



# SETTING UP YOUR VTAC ACCOUNT & PROFILE

Before you can apply for courses, and equity schemes (SEAS) and scholarships, you will need to create a VTAC account and complete your VTAC profile.



## Creating your VTAC account

The first step to applying for courses is creating a VTAC account.

Ensure you have an email address and mobile number handy when creating your account. You will need to enter your full legal name as it appears on your birth certificate, date of birth and current education status.

**Please note:** you must use a personal email that does not have .edu in the address. These addresses can't be used to create a VTAC account, as school and tertiary provider email addresses often expire when you finish your studies, locking you out of your VTAC application.

### Account security

As part of setting up your account you will be asked to provide a mobile phone number for multi-factor authentication. This is to verify it is actually you trying to access the account. Keep your login details safe and don't share them with anyone. If you need someone else, such as a parent or guardian, to be able to make enquiries to VTAC on your behalf, you can add them as an authorised nominee at the application stage.

## Setting up your VTAC profile

Before you can apply for courses, you need to set up your VTAC profile. Once you've completed your profile, you can use it to:

- apply for courses, and change your course preferences
- upload documents required for your applications
- apply for equity schemes and scholarships
- submit a VTAC personal statement
- check your messages from VTAC
- view your ATAR and course offers when they come out

VTAC will also use some of the provided information for equity schemes and scholarships.

Read our privacy policy to find out how we use your personal information and who it can be disclosed to: [vtac.edu.au/privacy](http://vtac.edu.au/privacy)

## Completing your profile

### Personal details

You will have provided your name, date of birth and current education status when you created your VTAC account. Confirm that this information is correct and contact VTAC directly if anything is listed incorrectly. Ensure your current education status is correctly chosen from the drop down menu.

If you have completed any study under a different name, this is the section where you list any previous names.

### About you

The "about you" section has multiple choice questions relating to your background. Select a multiple choice option for each question that best relates to your circumstances.

### Education background

This relates to family education. Answer each question about your primary and secondary carer, and select 'yes' or 'no' to whether you have any siblings that have attended university.

### Citizenship and residency

Collecting your citizenship and residency information helps us make sure you are applying for the courses you are eligible for. If you are not an Australian or New Zealand citizen, make sure you have your visa details on hand.

**Please note:** If your citizenship, residency or visa status changes during the VTAC application period, please update your residency status by submitting a request through your VTAC account.

### Your USI

If you're in Australia, you need a Unique Student Identifier (USI) to apply through VTAC. The USI is issued by the Australian Government. If you don't have a USI, you can apply for one (or retrieve details of your existing USI) at [www.usi.gov.au](http://www.usi.gov.au).

### Living location

Fill in the information about your current and prior living location. You can start typing an address and select the correct one from the list that appears, or enter the address manually.

### Future living location

Answer the yes or no questions relating to whether you plan to move when you begin your study.

**Please note:** The year of the "on-campus" question will reflect the current application cycle, however, you should select whether you plan to reside on-campus once you begin your study.

### Change personal details or password

You can update the information you provided at any point throughout the application period and re-submit the form.

To request a change to your current name, date of birth, or citizenship details, click 'Create request'. You will need to upload suitable evidence (e.g. change of name certificate, marriage certificate, visa documentation) as proof of this change.

To change your password select 'Reset password'

**Reminder:** Make sure your name and date of birth is registered correctly with your school.

## Current and previous education

Add any certificates or qualifications you have attempted or completed, including discontinued qualifications. Please include your current studies. **For Year 12 students, this section will be available when course applications open.**

### Secondary studies

Add your highest level of secondary studies, including any studies you are currently completing such as your year 12 program. This includes listing the country and state you undertook the studies, highest level of study and the year you completed or expect to complete the study. Search for your school name and include your student number if you have it.

### Post-secondary studies

Add any started or completed post-secondary studies (e.g. certificates, diplomas, degrees, masters qualifications)

### English language and admissions tests

If you have completed any English language or other admissions tests, you can indicate this and upload any results.

## Manage permissions

### Authorised nominees

You can choose to list an authorised nominee, such as a parent or guardian, to help manage the administration of your application as required.

You can also select which areas of your application that you give permission for your authorised nominee to act on.

### Sharing permissions

You can edit your information sharing permissions by ticking or unticking the boxes relating to specific areas of sharing.

### Information permissions

You can edit information permissions, such as marketing and research information.

## Next steps

Once you have completed your VTAC profile, you can begin applying for courses when applications open for your year level.

If you have questions, please contact VTAC.

## Summary of setting up your account and profile

### Get your USI

Create your Unique Student Number, which is required for your application, at [www.usi.gov.au](http://www.usi.gov.au)



### Go to the VTAC website

You can find more information about tertiary courses and start the application process by going to [vtac.edu.au](http://vtac.edu.au) and clicking on the sign up button.



### Create your VTAC account

If you haven't already, create your account and provide your full name, date of birth, contact information and current education status.



### Complete your personal details

Answer all the questions under each heading to complete your profile. This is also where you provide your USI.



### Confirm education information

Include any previous or current studies in this section, providing supporting documents if required.

\*This section will only be available when course applications are open



### Manage permissions

You can edit your sharing and information permissions within your account as required.

