

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 top navigation bar of the PSDMS system. The 'Administration' menu item is circled in orange. Below the navigation bar, the 'Home Page' section is visible, including a welcome message and information about the 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. On the left sidebar, the 'User Management' link is circled in orange and labeled with a yellow 'a'. In the main content area, the 'Search' button is circled in orange and labeled with a yellow 'b'. The page includes input fields for 'EduMail User ID', 'First Name', 'Surname', 'Active', 'Region', and 'School Name', along with an 'Add User' button.

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Select **Add User**

PROGRAMFORSTUDENTSWITHDISABILITIES
MANAGEMENT SYSTEM

Home Student School Reports Administration Logout

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User Management
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User Management

EduMail User ID:

First Name: Surname:

Active: All Region: All

School Name: All

Search

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

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Add User

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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**

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Add New User

Staff Member: **a** **b** **Check in EduMail**

First Name:

Middle Name:

Surname:

Active: **c** **d** **Save**

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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.

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User Management

EduMail User ID:

First Name: Surname:

Active: All Region: All

School Name: All

Search

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

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Add User

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>