**General Notes:**

* This guide is for viewing PSD application outcome notifications on PSDMS. This is applicable for:
* All notifications are now stored and published on. It is important that you check PSDMS regularly (at least once a week) when you are anticipating an outcome of a submitted application.
* All PSDMS Quick Reference Guides are obtainable from: [www.education.vic.gov.au/school/principals/finance/Pages/swdsystems.aspx](http://www.education.vic.gov.au/school/principals/finance/Pages/swdsystems.aspx)

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| 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**’. |

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| 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. |  |

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| 3  3 | 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 **PSDMS number**. | | **c**  **b**  **a** |
| 4 | The View Notification letter details the outcome of the current application.  Scroll down the screen to select options **(a) Print** or **(b) Return**. | **b**  **a** | |
|  | ***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 DET Service Gateway  **P)** 1800 641 943 or **W)** <https://www.eduweb.vic.gov.au/servicedesk/> | | |