**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 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)

|  |  |
| --- | --- |
| 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. |  |

|  |  |  |
| --- | --- | --- |
| 3 | Select **(a) User Management** from the left then click **(b) Search** to reveal all current PSDMS users at your school. | **b**  **a** |

|  |  |  |
| --- | --- | --- |
| 4 | Select **Add User** |  |

|  |  |  |
| --- | --- | --- |
| 5 | 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** | **d**  **c**  **b**  **a** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 6 | 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. | | |  |
|  | | | ***Note:*** It is not possible to update user details of someone with a de-activated Edumail ID (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 DET Service Gateway  **P)** 1800 641 943 or **W)** <https://www.eduweb.vic.gov.au/servicedesk/> | | |