

EESP User Guidelines

Unique Student Identifier

1. Guidelines

1.1 The EESP is responsible for creating the Unique Student Identifier (USI) in line with the *Student Identifiers Act 2014*.

Most inmates do not have identification documents available and the USI may need to be created using the Document Verification Override System available on the USI internet site.

1.2 The EESP can create USI for inmates using

- a. personal details collected on the enrolment form
- b. personal details recorded on Offender Integrated Management System (OIMS)

1.3 The Education Services Coordinator or the Assessment and Planning Officer are not approved to provide inmate personal details for the purpose of creating the USI.

2. Accessing inmate personal details on OIMS

- a. In OIMS select Intake – Personal Information.
- b. Enter MIN and then select perform the query

