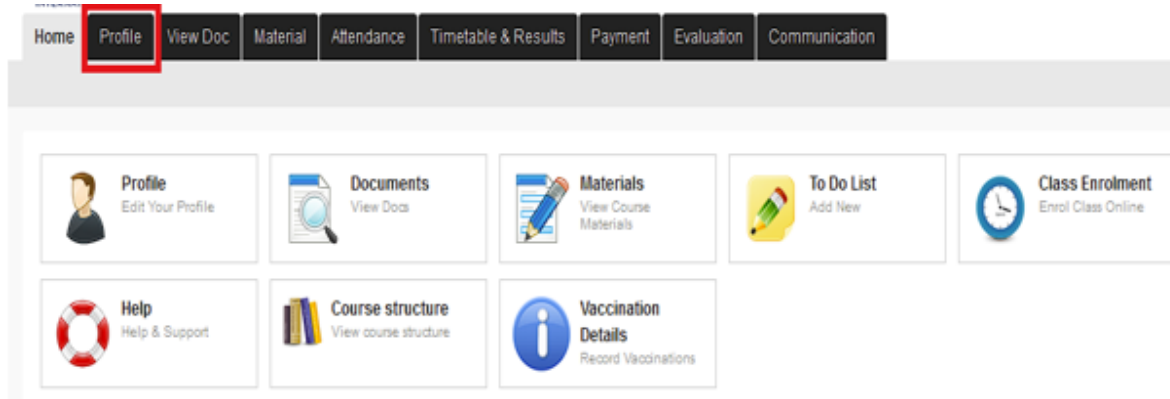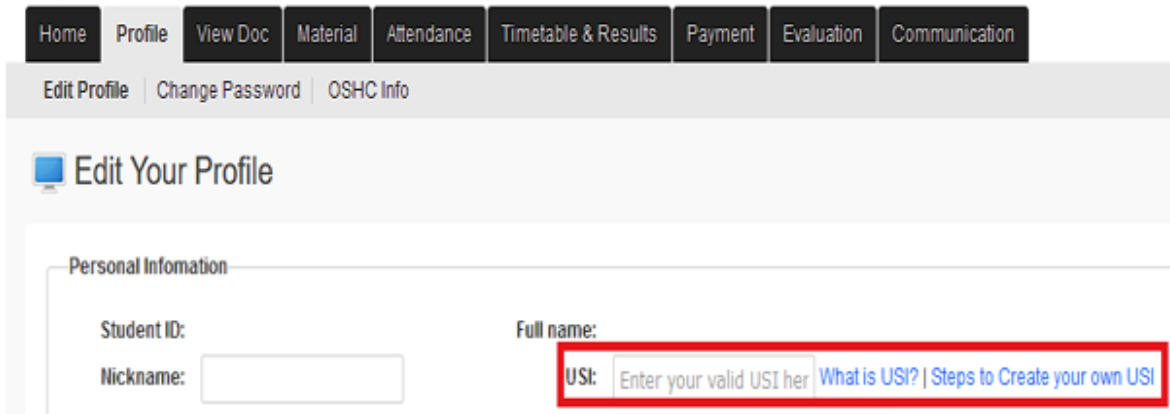# How to add your USI to your Student Portal

Please follow the below 5 step process to enter your USI number into your Student Portal.

1. Go to your **Student Portal**
2. Login with your username and password
3. Click on the 'Profile' tab:

4. Enter your USI number (USI numbers are made up of ten numbers and letters):

5. Scroll to the bottom of the page and click 'Update':