



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, edu addresses will be blocked.

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 VTAC's privacy policy. It will tell you who can access your information: 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 relates best to your circumstances.

Education background

This relates to family education – answer each dropdown option about your primary and secondary carer, and select yes or no to whether you have any siblings that have attended university.

Citizenship & residency

Born here? One of your parents is a citizen or permanent resident? You're a citizen. Have residency? Is it permanent or temporary? If you are in Australia on a visa, 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 through a request within 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.

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 is generated, or enter the address manually.

Future living location

Answer the yes or no questions relating to living location plans for when you begin your study.

Change password

If you would like to change the password for your account, you can do this here.

Change personal details

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.

Make sure your 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.

Secondary studies

Add your highest level of secondary studies, including any studies you are currently completing. 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

This relates to family education - answer each dropdown option about your primary and secondary carer, and select yes or no to whether you have any siblings that have attended university.

English-language and admissions tests

If you have completed any English-language or other admissions tests, you can upload these.

Manage permissions

Authorised nominees

You can choose to list an authorised nominee to help manage the administration of your application as required.

Once you list some of their personal information, you can select which areas of your application that you give permission for your authorised nominee to act on.

Sharing permissions

You can edit your sharing permissions by ticking or unticking the boxes relating to certain areas you agree to share.

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.

Summary of setting up your account and profile

Get your USI

Create your government required study number that you'll enter into your application at www.usi.gov.au



Go to the VTAC website

You can create your account by going to 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 profile

Answer all the questions under various headings 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.



Manage permissions

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

