

General Notes:

- This guide is for [viewing PSD application outcome notifications on PSDMS](#). This is applicable for:
 - **Viewing the outcomes of ‘current’ applications submitted by your school.**
- All notifications are now stored and published on PSDMS (please note that outcomes are no longer emailed to schools). It is important that you check PSDMS regularly (at least once a week) when you are anticipating an outcome of a submitted application.
- 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 A 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>

Note: If you are not a registered user in PSDMS see: ‘**Quick Reference Guide - Adding / Changing PSDMS Users**’.

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

You are directed to recently published outcomes via the shortcut **Notifications Last 7 Days** on the home page.

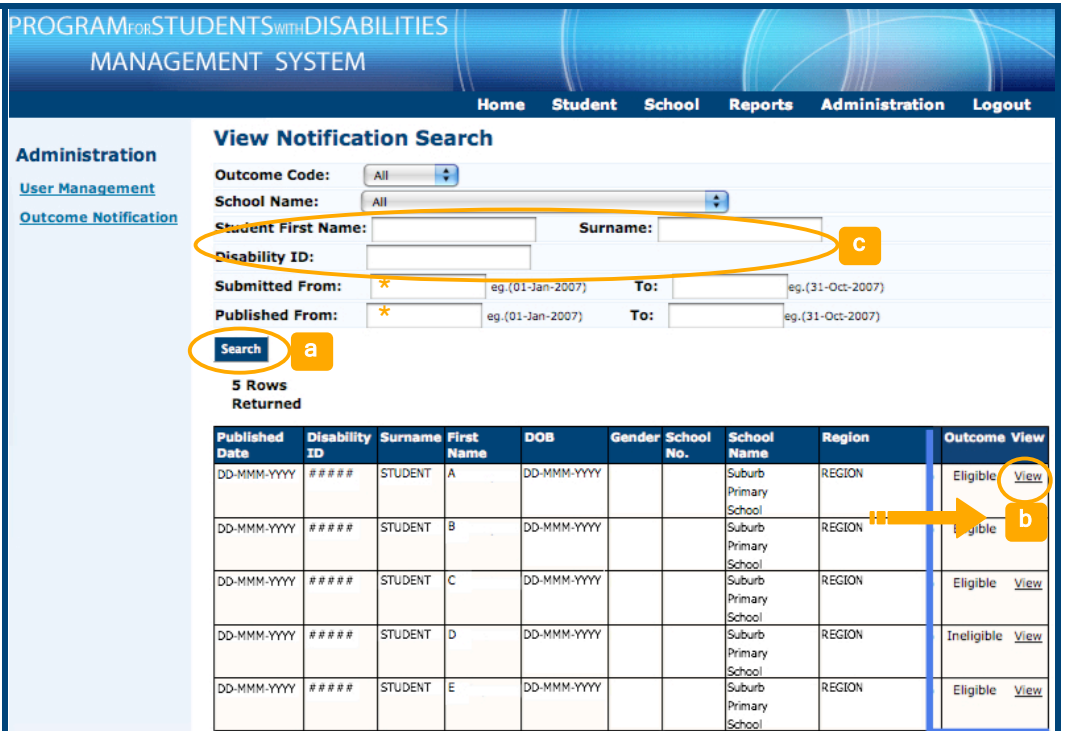


3 * **Remove any default dates that appear.**

Click **(a) Search** to reveal all existing outcomes on PSDMS for your school.

Scroll right and select **(b) View** to access the notification letter.

If required refine the search for a student by entering their **(c) name** or **disability number**.



4

The View Notification letter details the outcome of the current application.

Scroll down the screen to select options (a) **Print** or (b) **Return**.

Note: Outcomes of 'current' applications are permanently stored in PSDMS and can be accessed at any time. It is recommended that a copy of each notification be printed and placed in students' school files.

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>