

**General Notes:**

- This guide is for [adding student details to PSDMS](#). This is a vital process necessary for:
  - Submitting applications** – Applications are processed using PSDMS. Student information must be on PSDMS in order to initiate an application on the system.
  - Accessing student funding** – Student information must be on PSDMS to access PSD student funding. Student details from CASES21 must be uploaded prior to budget dates each term – this is important to consider when students eligible for PSD support transfer to your school.
- Adding student details to PSDMS is a three day process:
 

Day 1
Day 2
Day 3

Student Upload from CASES21 → Register uploaded details in PSDMS → PSDMS messages Disability ID to CASES21
- Once student details are uploaded and registered from CASES21 to PSDMS, the connection between the two systems is established. Any changes made in CASES21 for an uploaded student (such as name, address or enrolment changes) are automatically updated in PSDMS via overnight processing.
- 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 user with assigned PSD Officer status must log into CASES21.

**2** Open the (a) **Students** menu then select (b) **Export/Import Data** and choose (c) **PSDMS** option from the Export/Import Data window. Select (d) **Student Selection for Upload to PSDMS**

**3** Enter (a) a year level to locate the student in the list. Tick the student (b) **Send to PSD** option, then select the (c) **processing** button.

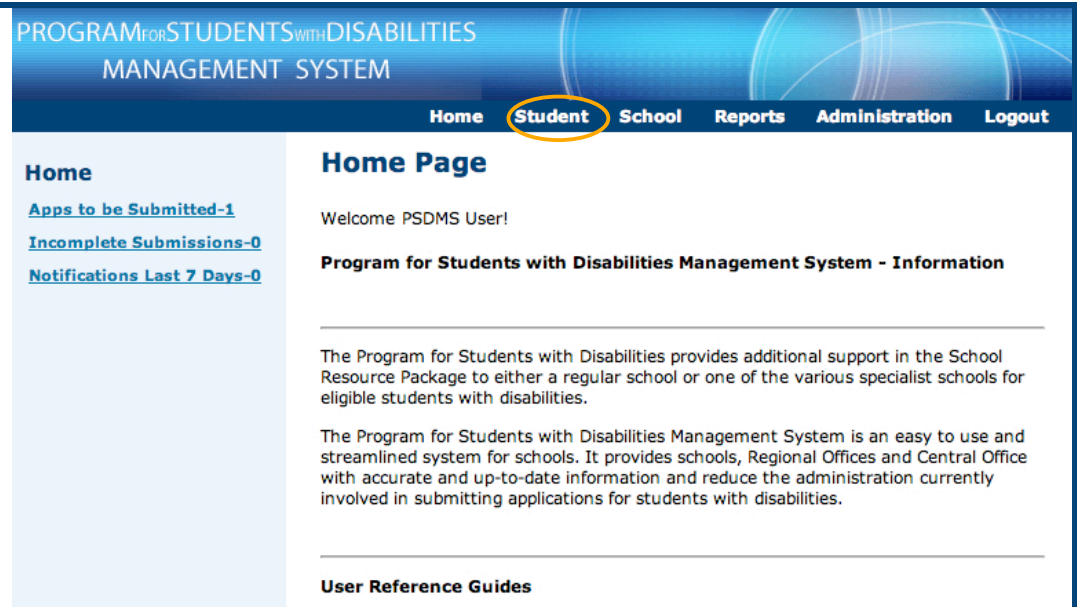
	Student ID	Student Name	Birthdate	Enrolment Date	Home Group	Disability ID	Status	Send to PSD
1	ALA0004	ALANE, Ricoh	26/09/1987	11/07/2006	16C	654321	ACTV	<input checked="" type="checkbox"/>
2	BLO006	BLOGGS, Joseph	16/03/1988	18/04/2006	16B	123456	ACTV	<input type="checkbox"/>
3	CIT017	CITIZEN, John	09/07/1988	31/01/2006	16C		ACTV	<input type="checkbox"/>
4	FAR009	FAR, Henry	01/01/1987	07/11/2006	16F		ACTV	<input checked="" type="checkbox"/>

**Note:** If this is completed prior to 3:30pm, overnight processing will be complete for you to access the results in PSDMS the following day. Please ensure that you continue the processing of student information in PSDMS (the upload is not complete at this stage).

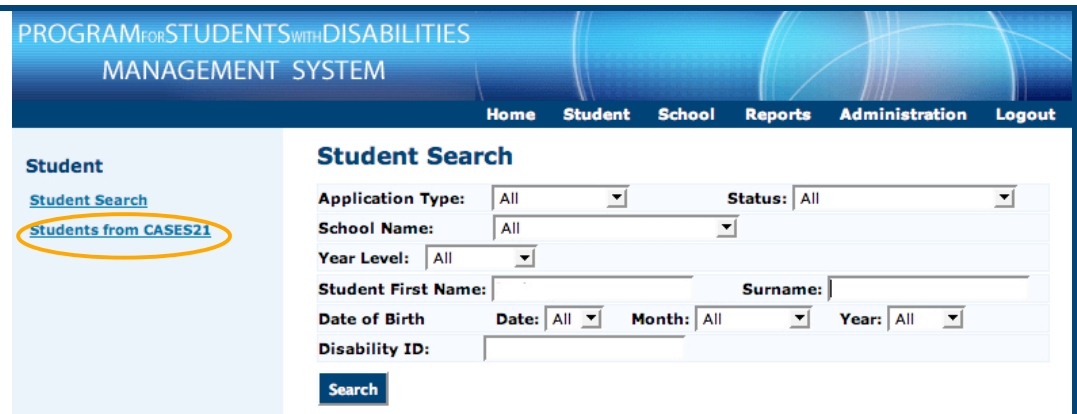
4 The next day a PSDMS registered user for your school can **log into PSDMS** using their Edumail ID and password at:  
<https://www.eduweb.vic.gov.au/psdms>

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

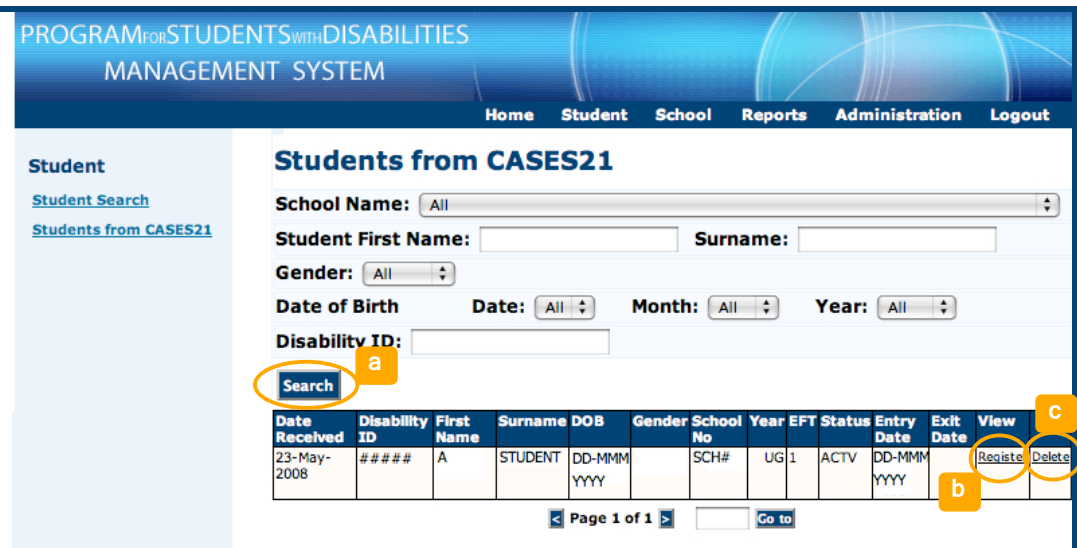
5 Select **Students** from the top menu bar.



6 Click on **Students from CASES21**.

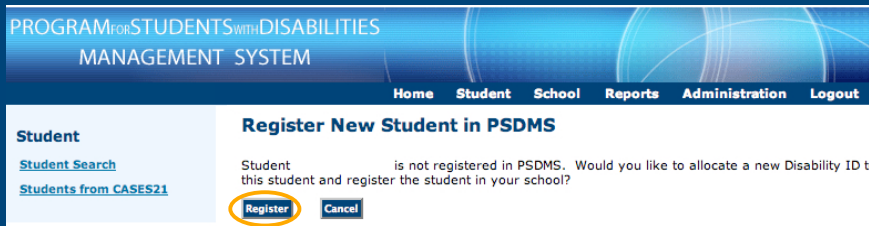


7 Click (a) **Search** and all uploaded students awaiting registration will be listed. Select (b) **Register** on the right to review the uploaded student details. If a student was uploaded from CASES21 in error, you can (c) **Delete** this now.



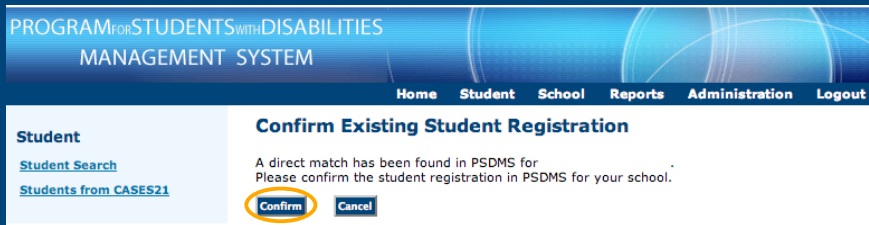
8a

If the student has not been registered in PSDMS before (*and you intend to submit a New Application*), you will be asked to select **Register**.



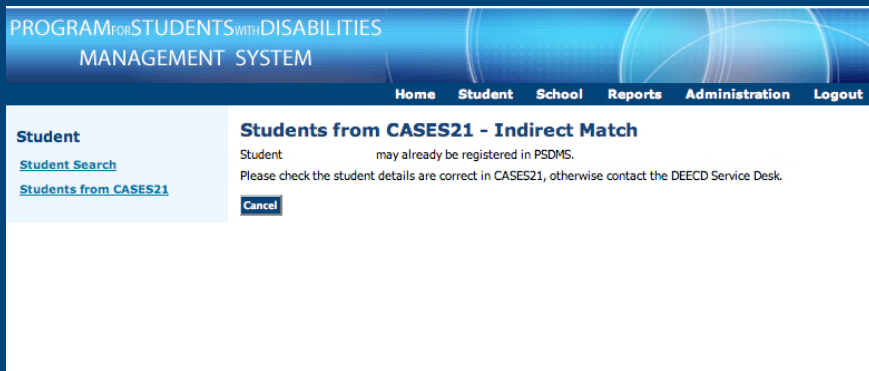
8b

If the student has been registered in PSDMS before (*previous application and/or funding*), and your uploaded details directly match those on PSDMS, you will be asked to **Confirm**.



8c

If the student has been registered in PSDMS but the uploaded details do not match those on PSDMS you cannot register at this time.  
*Please check accuracy of student details on CASES21 (as per birth certificate) and re-upload.*  
If this is not successful you will need to contact the PSDMS Service Desk.

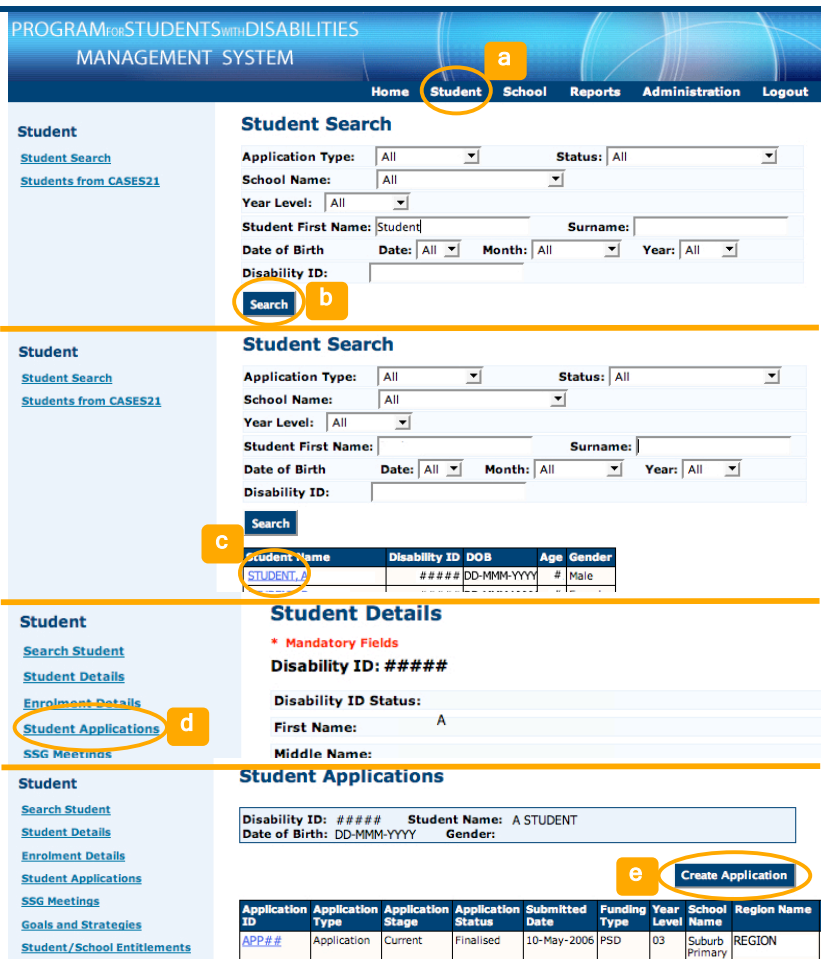


**Note:** Following the registration, PSDMS will message back the student's Disability ID to CASES 21. Once the connection between PSDMS and CASES21 is established, any changed made in CASES21 will automatically update PSDMS via overnight communication between the two systems.

9a

After completing a **New Student Registration (8a)**, proceed with creating an Application. Select **(a) Students**, **(b)** complete the student search to **(c)** access the student details page, select **(d) Student Applications** or **(e) Create Application**.

For more information refer to 'Quick Reference Guide – Submitting Applications on PSDMS'



9b

After completing a **Existing Student Registration (8b)**, you may view application and current school entitlement information by accessing student details after completing a search.

The screenshot shows the PSDMS interface. At the top, the navigation menu includes Home, Student (circled in orange with callout 'a'), School, Reports, Administration, and Logout. The main content area is divided into three sections:

- Top Section:** 'Student Search' form with fields for Application Type, School Name, Year Level, Student First Name, Surname, Date of Birth, and Disability ID. A 'Search' button is circled in orange with callout 'b'.
- Middle Section:** A table with columns: Student Name, Disability ID, DOB, Age, Gender. The first row contains 'STUDENT', '####', 'DD-MMM-YYYY', '#', and 'Male'. The 'Student Name' cell is circled in orange with callout 'c'.
- Bottom Section:** 'Student Details' page. The left sidebar has links for Search Student, Student Details, Enrolment Details, Student Applications (circled in orange with callout 'd'), SSG Meetings, Goals and Strategies, and Student/School Entitlements (circled in orange with callout 'e'). The main area shows 'Mandatory Fields' with a 'Disability ID: #####' and other fields like 'Disability ID Status', 'First Name: A', 'Middle Name', 'Surname: Student', 'Preferred Name', and 'Date of Birth: DD-MMM-YYYY'.

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>