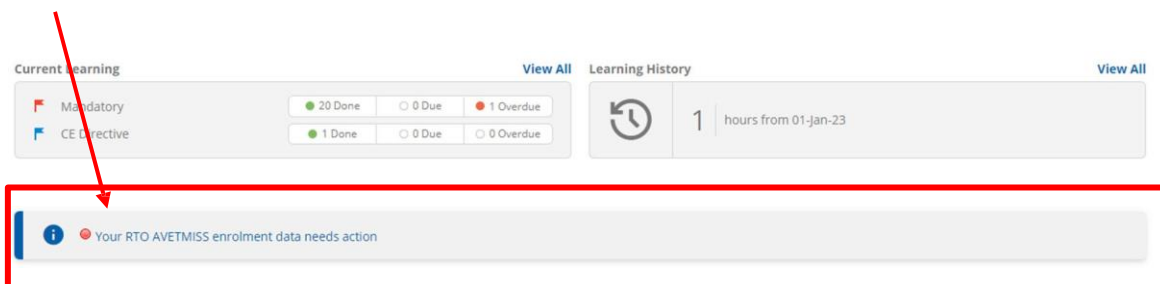
1. Log into My Health Learning

2. Make sure your role is "Learner" (you can find this below your name in the top right hand corner)

3. Click on the AVETMISS message. If the AVETMISS message is missing, please contact your Program Manager to check that you are enrolled into the program.

4. An AVETMISS form will open, read the privacy notice then scroll down to complete your AVETMISS Data.

Make sure you tick the declaration at the bottom and save.

If the form is completely filled in, the dot at the top will go green

TO ENTER YOUR UNIQUE STUDENT IDENTIFIER (USI)

1. If you already have a USI, log into My Health Learning.

2. In the top right hand corner, ensure that you have the role of "Learner". (Some individuals working with NSW Health can have access to other roles.)

3. Hover your mouse over your name in the top right hand corner and a drop down box will appear. Then click on "My Details"
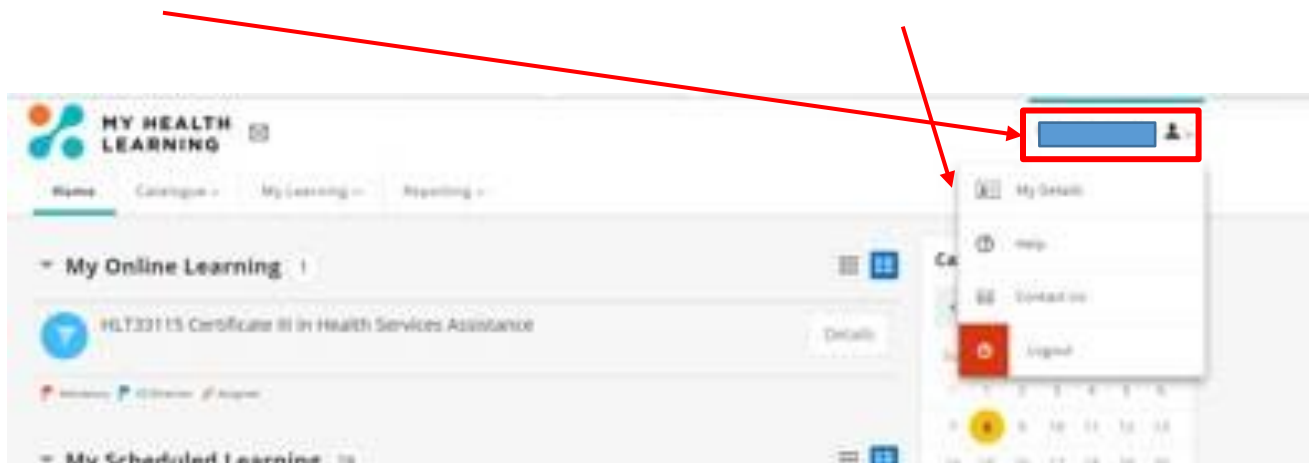
4. Click on the "My USI" tab

5. Enter your USI into the box then click on "Verify 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 to request for an update of your details.

Verify your existing USI: [_____] [Verify USI] OR

6. If you do not have a USI, you will need to go to the following website
   to apply for a USI: www.usi.gov.au
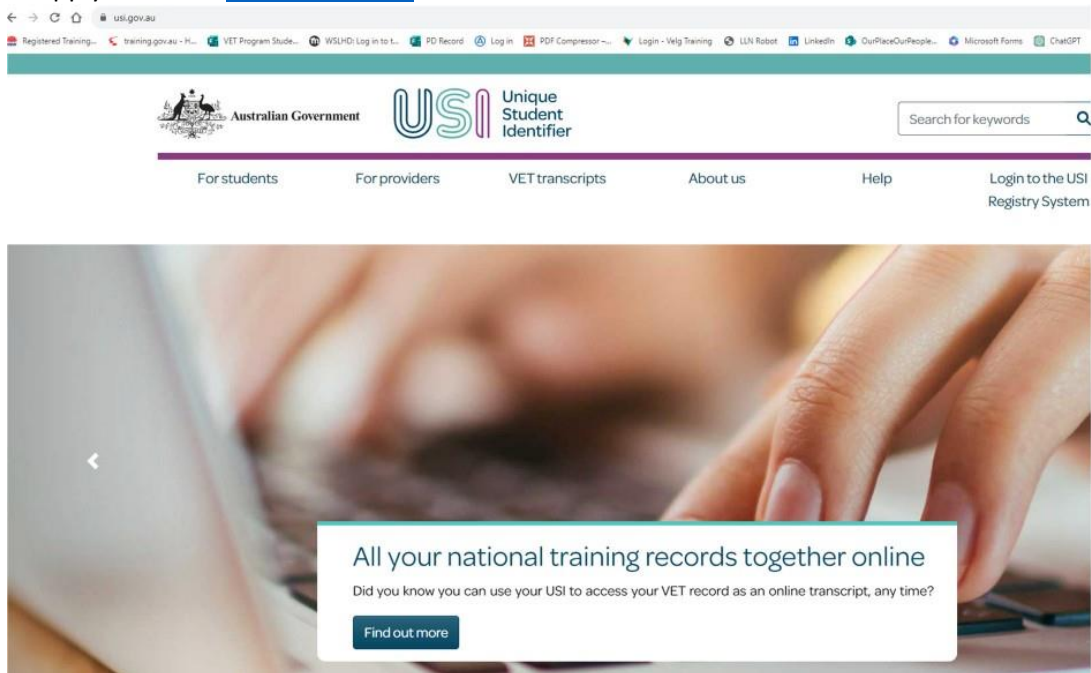
Scroll down until you see the below

7. Click on "Create a USI" and follow the instructions.

8. Once you have your USI, you can then enter it into the system as in step 3 above.

9. If your USI will not verify, there may be a mismatch between the name you have used to create your USI and your name in StaffLink. You have three options:

    a) Update StaffLink to reflect your current legal name; or

    b) Update the USI register to reflect your name as it is in StaffLink.

    c) Or, if you do not wish to change your name in either system, please contact your Program Manager.

    You will need identification for whichever option you choose. If you will be using two identities, you will be required to show identification that links the two identities e.g. marriage certificate, or change of name certificate.

It is important to note that certificates and statements of attainment will be issued in your legal name. It is important that your legal name is displayed on the certificate/statement of attainment, so that you don't have issues in the future when another educational institution or workplace is trying to verify the authenticity of your document.