

### General Notes:

- This guide is for [submitting an application on PSDMS](#). This is applicable for all application types including:
  - **New Application** – A new application can be submitted for a student for whom a PSD submission has not previously been made.
  - **Year 6-7 Review** – A Year 6-7 review must be submitted for students undertaking transition from Year 6 to Year 7 attending mainstream schools and students enrolled in specialist schools who are of equivalent age. Current Year 6 students, or equivalent in specialist schools, in receipt of level 5 or 6 funding are exempt from the 6-7 review.
  - **Reappraisal** - A reappraisal can be submitted for students currently receiving funding in the Program, where it is believed that an educational adjustment is needed as a result of deteriorating conditions (either medical or behavioural). Only one reappraisal per student, per year will be considered.
  - **Reapplication** - Students with ‘closed’ applications. Eligible students who have not been funded in the PSD program for a period greater than four school terms (12 months) and students who have applied in the past and been unsuccessful will fall into this category.
- All supporting material along with a copy of the online **PSD Application Summary Form** is still required to be sent to the Student Wellbeing Branch for review. Please refer to the **2009 Program for Students with Disabilities Handbook** for detailed information on application requirements at: <http://www.education.vic.gov.au/healthwellbeing/wellbeing/disability/guidelines.htm>
- Prior to entering and submitting an application on PSDMS, you need to ensure that the student is uploaded and listed against your school on PSDMS. For further information refer to:
  - **Quick Reference Guide – Adding Student Details to PSDMS**
- 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 **Student** from the top menu bar.

The screenshot shows the PSDMS Management System interface. At the top, there is a blue header with the text 'PROGRAM FOR STUDENTS WITH DISABILITIES MANAGEMENT SYSTEM'. Below this is a navigation bar with the following items: 'Home', 'Student' (which is circled in orange), 'School', 'Reports', 'Administration', and 'Logout'. The main content area is divided into two columns. The left column is titled 'Home' and contains three links: 'Apps to be Submitted-1', 'Incomplete Submissions-0', and 'Notifications Last 7 Days-0'. The right column is titled 'Home Page' and contains a welcome message: 'Welcome PSDMS User!'. Below this is a section titled 'Program for Students with Disabilities Management System - Information' which contains two paragraphs of text. At the bottom of the right column, there is a section titled 'User Reference Guides'.

3 Enter the student's name or disability ID and click **Search**.

PROGRAM FOR STUDENTS WITH DISABILITIES  
MANAGEMENT SYSTEM

Home Student School Reports Administration Logout

**Student**

[Student Search](#)  
[Students from CASES21](#)

**Student Search**

Application Type: All Status: All  
School Name: All  
Year Level: All  
Student First Name: Student Surname:  
Date of Birth Date: All Month: All Year: All  
Disability ID:  
**Search**

**Note:** Only students currently enrolled and uploaded onto PSDMS will appear. To add student details to PSDMS see: 'Quick Reference Guide: Adding Student Details to PSDMS'

4 Click on the student's name [hyperlink](#).

PROGRAM FOR STUDENTS WITH DISABILITIES  
MANAGEMENT SYSTEM

Home Student School Reports Administration Logout

**Student**

[Student Search](#)  
[Students from CASES21](#)

**Student Search**

Application Type: All Status: All  
School Name: All  
Year Level: All  
Student First Name: Surname:  
Date of Birth Date: All Month: All Year: All  
Disability ID:  
**Search**

Student Name	Disability ID	DOB	Age	Gender
<a href="#">STUDENT.A</a>	####	DD-MMM-YYYY	#	Male
<a href="#">STUDENT.B</a>	####	DD-MMM-YYYY	#	Female
<a href="#">STUDENT.C</a>	####	DD-MMM-YYYY	#	Male

5 From the Student Details Page select **Student Applications** in the left menu.

PROGRAM FOR STUDENTS WITH DISABILITIES  
MANAGEMENT SYSTEM

Home Student School Reports Administration Logout

**Student**

[Search Student](#)  
[Student Details](#)  
[Enrolment Details](#)  
[Student Applications](#)  
[SSG Meetings](#)  
[Goals and Strategies](#)

**Student Details**

\* Mandatory Fields  
Disability ID: #####

Disability ID Status:  
First Name: A  
Middle Name:  
Surname: Student

6 To enter the details of an application to be submitted, select **Create Application**.

PROGRAM FOR STUDENTS WITH DISABILITIES  
MANAGEMENT SYSTEM

Home Student School Reports Administration Logout

**Student**

[Search Student](#)  
[Student Details](#)  
[Enrolment Details](#)  
[Student Applications](#)  
[SSG Meetings](#)  
[Goals and Strategies](#)  
[Student/School Entitlements](#)

**Student Applications**

Disability ID: ##### Student Name: A STUDENT  
Date of Birth: DD-MMM-YYYY Gender:

**Create Application**

Application ID	Application Type	Application Stage	Application Status	Submitted Date	Funding Type	Year Level	School Name	Region Name
APP##	Application	Current	Finalised	10-May-2006	PSD	03	Suburb Primary School	REGION

7 You will be provided with a confirmation screen. If you wish to proceed, select **Confirm Creation**.

**Note:** The application type presented (New Application, Review, Reappraisal or Reapplication) is identified by the system based on any history of PSD applications for a student. This option cannot be changed at this time. If the option presented by the system is not correct, please identify this in the application cover letter, along with the intended application type.

8 In the first screen (a) enter the application ENQs as agreed and signed in the application Parent Support Group (PSG) meeting and select (b) **Save**. Press (c) **Next Page** to proceed.

If the application was created unintentionally you can (d) **Withdraw Application** from the bottom of this screen.

**Note:** All fields marked with a red \* are mandatory. Entered information cannot be saved unless

these fields are entered.

9 Enter the application **Goals and Strategies** into the text boxes. Press **Save** (at the bottom of the screen) and then proceed by clicking **Next Page**.

10 You will be prompted to ensure that the PSDMS application ENQs are identical to your signed hardcopy PSG ENQs.  
  
The system will check that all relevant information has been entered on PSDMS – if necessary navigate back and forward using **Previous** and **Next Page** buttons.  
  
Press **Submit** when complete.

**Note:** After you press **Submit** the application status changes from 'In progress by school' to 'Submitted' and changes cannot be made.

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Select **Print Application** and attach this copy to the application, and forward all relevant documentation to the Resources Coordination Group.

**DO NOT SUBMIT INCOMPLETE OR UNSIGNED DOCUMENTATION.**

PROGRAM FOR STUDENTS WITH DISABILITIES  
MANAGEMENT SYSTEM

Home Student School Reports Administration Logout

**Student**

- [Search Student](#)
- [Student Details](#)
- [Enrolment Details](#)
- [Student Applications](#)
- [Application Details](#)
- [Goals and Strategies](#)
- [Submit Application](#)
- [Print Application](#)
- [ENQ Help](#)
- [SSG Meetings](#)
- [Goals and Strategies](#)
- [Student/School Entitlements](#)

### Application Submitted

<b>Disability ID:</b> #####	<b>Student Name:</b> A STUDENT
<b>Date of Birth:</b> DD-MMM-YYYY	<b>Gender:</b>
<b>Application ID:</b> APP##	<b>Application Status:</b> Submitted

Thank you for submitting your PSD Application.

Your application has been registered and we are now waiting on the delivery of the documents listed below to complete the assessment of the application.

- Application printout with signatures of all participants
- Completion of the Student Educational Program Summary statement
- Documentary evidence to establish eligibility of completed application

Print the application form and attach the documents listed above and forward to:

**Resource Coordination Group, Student Wellbeing Branch  
Department of Education and Early Childhood Development  
GPO BOX 4367, Melbourne, VIC 3001**

[Print Application](#)

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

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