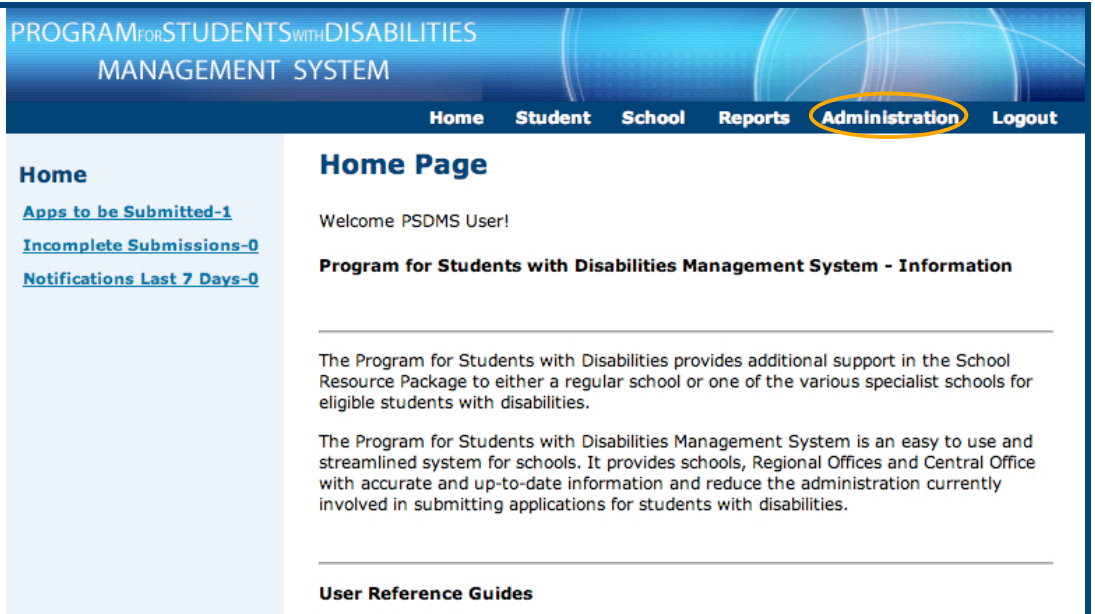


General Notes:

- This guide is for [adding and changing PSDMS users for your school](#).
- In order to access PSDMS, the user must be registered at your school on the Edumail system.
- All Quick Reference Guides are obtainable from the DEECD Health and Wellbeing website: <http://www.education.vic.gov.au/healthwellbeing/wellbeing/disability/systems.htm>

1 An existing PSDMS registered user for your school can **log into the PSDMS system** using their Edumail ID and password at:
<https://www.eduweb.vic.gov.au/psdms>

2 Select **Administration** from the top menu bar.



The screenshot shows the PSDMS Home Page. The top navigation bar includes 'Home', 'Student', 'School', 'Reports', 'Administration' (circled in orange), and 'Logout'. The left sidebar has 'Home' selected, showing 'Apps to be Submitted-1', 'Incomplete Submissions-0', and 'Notifications Last 7 Days-0'. The main content area is titled 'Home Page' and contains a welcome message and information about the PSDMS system.

3 Select **(a) User Management** from the left then click **(b) Search** to reveal all current PSDMS users at your school.



The screenshot shows the 'User Management' page. The left sidebar has 'Administration' selected, and 'User Management' (labeled 'a') is highlighted in orange. The main content area has a form with fields for 'EduMail User ID', 'First Name', 'Surname', 'Active' (dropdown), 'Region' (dropdown), and 'School Name' (dropdown). A 'Search' button (labeled 'b') and an 'Add User' button are at the bottom of the form.

4

Select **Add User**

The screenshot shows the 'User Management' page with a search table and a table of users. The 'Add User' button is circled in orange at the bottom.

User Name	User ID	EduMail User ID	Status	Role	Region	School	
User 1	###	T0#####	Active	School	REGION	Suburb Primary School	Edit
User 2	###	T0#####	Active	School	REGION	Suburb Primary School	Edit

5

Current staff listed in Edumail at your school will appear in the drop down (a) **Staff Member** menu. Select the appropriate staff member, then (b) **check in Edumail** to process. Choose (c) **Active** then click (d) **Save**

The screenshot shows the 'Add New User' form. Annotations include: (a) Staff Member dropdown, (b) Check in EduMail button, (c) Active status dropdown, and (d) Save button.

6

After clicking 5(d) **Save**, you will be taken to an updated list of PSDMS users for your school.

From this screen you may also **Edit** access to modify a user's status to 'Inactive' if required.

The screenshot shows the 'User Management' page with a table of users. The 'Edit' button for the 'New User' row is circled in orange.

User Name	User ID	EduMail User ID	Status	Role	Region	School	
User 1	###	T0#####	Active	School	REGION	Suburb Primary School	Edit
User 2	###	T0#####	Active	School	REGION	Suburb Primary School	Edit
New User	###	T0#####	Active	School	REGION	Suburb Primary School	Edit

Note: It is not possible to update user details of someone who's Edumail ID has been de-activated (in the case of retired/left staff members). In such cases, these users can no longer log in to the system.

If technical assistance is required, please contact the DEECD Service Gateway

P) 1800 641 943 or **W)** <https://www.eduweb.vic.gov.au/servicedesk/infraEnterprise.aspx?Form=Lite>