



Australian Government

**TCSI** TERTIARY COLLECTION  
OF STUDENT INFORMATION

# 2024 TEQSA (PIR) student data submission walkthrough webinar

Friday 15 August 2025

# Agenda

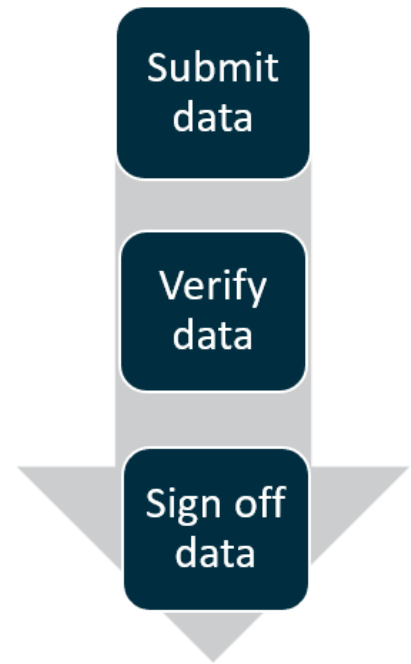
## TEQSA PIR providers :

- 2024 TEQSA PIR student data collection overview
- 2024 TEQSA PIR student data reporting requirements
- Accessing TCSI services
- Data Submission
- TCSI response files
- View reported data



# **2024 TEQSA PIR student data collection overview**

# 2024 TEQSA PIR student data collection - Overview



## What is the TEQSA PIR student data collection?

- It is an **annual collection** of your student data in the Tertiary Collection of Student Information (TCSI) system.
- The reporting requirement is part of a **provider information request (PIR)** legislated under Section 28 of the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act).
- This collection applies to TEQSA registered higher education providers (**PIR providers**).

## Importance of on-time data submission and verification

- Part of a PIR provider's responsibilities are to ensure they **submit** and **verify accurate data within the required timeframes**. Failure to meet this reporting requirement may:
  - breach the TEQSA Act and result in provider penalties; and
  - also adversely impact the up-front payments tuition protection levy's risk factor results and the levy amount payable.

# 2024 TEQSA PIR student data collection

Due date: **Friday 19 September 2025**



Note:

- A planned outage of the TCSI system is scheduled to occur between 6:00pm (AEST) Tuesday 2 September to 6:00pm (AEST) Friday 5 September 2025.
- The original PIR student data collection has been extended to **Friday 19 September 2025** to ensure providers have sufficient time to complete the collection.

# Request for Information (RFI)

## The RFI for the 2024 TEQSA (PIR) student data collection is now open

### Purpose

- The RFI is designed to understand your submission and verification plans.
- To confirm primary and secondary TCSI contacts for your PIR student data collection and maintain our record.

### Actions

- Submit a single response for your organisation.
- **Respond by: Monday 25 August 2025**

If you did not receive the RFI request, please contact us at  
[TCSIsupport@education.gov.au](mailto:TCSIsupport@education.gov.au)







# **2024 TEQSA PIR student data reporting requirements**

# 2024 TEQSA (PIR) student data submission

[How to report the TEQSA Provider Information Request | TCSI Support](#)





# 2024 TEQSA (PIR) student data submission - reporting requirements

## [Provider Information Request - Student 2025 | TCSI Support](#)

### Report data

Report a collection ›

What do I report? ›

How do I report? ›

Correct my validation errors ›

Using TCSI Data Entry ›

Test my data solution ›

## Provider Information Request - Student 2025

Select a year: 2025 ▼

The Provider Information Request (PIR) is a request for information under Section 28 of the Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act). This document sets out the reporting requirements for the Provider Information Request (PIR) for implementation in 2025.

All data is reported in data packets, as described in this document. Each packet comprises data elements. Detailed specifications for each data element are available from the [TCSI Support Data Element Dictionary](#).

Some data packets include 'extensions', which enable providers to report more than one value for a data element or a group of data elements. These groups may be time-based and allow the reporting of changes in the characteristic of a course, student, etc. through time.

### Reporting method

All data must be reported through:

- an application programming interface (API) from each provider's student management system to the Government, or
- [TCSI Data Entry](#).

#### Courses of study group (PIR) 2024

Course of study packet (PIR) 2024

#### Courses group (PIR) 2024

Course packet (PIR) 2024

Course fields of education packet (PIR) 2024

#### Campuses group (PIR) 2024

Campus packet (PIR) 2024

#### Courses on campus group (PIR) 2024

Course on campus packet (PIR) 2024

#### Students group (PIR) 2024

Student packet (PIR) 2024

First reported address packet (PIR) 2024

Disability packet (PIR) 2024

Citizenship packet (PIR) 2024

#### Course admissions group (PIR) 2024

Course admission packet (PIR) 2024

Basis for admission packet (PIR) 2024

Course prior credit packet (PIR) 2024

Specialisation packet (PIR) 2024

#### Course admission shortcuts (PIR) 2024

Exit awards packet (PIR) 2024

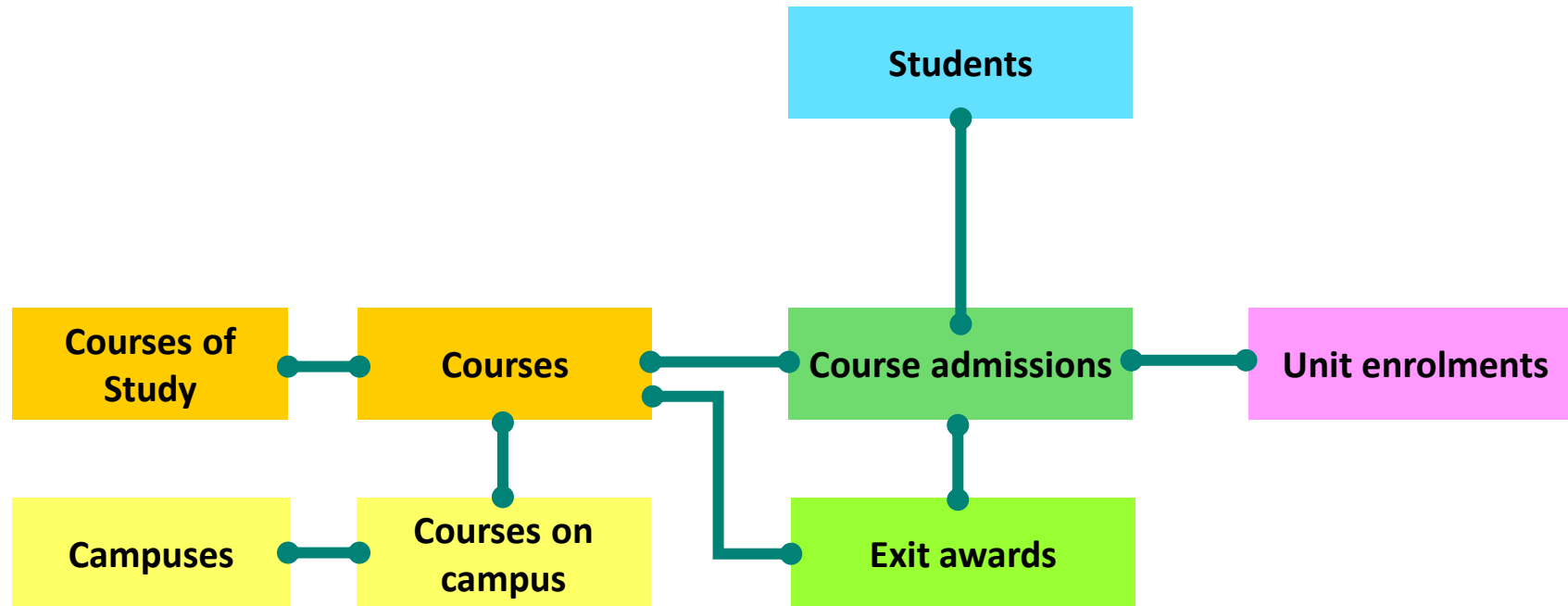
#### Unit enrolments group (PIR) 2024

Unit enrolment packet (PIR) 2024

## Important

- Ensure you understand the **scope** of the collection.
- Understand the **value specifications** of each data element in each packet.
- Note that not all reporting values need to be reported, it can depend on a student's study situation.

# PIR Student - Data Framework guide





# **Accessing TCSI services**

# TCSI Access



TCSI Support gives you quick access to all the tools you need to report students, staff and applications.

## Reporting Collections



Higher Education  
Staff



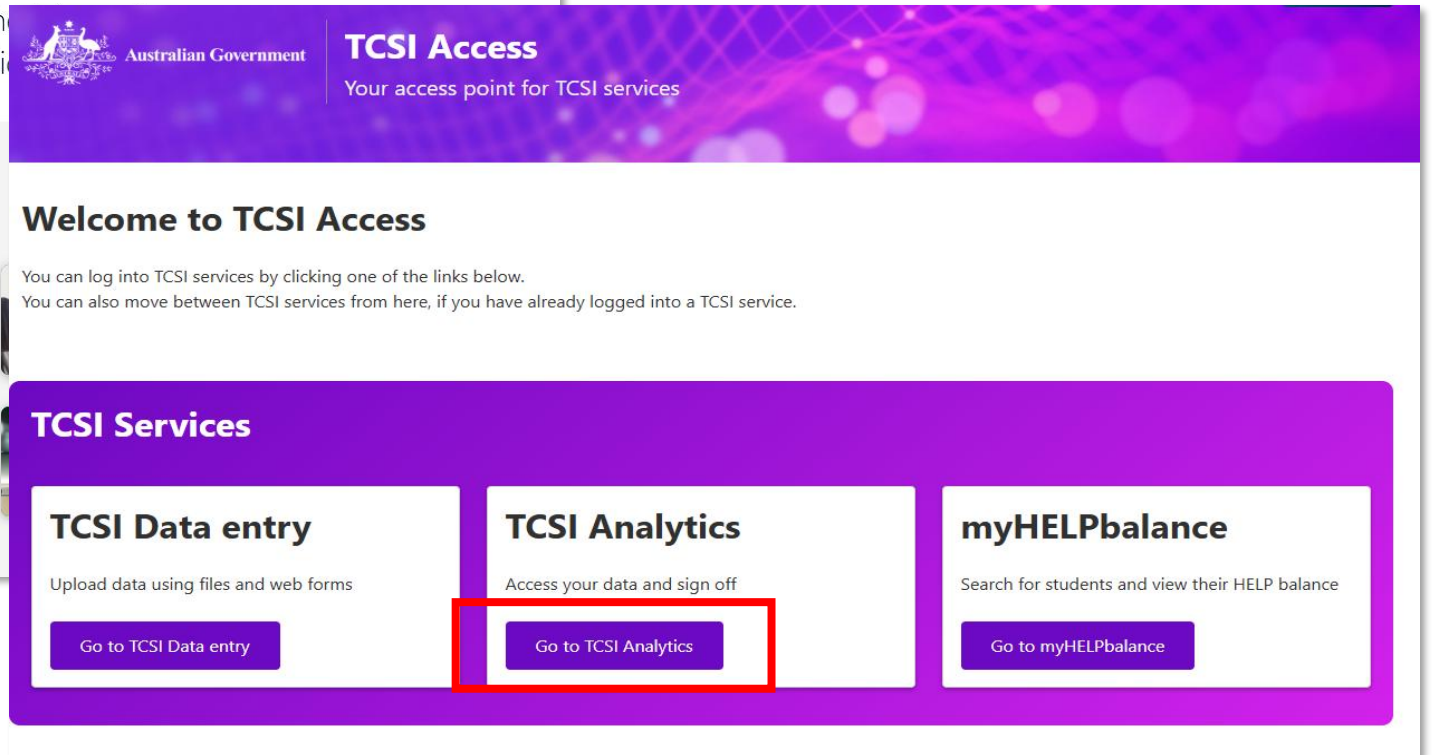
Higher Education  
Student



University Apps &  
Offers



VET Student Loans



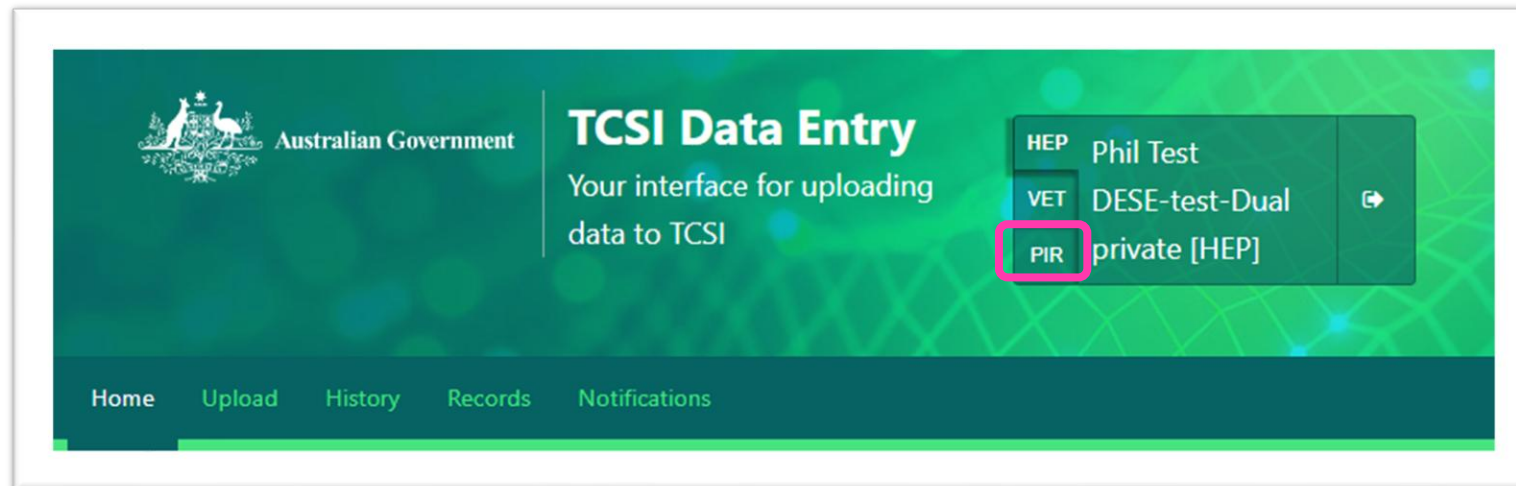


# Student data submission

[TCSI Access](#)

## TCSI Data Entry Portal

- **PIR providers**, who do not use an application programming interface (API), must report student data via the TCSI Data Entry Portal by selecting the “**PIR**” header.






# PRODA Access

Providers should consider the following key points:

1. Identify staff within your organisation who require access to TCSI and the level of access they require for their role.
2. Ensure the staff members are added to your PRODA organisation.  
Key TCSI attributes for PIR Student submission:
  - **TCSI Data Entry Portal:** Provides access to TCSI Data Entry.
  - **TCSI Analytics – Read:** Provides read only access to TCSI Analytics
3. Staff access can be set for a maximum of 12 months from the date it is delegated. We recommend staff check their access to ensure they still have access to the relevant attributes. Directors and Staff with delegable access can assign and extend TCSI and PRODA attributes.
4. More information can be found on The [Accessing TCSI Services \(PRODA\)](#) user guide and by contacting [TCSISupport@education.gov.au](mailto:TCSISupport@education.gov.au).

Manage [redacted] or  
TCSI - [redacted]

Member details	
PRODA RA (Individual)	1532 [redacted]
Role	Personnel
Member Status	Active
Start Date (DD/MM/YYYY)	30/10/2020
End Date (DD/MM/YYYY)	30/07/2025 



# Data Submission

# Student Management Software

If your organisation is using Student Management Software (SMS) to report through APIs, we recommend reaching out to your vendor on questions such connecting the software or how to report data to TCSI using your software.

It is inadvisable to use TCSI Data Entry portal if you will be submitting data via APIs, given the system and data risks associated with this. Risks that we are currently aware of include that:

- data manually reported in TCSI Data Entry may be automatically overwritten
- staff may make revisions in the student management system and not copy those into TCSI Data Entry, and
- staff will need to maintain skills to use TCSI Data Entry correctly.

Providers should consider and seek to mitigate these risks, as well as unforeseeable risks, associated with reporting in a manner that was not covered by the TCSI system design.

# Navigating to PIR File Templates

The submission file templates can be found from the TCSI Home Page by navigating to:

Report data → Using TCSI Data Entry → [Provider Information Request \(PIR\) file templates](#).

The screenshot shows the TCSI Support site interface. The header includes the Australian Government logo, the TCSI logo, and the text 'TERTIARY COLLECTION OF STUDENT INFORMATION'. A navigation bar contains links: 'About TCSI', 'Report data' (highlighted with a red box and a red '1.'), 'View data', 'Information & Support', and 'News Centre'. A search bar is also present. Below the navigation bar, the 'Report data' section is expanded, showing a list of options: 'Report a collection', 'What do I report?', 'How do I report?', 'Correct my validation errors' (highlighted with a red box and a red '2.'), and 'Using TCSI Data Entry' (highlighted with a red box). The 'Using TCSI Data Entry' section is further expanded, showing a list of options: 'Higher education file templates', 'VET Student Loans file templates', 'Provider Information Request (PIR) file templates' (highlighted with a red box and a red '3.'), and 'Video demonstrations'. On the right side, there are 'Featured links' for 'Data elements' and 'User guides & fact sheets'. At the bottom, there are two promotional banners for 'University Apps & Offers' and 'VET Student Loans'.

Welcome to the BETA TCSI Support site. We would value your [feedback](#).

Australian Government

**TCSI** TERTIARY COLLECTION OF STUDENT INFORMATION

TCSI Access <sup>®</sup>

About TCSI **Report data** View data Information & Support News Centre

Search a report, element or validation Search

**Report data** →

Report a collection

What do I report?

How do I report?

**2.** Correct my validation errors

Using TCSI Data Entry

Test my data solution

**3.** Using TCSI Data Entry

Higher education file templates

VET Student Loans file templates

**Provider Information Request (PIR) file templates**

Video demonstrations

**Featured links**

**Data elements**  
Data element list and search →

**User guides & fact sheets**  
Technical support for TCSI-related tasks →

University Apps & Offers

VET Student Loans

# Navigating to PIR File Templates

Please note at the top of the page, the sequence of files which you should follow when uploading your submission files through TCSI Data Entry Portal.



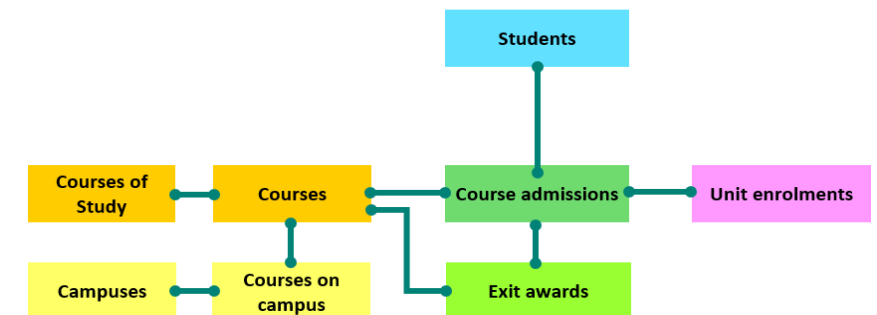
## Report data

- Report a collection ▼
- What do I report? ▼
- How do I report? ▼
- Correct my validation errors** ▼
- Using TCSI Data Entry ▼
- Test my data solution ▼

## Provider Information Request file templates

### Sequence of files

1. Curriculum
  - o Course of Study
  - o Course
  - o Campus
  - o Course on Campus
2. Enrolment
  - o Students
  - o Course Admission
  - o Unit Enrolments





# How to Create a Submission File for Upload

## 1.1\_PIR-Course-of-study-v1.1 template file (contains mock data)

	A	B	C	D	E	F
1	Information Type	E533 Course of Study Code	E394 Course of Study Name	E310 Course of Study Type	E350 Course of Study Load	E455 Combined Course of Study Indicator
2	Course of Study	A00001	Higher Doctorate	01	2.0	False
3	Course of Study	S00002	Doctorate by research	02	4.5	False
4	Course of Study	C00003	Doctorate by coursework	12	4.5	False
5	Course of Study	M00004	Masters (Extended)	14	4.5	False
6	Course of Study	B00005	Masters (Research)	03	4.5	False
7	Course of Study	E00006	Masters (Coursework)	04	4.5	False
8	Course of Study	F00007	Postgraduate Qualifying or Preliminary (for Mast	05	4.5	False

Information Type      Identifying Element      Single Active Values

- **Information type** identifies what type of information is to be reported in each row.
- **Identifying element** identifies the record you are attempting to create or update. This column cannot be left blank.
- **Single active values** can only have one value at any time. Cells can be left blank if not required as a part of your submission.
- Important that the element names in the column heading remain the same when uploading to TCSI Data Entry.

# How to Create a Submission File for Upload

## 2.1\_PIR-Students-v1.2 file (with mock data)

	A	B	C	D	E	F	G	H	X	Y	Z	AA	AB
1	Information Type	E313 Student Identification Code	E314 Date of Birth	E402 Student family name	E403 Student given name first	E404 Student given name others	E410 Residential Address Street	E469 Residential address suburb	E615 Disability code	E609 Disability Effective From date	E610 Disability Effective To date	E358 Citizen resident code	E609 Citizenship Effective From date
2	Student	E123456	1986-09-12	Ricketts	Tamar	Rachelle	21 Soway Way	Gallifrey					
3	Citizenship	E123456										2	2018-02-20
4	Citizenship	E123456										8	2017-02-20
5	Student	E369154	1955-07-23	Drake	Bobbie	9999	2862 Tree Frog Lane	Durham					
6	Citizenship	E369154										1	2014-02-28
7	Disability	E369154							12	2019-08-29			
8	Disability	E369154							11	2019-08-29			
9	Student	E013843	1999-08-29	LeBeau	Anna-Marie	Rouge	3035 Chandler Drive	New Orleans					
10	Citizenship	E013843										1	2012-06-21
11	Disability	E013843							13	2012-06-21			
12	Student	E247812	2001-12-31	Who	Doctor	Fran	3206 Thomas Street	Missouri					
13	Citizenship	E247812										8	2018-03-14
14	Disability	E247812							18	1999-03-06	2018-02-20		
15	Student	E136943	2005-01-01	OGORD	9999	9999	3206 Thomas Street	Missouri					
16	Citizenship	E136943										8	2015-04-30

Information Type      Identifying Element      Single Active Values      Extensions

- Note the multiple information types for this file template. Each information type requires a new row when entering data.
- **Extensions**, highlighted in blue and pink allow you to manage elements with multiple true values or important history. For example, if a student's citizenship status changes.
- Note that in the template above, when reporting the Citizenship and Disability information type, they are each on a new row and only the identifying element (E313) and the relevant disability and citizenship element columns have data reported, the single active value columns should be left blank in these rows. Whereas the opposite is true for the Student information type where the extension columns are blank, and the identifying element and single active value columns are populated with data.
- We recommend utilising and referring to the file templates when preparing your own files for submission.

# Updating Records Example

Original record existing in TCSI

	A	B	C	D	E	F	G	H	X	Y	Z	AA	AB
	Information Type	E313 Student Identification Code	E314 Date of Birth	E402 Student family name	E403 Student given name first	E404 Student given name others	E410 Residential Address Street	E469 Residential address suburb	E615 Disability code	E609 Disability Effective From date	E610 Disability Effective To date	E358 Citizen resident code	E609 Citizenship Effective From date
1	Student	E369154	1955-07-23	Watts	Naomi	9999	2862 Tree Frog Lane	Durham					
2	Disability	E369154							18	2020-06-22			
3	Disability	E369154							11	2019-08-29			

Wanting to update the record due to surname change and incorrectly reported E609 value

	A	B	C	D	E	F	G	H	X	Y	Z	AA	AB
	Information Type	E313 Student Identification Code	E314 Date of Birth	E402 Student family name	E403 Student given name first	E404 Student given name others	E410 Residential Address Street	E469 Residential address suburb	E615 Disability code	E609 Disability Effective From date	E610 Disability Effective To date	E358 Citizen resident code	E609 Citizenship Effective From date
Student	E369154	1955-07-23	Smith	Naomi	9999	2862 Tree Frog Lane							
Disability	E369154								18	2020-11-22			
Student	E369154	1955-07-23	Smith	Naomi	9999	2862 Tree Frog Lane	Durham						
Disability	E369154								18	2020-11-22			
Disability	E369154								11	2019-08-29			

- Outlined cells in **red** is the **incorrect** way to update the record. If uploaded, this will cause the E469 and the 2020 disability record to be deleted in TCSI.
- Outlined cells in **green** is the **correct** way to update the record. If uploaded, this will update the surname and the E609 date for the record existing in TCSI. It's important when making updates to report the full record and include all extension records if making updates to these elements.

# Tips for Creating Your Submission File

- ❑ Ensure that your formatting is correct for each cell i.e., text formatting.
- ❑ Any cells that contain data with leading zero's, (i.e. your E313 might = 003178) should be formatted as text, otherwise the leading zero's will be removed.
- ❑ Any dates or date of birth cells should be formatted as text with a YYYY-MM-DD format.
- ❑ Don't use any formulas in your submission file as this can cause errors. If you do use formulas, ensure you copy and paste as *value and source* formatting to remove the formula from your submission file but maintain the correct formatting and data.
- ❑ File name can only have alphanumeric, underscore, hyphen and period characters e.g. Student\_Submission\_File.xlsx
- ❑ All columns in the template must be included in your submission (you can change the order)
- ❑ Additional columns cannot be added to your submission file
- ❑ Utilise the templates provided and refer to them as an example.
- ❑ Note the information type column which will inform what columns should be populated with data for that row.
- ❑ Your file cannot exceed 5MB in size when uploading to TCSI Data Entry
- ❑ Only 1 sheet (tab) per file

Further useful resources:

- [Video demonstrations](#)
- [File template user guide \(noting it is HEP\)](#)



# **TCSI response files**



# Uploading and Downloading Response Files

## Upload

HomeUploadHistoryRecordsNotifications

Home > Upload

Upload

You can upload CSV or XLSX files that are no larger than 5120KB. Templates are available from [TCSI Support](#).

To assist with completing the file templates, reference data tables are available on the [reference data](#) page.


Selected Files (0 records)

Browse for files

File Type	File name	Rows	File size	Actions
No files selected. Drag and drop one or more files onto this table or use the "Browse for files" button to select files.				

Upload

## Download

 Australian Government

TCSI Data Entry

Your interface for uploading data to TCSI

Tom Test

TCSI-PIR [PIR]

HomeUploadHistoryRecordsNotifications

Home > History

History

Search

Status

File Type

Date submitted

Any

Any

YYYY-MM-DD

Upload History (30 records)

Refresh

Status	File Type	File name	Date submitted	Submitted By	Download
Processed (1 errors)	STUDENT	2.1_PIR-Students-202371013109-1.3.xlsx	2023-07-19 08:43:17	Tom Test	<div>Original</div> <div>Response</div>
Processed (0 errors)	STUDENT	2.1_PIR-Students-202371013109-1.3.xlsx	2023-07-19 08:43:17	Tom Test	<div>Original</div> <div>Response</div>

# Reading Your Response Files

	A	B	C	D	E	F	G	H	I	J	K	L	T
	New/Existing Record	Attempted Action	Outcome	Error Code	Severity	Error Description	Information Type	E313 Student Identification Code	E307 Course Code	E534 Course of Study Commencement Date	E354 Unit of Study Code	E489 Unit of Study Census Date	E477 Delivery Location Postcode
1													
2	New	Create	Successful				Unit Enrolment	CIM5378	BBus	2021-02-01	ACCT203	2023-06-16	2060
3	Existing	Update	Successful				Unit Enrolment	CIM5584	BBus	2021-09-27	ISBS202	2023-06-16	2155
4	Existing	No Update	No Action				Unit Enrolment	CIM6543	BBus	2021-09-27	ISBS202	2023-06-16	2762
5	New	Create	Failed	10019CURLOG	Fatal	The Delivery Location Postcode (E477) is not a valid postcode.	Unit Enrolment	CIM8990	BBus	2021-09-27	ISBS202	2023-06-16	800

- Details on which records were successful and detail on any records that had any errors highlighted in the blue cells.
- Records not highlighted with an error may still require investigation.

# Fixing Real Time Validation Errors

 Australian Government

**TCSI** TERTIARY COLLECTION  
OF STUDENT INFORMATION

TCSI Access 

About TCSIReport dataView dataInformation & SupportNews Centre

Search a report, element or validation

Search

[Home](#) > Validations Download

## Report data

- Report a collection
- What do I report?
- How do I report?
- Correct my validation errors**
- Using TCSI Data Entry
- Test my data solution

## TCSI Validations

The TCSI validations are subject to change until testing is complete on the TCSI solution. Any changes will not be tracked between versions.

## Validations download

The links in this table will download the attachment

Attachment	Size
<a href="#">TCSI Data Validations V0.38 (2 August 2024).xlsx</a> (206.61 KB)	206.61 KB

A table of validations returning unique identifiers (UIDs) is available at [validations returning a UID](#).

The web version of the validations have been taken down while they are being updated. The download gives the most up-to-date source of TCSI validations.

TCSI Data validations spreadsheet  
The [TCSI Validations | TCSI Support](#)

# Fixing Real Time Validation Errors

## TCSI Validations

The TCSI validations are subject to change until testing is complete on the TCSI solution. Any changes will not be tracked between versions.

- Download the TCSI Data Validations spreadsheet to troubleshoot your validation errors

## Validations download

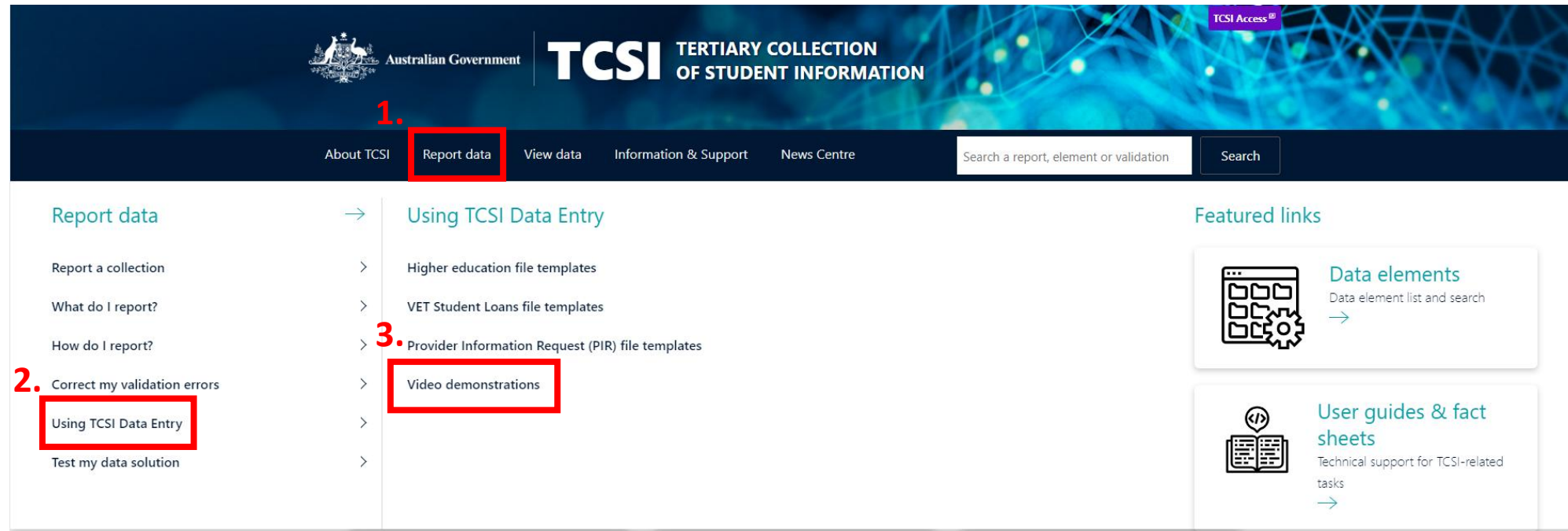
The links in this table will download the attachment

Attachment	Size
<a href="#">TCSI Data Validations V0.38 (2 August 2024).xlsx</a> (206.61 KB)	206.61 KB

	A	B	C	D	E	F	G	H	I	J	K
1	Element No.	Element Name	ITSP Error Code	Error Name	Error Logic	Rule Type	HEP	PIR	VET	TAC	Packet
20	E477	Delivery Location Postcode	10019	Invalid code value in Delivery Location Postcode (E477)	If the Delivery Location Postcode (E477) is not blank (null), then the Delivery Location Postcode (E477) must be a valid Australian Postcode match to a current value in the RefStateRefPostRel table on the reporting date.	Fatal	Yes	Yes	Yes		Delivery location Unit Enrolment (HE only) PIR Unit Enrolment

- Filter on the ITSP Error Code (column c)
- When searching for the error, only search for the 5 digits in the error code, leave out the letters. E.g. our 10019CURLOG error we would filter on 10019 in the ITSP Error Code Column
- The spreadsheet provides further detail on the error and how to resolve it.
- [TCSI Validations Spreadsheet](#)

# Video Demonstrations – TCSI Data Entry Portal



- [TCSI video demonstrations | TCSI Support](#)
- Webinar demonstration – [TCSI Data Entry records screen demonstration \(PIR\)](#)



# TCSI Tracker

The TCSI Tracker displays the current status of TCSI and associated systems. It is updated whenever these statuses change. To get notified about system outages, new user guides and other technical advice, subscribe to the [TCSI website alerts](#) newsletter subscription preference.



TCSI Support gives you quick access to all the information you need to report students, staff and applications data.



Packet:  Derived?:  Keywords:



**TCSI Tracker**  
Status updates for TCSI and associated systems

Environment	Status
SIEME - Sending loans to the ATO	Operating
Web service Alert	Operating
PRODA	Operating
B2G APIs	Operating
TCSI Data Entry	Operating
TCSI Analytics	Operating
Production environment	Operating
Test environment	Operating

[Find out more →](#)



## Report data

- [Report a collection](#)
- [What do I report?](#)
- [How do I report?](#)
- [Correct my validation errors](#)
- [Using TCSI Data Entry](#)
- [Test my data solution](#)

## TCSI Tracker

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Environment	Status	Notes
Web service Alert	Operating	The current SSL certificate for the URL <a href="https://proda.humanservices.gov.au">proda.humanservices.gov.au</a> will be renewed on <b>Thursday 14 August at 8pm (AEST)</b> on the Gateway F5 load balancers. Please reach out to your vendor to review your system to determine if your trust stores need to be updated with the new root or intermediate certificates associated with the new TLS chain. If your system does not automatically trust the new issuing Certificate Authority, you may need to manually add the certificate to your trust store, especially if you're using custom trust stores or certificate pinning. Our IT team recommends performing a connectivity check from 8pm onwards following the certificate renewal to confirm continued access.  See Web service Alert section for upcoming PRODA SSL certificate renewal message.
PRODA	Operating	Please review the expiry dates of your B2B devices and renew the activation periods to ensure PRODA access will continue without disruption. Further information can be found in our <a href="#">PRODA</a> guide.
B2G APIs	Operating	See Web service Alert section for upcoming PRODA SSL certificate renewal message.  API system codes follow the <a href="#">National API Standards</a> . TCSI Validation codes are TCSI specific and can be found on the <a href="#">TCSI Validation</a> page.
TCSI Data Entry	Operating	The TCSI production environment will undergo a planned outage from 8:00AM to 10:00AM (AEST) on Friday 8 August 2025. TCSI Analytics will be unavailable at this time.
TCSI Analytics	Operating	TCSI Analytics experienced an unplanned outage that impacted all reports on 5 August 2025. The issue has now been resolved as at 3pm (AEST) the same day.  If you require production data from TCSI, that are not available from TCSI Analytics, please submit a <a href="#">data extract request</a> .
Production environment	Operating	The next production release will occur on Friday 15 August 2025 and will continue fortnightly thereafter. The regular releases require an outage to TCSI Data Entry and B2G APIs from 8:00am to 10:00am (AEST).  <a href="#">Release notes</a> will be available following a major production release.
Test environment	Operating	Regular deployments to the test environment are scheduled for 8:00 am – 9:30 am (AEST) fortnightly on a Tuesday.  Due to a recent security upgrade, TCSI Support are currently unable to provide data extracts from the test environment. We are currently investigating a solution as a high priority.

# Privacy reminder

TCSI Support would like to remind providers to consider their own privacy obligations and consider the 13 Australian Privacy Principles outlined under the [Privacy Act 1988](#) when sending data via email to TCSI support.

If student information needs to be communicated to the department, providers can send the following identifiers:

- [E313: Student identification code](#)
- [E306: Provider code](#)

If TCSI support requires sensitive data in relation to an enquiry, they will send follow up correspondence requesting the data to be uploaded using the department's secure Web Transfer Client (FTP server).

For additional information relating to Privacy for both students and providers, please see [Privacy notice messaging for students](#).

Actual live or production data should **not** be used in the test environment.

[More information can be found on TCSI - Testing for providers.](#)



# Viewing reported data

# Viewing reported data in TCSI

Providers can view data that has been reported to TCSI via the following methods:

## TCSI Analytics

- TCSI Access -> TCSI Analytics



- Coding notes for each report can be found on the [TCSI Analytics](#) webpage under the 'PIR reports' header.
- TCSI Analytics reports begin refreshing at 1 am [AEST] every night. Please ensure your submission has time to complete before 1am if you would like updates to show in your reports the next day.

## TCSI Data Extract

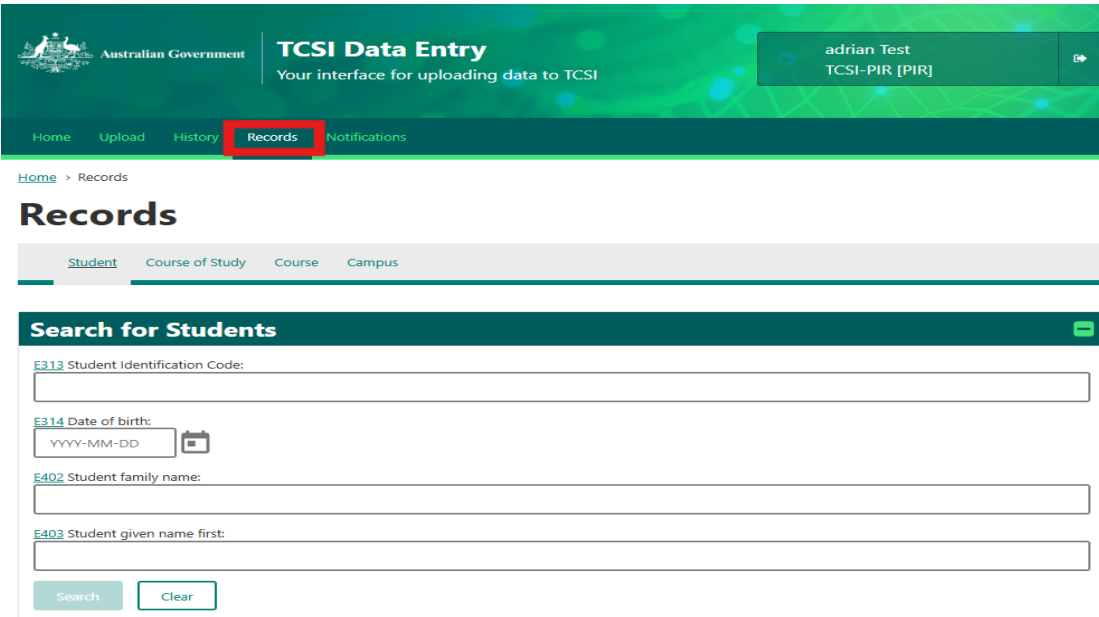
- The department provides data extracts where requested. This extract will show all the data that has been reported to the TCSI database, up to the day your extract is processed.
- Providers can request a data extract via the [Request a data extract](#) webpage.



# Viewing reported data in TCSI

## TCSI Data Entry portal

- Providers can view individual student records using the TCSI Data Entry portal records screen.
- The TCSI system may take some time to display a student record in the TCSI Data Entry portal after the record is submitted, even though it acknowledges that the student exists in the database.



The screenshot shows the TCSI Data Entry portal interface. At the top, there is a green header with the Australian Government logo and the text "TCSI Data Entry" and "Your interface for uploading data to TCSI". A user profile box on the right shows "adrian Test" and "TCSI-PIR [PIR]". Below the header is a navigation bar with links: Home, Upload, History, Records (highlighted with a red box), and Notifications. Below the navigation bar, the breadcrumb "Home > Records" is shown. The main heading is "Records". Below this is a sub-navigation bar with tabs: Student (selected), Course of Study, Course, and Campus. The main content area is titled "Search for Students" and contains four input fields: "E313 Student Identification Code:", "E314 Date of birth:" (with a calendar icon), "E402 Student family name:", and "E403 Student given name first:". At the bottom are "Search" and "Clear" buttons.

## Provider Student Management System

- Some Student management systems (SMS) have been designed with the ability to be able to view data currently stored in TCSI.
- Providers should contact their vendors regarding any questions or issues they may have in relation to their SMS.



Questions or to  
request a meeting? *Contact us at:* [TCSIsupport@education.gov.au](mailto:TCSIsupport@education.gov.au)



# Next steps

1. Complete the Request For Information or request a link from [TCSIsupport@education.gov.au](mailto:TCSIsupport@education.gov.au)  
(includes contact details update)
2. Read the reporting requirements and start submitting your data (one file at a time)
3. Register for the Verification webinar from the TCSIsupport.gov.au “News” page