



# My Career Insights ADVISER ACCESS GUIDE



# What is **Adviser Access**?

Adviser Access will enable you to manage elements of your school's **My Career Insights** experience.

## With your Adviser Access you can:

- **Monitor** the progress and completion rate of your students' Morrisby Profile and the Unpacking Career Interview
- Access student **Morrisby Profile Reports**
- **Access** student **self-reported information**, including health and other information, that may impact on the contents of a student's report
- Generate **recovery codes** for students, if required
- And much more....

**A short course is available** to you should you wish to upgrade to full Morrisby Manager access (see final page for details). Other than the default features, as a Trained Adviser, you can:

- **Access stats** for your school
- **Reset** assessments
- Create further **staff access**
- **Self deliver** unpacking interviews.



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# Creating your login

## Step by step guide

1. Provide your 'education' **email address** to your local MCI Program **Coordinator**.

**Note:** Only **education emails** can be used to create adviser log in. If you have used your education email to create a **Morrisby profile** you will need to change this to a **personal email**. Speak with your Program Coordinator for help with this.

2. The Program Coordinator will **process your request**.

**Note:** requests will only be processed for **eligible school staff** who require Adviser Access to support students' participation in the program, such as career practitioners and staff involved with pathway planning. Only staff employed at the school can be provided with access.

There is **no limit** to the number of eligible school staff that can be provided with Adviser Access at each school.

3. An **email** will be sent to you with a **link to create a password**. Click the link and create a password.
4. Visit <https://app.morrisby.com/login> and login with your email address and password.

# Make it Secure

## We highly recommend enabling Two Factor Authentication (2FA)

**Two factor authentication** is a mechanism used to make websites more **secure**. Once activated, you will be asked for a code upon login generated by an **app on your phone or tablet**. This extra step helps prevent access to your account in case your password is obtained by someone.

### To set up 2FA:

1. Click on **your name** on the top right corner and select **'My Account'**
2. On the **left menu** select **'Security'**
3. Click on **'Setup Two Factor Authentication'** and follow the instruction on the screen.

The image illustrates the process of enabling Two Factor Authentication (2FA) through a user interface. It is divided into several sections:

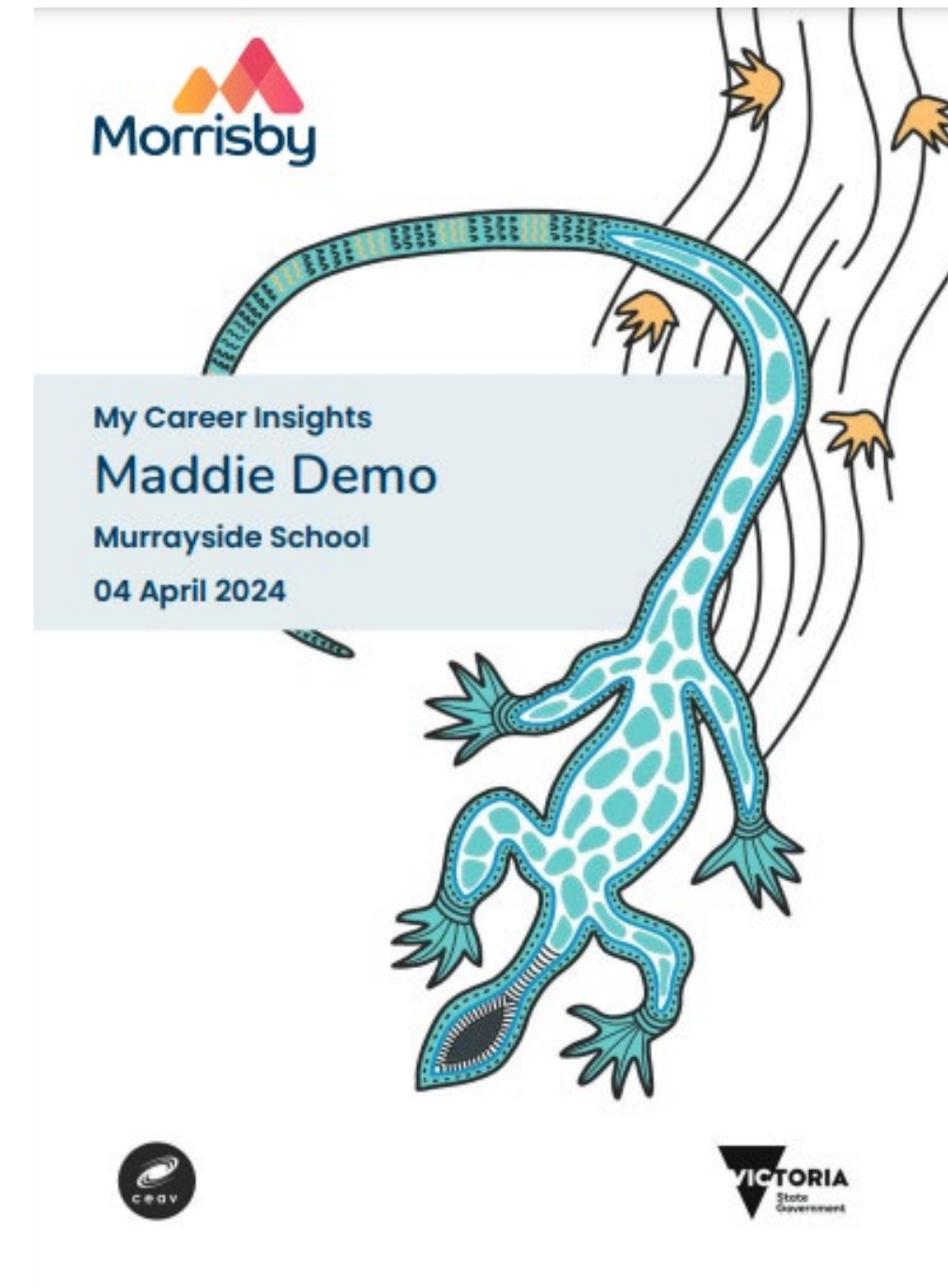
- Account Profile:** Shows the user's name 'Alvi Tafa' and a dropdown menu with options: 'My Account', 'Preferences', 'Reports', and 'Logout'. A red callout '1' points to the user's name, and '2' points to the 'My Account' option.
- Account Menu:** A sidebar menu with options: 'Basic Information', 'Security' (highlighted with a red callout '3'), 'Display Preferences', and 'Reports'.
- Change Password Form:** Contains fields for 'Current Password', 'New Password', and 'Confirm Password', with 'Save Changes' and 'Cancel' buttons.
- Two Factor Authentication Setup:** A section titled 'Two Factor Authentication' with a message: 'You are not using two factor authentication'. Below it, a 'What is Two Factor Authentication?' section explains the concept. A 'Setup Two Factor Authentication' button is highlighted with a red callout '4'.
- Activation Instructions:** A panel titled 'To activate two factor authentication please follow these steps:'.
  - 1. Install a Two Factor Authenticator App:** Lists instructions to install 'Authy' for Android, iPhone/iPad, or Windows/Mac, or 'Google Authenticator' for Android or iPhone/iPad.
  - 2. Scan This Code with the Authenticator App:** Shows a QR code for scanning. Below it, a manual key entry field contains the key '6DRBKLP5FYMDAWARJH3C'.
  - 3. Activate:** Shows an 'Authentication Code' input field and an 'Enable' button.
- Confirmation:** A final green message box stating 'You are using two factor authentication'.

# Standard Adviser Access

This section will help you understand the **main features and functions** available by default through your Adviser Access.

## This includes:

1. An overview of the **Students tab**
2. A description of the **icons and links** available under the Students tab
3. How to view and generate a **Student Report**
4. How to access an **Adviser Report**
5. How to access students' **Online Morrisby Profile**
6. How to **generate recovery codes**.



# 1. Student Overview

When you **log-in to Adviser Access**, click on the **Students tab**. This is where you will see the students that have registered for the Morrisby Profile at your school.

On the **Overview tab**, for each student registered you will see their:

- **Name:** student
- **Access Icon:** access to each student's Online Morrisby Profile
- **Sign-Up:** date of sign up by student
- **Last Login:** last log-in by student
- **Year Group:** student's current year level
- **Level:** student's educational level (this could be center default, calculated at aptitudes completion, or selected by the student).

Name	Signup	Last Login	Year Group	Level	Careers	Alerts	Interview	Profiling Status	Reports
Administrator, Ray	29, Aug 2018	3 months ago	Year 10	Degree	7	Health	➡	100%	Reports -
Bourke, Georgia	2, May 2021	3 months ago	Year 10	Degree	5		⋮	100%	Reports -
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-		⋮	8%	No Results
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-		⋮	8%	No Results
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-		⋮	0%	Reports -
Demo, Maddie	21, Oct 2020	over 1 year ago	-	VCAL Int/Cert II	1		⋮	0%	Reports -
Drake, Stuart	22, Sep 2021	5 months ago	Year 10	VCAL Sr/Cert III	-		⋮	100%	Reports -
Francis, Harriet	6, Aug 2021	3 months ago	Year 10	Degree	5		➡	100%	Reports -
S Sample, Steve	1, Oct 2020	Never	-	Degree	4		✏️	100%	Reports -
S Sample, Steve	1, Oct 2020	over 1 year ago	-	Comp. Deg.	4		➡	100%	Reports -

# 1. Student Overview cont.

You will also see several **icons** that will provide you with information about **students' progress** in completing the program, including:

- **Alerts:** health information & ipsatisation (incl. for EAL students)
- **Interview:** completion of the one-on-one interview
- **Profiling Status:** completion of the Morrisby Profile Aptitudes modules
- **Reports:** access to individual Student Reports (full and short) and an Advisor report

The screenshot displays the Morrisby Student Overview interface. The top navigation bar includes the Morrisby logo, the user's name (Samuel Dickson), and the school name (Murrayside School). The main content area shows a list of 12 students with columns for Name, Signup, Last Login, Year Group, Level, Careers, Alerts, Interview, Profiling Status, and Reports. The interface includes a search bar, a 'Select Group' dropdown, and a 'Refresh' button. The table lists students such as Administrator, Ray; Bourke, Georgia; Cole, Steve; Demo, Maddie; Drake, Stuart; Francis, Harriet; and Sample, Steve, with various icons indicating their status in different areas like Alerts, Interview, and Profiling Status.

Name	Signup	Last Login	Year Group	Level	Careers	Alerts	Interview	Profiling Status	Reports
Administrator, Ray	29, Aug 2018	3 months ago	Year 10	Degree	7	Health	100%	100%	Reports
Bourke, Georgia	2, May 2021	3 months ago	Year 10	Degree	5		100%	100%	Reports
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-		8%	8%	No Results
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-		8%	8%	No Results
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-		0%	0%	Reports
Demo, Maddie	21, Oct 2020	over 1 year ago	-	VCAL Int/Cert II	1		0%	0%	Reports
Drake, Stuart	22, Sep 2021	5 months ago	Year 10	VCAL Sr/Cert III	-		100%	100%	Reports
Francis, Harriet	6, Aug 2021	3 months ago	Year 10	Degree	5		100%	100%	Reports
S Sample, Steve	1, Oct 2020	Never	-	Degree	4		100%	100%	Reports
S Sample, Steve	1, Oct 2020	over 1 year ago	-	Comp. Deg.	4		100%	100%	Reports







Video Tutorial





# 1. Student Overview – Icon key




## Profile Types – The 4 Morrisby profile types are:

Full Profile	
Optional Aptitudes	
Morrisby Careers	
Elemental Aspirations. (Specialist and SDS settings)	




## Interview Eligibility – based on completion status of profile type:

Eligible to be interviewed	
Not eligible to be interviewed.	

## Status Percentage – progress oversight:




Not started		0%
Part way through		34%
Completed		100%

## Interview status:

Not assigned to a consultant	
Interview occurring	
Interview completed and notes shared	

# 2. Interview Icons




The interview icon changes to **indicate the progress of the one-on-one interview** with the student, and when the interview notes have been uploaded by the career consultant, as follows:

Preparation not complete	Interview Assigned	Interview notes shared
		
Interview preparation not complete	This Interview has been assigned by the Career Consultant	Student has completed their interview

When interview notes have been uploaded by the career consultant, these will also be **included** in the student's **Morrisby Profile Report** (when next produced).

# 3. Status Icons

The status icon changes to **indicate a student's progress** in completing the full aptitudes modules, as follows:

Registered	In progress	Not yet viewed
 0%	 34%	 100%
Has not yet commenced their profiling	Progress percentage. Report will not generate until complete.	Student has completed their profile.

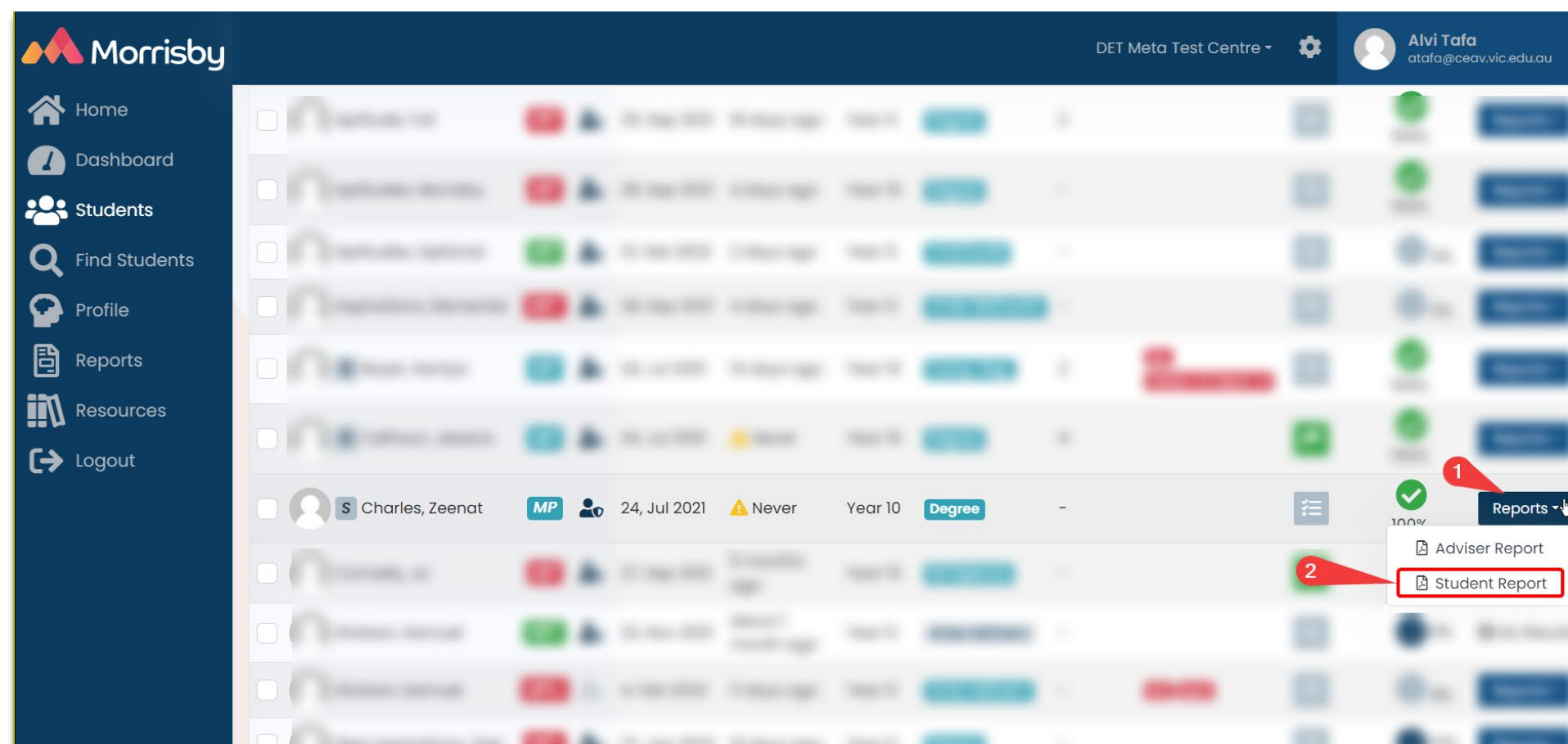
This function will allow you to work with your MCI Program Coordinator to finalise the **profiling process** for all students and arrange interviews when profiling is completed.

**Note** that these icons are only relevant to students that undertake the Aptitudes in the full or **Optional Aptitudes profile** or if a **Morrisby Careers profile is switched to a full profile following receipt of consent**. You will not see the percentage icons for any profile that does not contain or has not had the Aptitudes started.

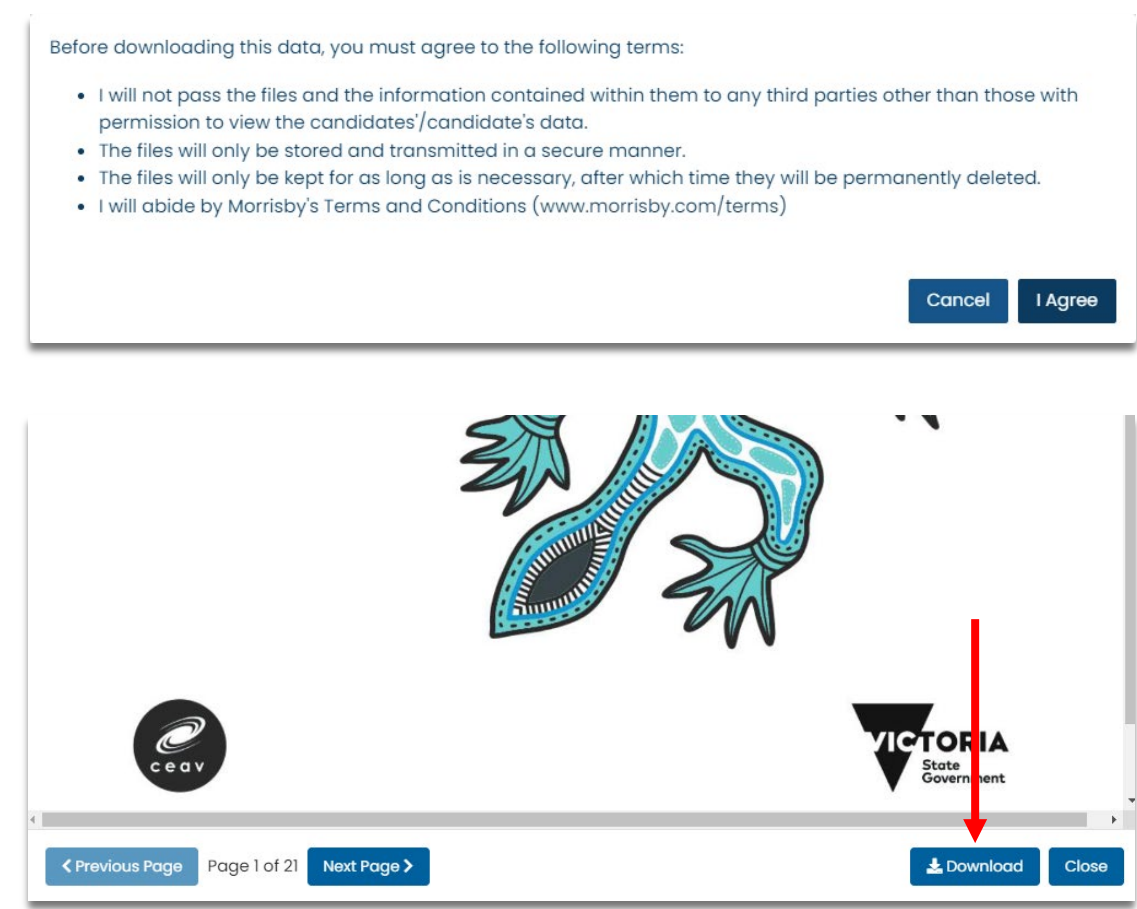
# 4. Reports - Candidate

Individual Student Reports can be viewed by clicking on the **'Student Report' link** under **'Reports'**.

A PDF of the report can also be downloaded from here. Before doing so, you **must agree to the Terms of Download** as set out by The Morrisby Organisation Terms and Conditions.



The screenshot shows the Morrisby web application interface. The top navigation bar includes the Morrisby logo, the user's name 'Alvi Tafa' with email 'atafa@ceav.vic.edu.au', and the location 'DET Meta Test Centre'. A sidebar on the left contains navigation links: Home, Dashboard, Students, Find Students, Profile, Reports, Resources, and Logout. The main content area displays a table of student records. One student, 'Charles, Zeenat', is highlighted. A dropdown menu is open for this student, showing options for 'Adviser Report' and 'Student Report'. Red callout boxes with numbers 1 and 2 point to the 'Reports' dropdown and the 'Student Report' option, respectively.



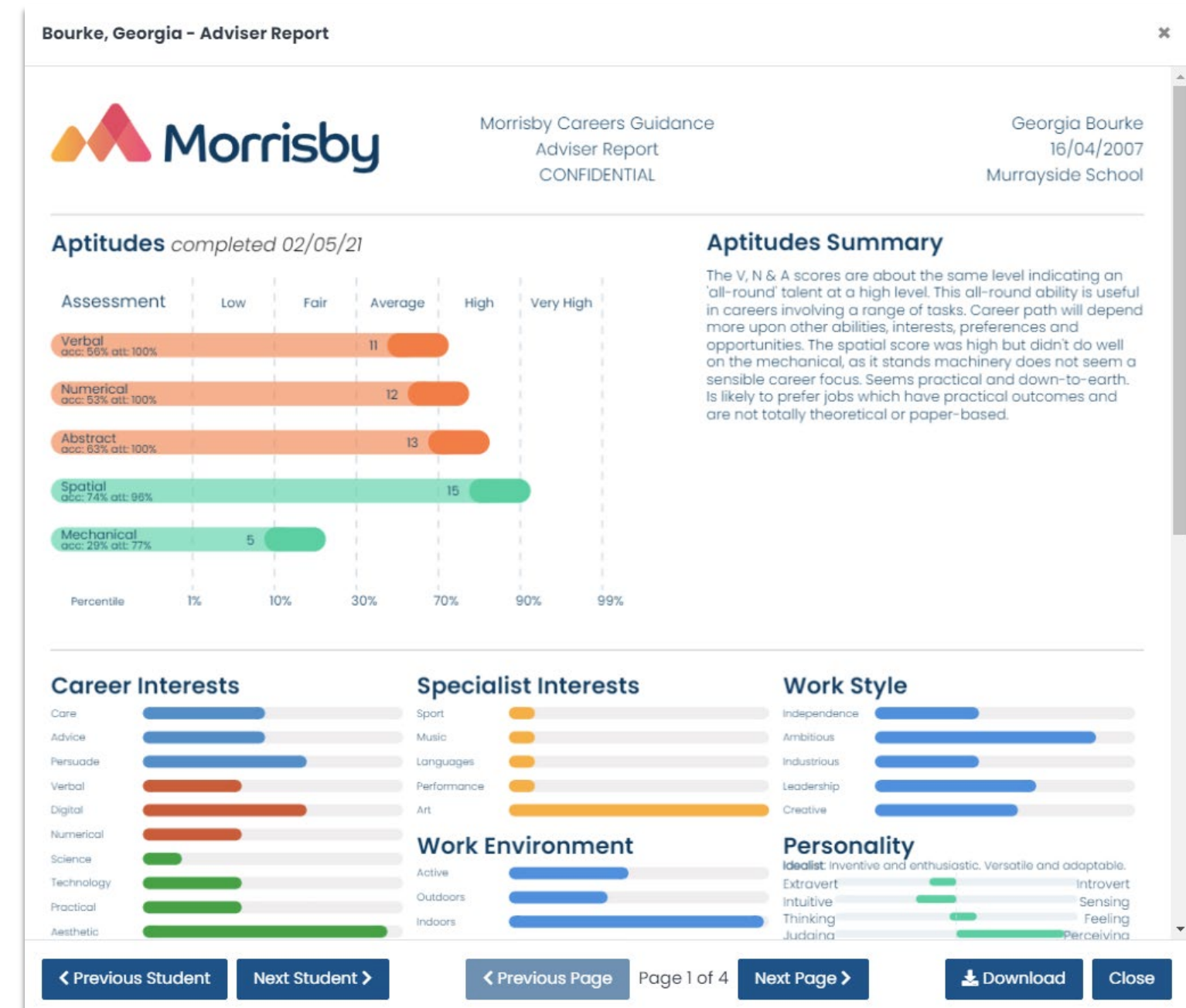
The screenshot shows the Terms of Download agreement screen. The text reads: "Before downloading this data, you must agree to the following terms:" followed by three bullet points: "I will not pass the files and the information contained within them to any third parties other than those with permission to view the candidates'/candidate's data.", "The files will only be stored and transmitted in a secure manner.", and "The files will only be kept for as long as is necessary, after which time they will be permanently deleted." Below the terms are 'Cancel' and 'I Agree' buttons. The second part of the screenshot shows the report download page, featuring the CEAV logo, the Victoria State Government logo, and a red arrow pointing to the 'Download' button. The page also includes 'Previous Page', 'Page 1 of 21', and 'Next Page' navigation links.

# 4. Reports - Adviser

By clicking on '**Adviser Report**' under '**Reports**', an adviser summary for that student will be generated.

The report summarises the **key results** for that student, as set out in their Student Report. It includes the results from any **modules/questionnaires** completed and the **career suggestions** based on those results.

Each summary report **can be downloaded**.



# 4. Downloading multiple Reports

**Multiple** students' reports can be generated and downloaded if required.

1. **Select** the students whose reports you wish to download OR check the box next to 'Name' above the list of names, which will **select all students**
2. Click **Actions**
3. Click on **Generate Reports**.
4. Select the **required** report
5. Click **Generate** and confirm by clicking **OK**
6. The download link will be available under the **Reports** button on the **top navbar**
7. You can now **download** ↓ the reports you have generated for the selected students.

Students 61

Search... Clear Select Group Refresh Filters

Overview Assessment Key Reports 61 Selected Actions

<input checked="" type="checkbox"/>	Name	Signup	Last Login	Year Group	Level	Careers	Alerts	Interview
<input checked="" type="checkbox"/>	13, Age							
<input checked="" type="checkbox"/>	14, Age							
<input checked="" type="checkbox"/>	15, Age							
<input checked="" type="checkbox"/>	Alvi, Elem Test							
<input checked="" type="checkbox"/>	Alvi, Option Test							

- Assign to Group
- Remove from Group
- Add to New Group
- Deactivate Vocab Test
- Generate Reports**
- Downloads
- Create Recovery Codes

Generate Reports

For the 61 selected students, choose the type of report you wish to generate, and a name for the batch of reports.

The reports will be grouped into a single 'zip' file for each report type. The zip file will be available from the 'Reports' tab. Depending on the number of candidates selected this may take up to 10 minutes.

Select Reports

Student  Adviser

Interview Notes  Personal Statement

Learner Passport  Forms Responses (PDF)

Forms Responses (Word)

Batch Name: 2022-02

Your reports are being generated. Once complete, you will be able to find the reports by clicking the Reports button in the Students section or the Reports option of your User Menu.

Selected Students: 13, Age, 14, 15, Age, Alvi, Elem Test, Alvi, Option Test


OK

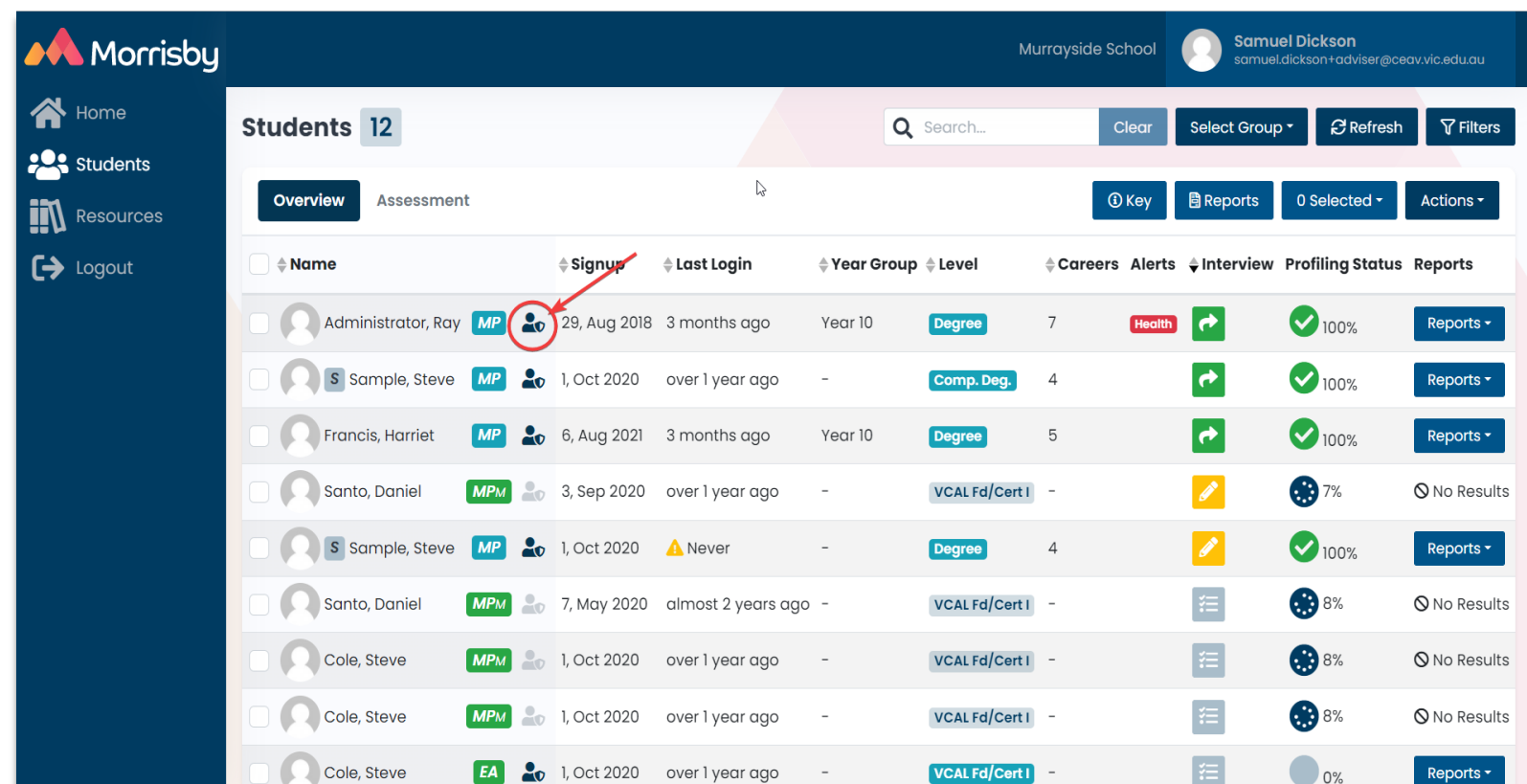
Cancel Generate

Key Reports 0 Selected Actions



# 5. Access Online Profile



















By clicking on the **'Impersonate' icon** , you will be able to access a student's **interactive** online Morrisby Profile. You will also be able to **download a PDF** of the student's report, which we discussed earlier, from within the online Morrisby Profile. Anything you click while 'impersonating' will not be saved for the student.

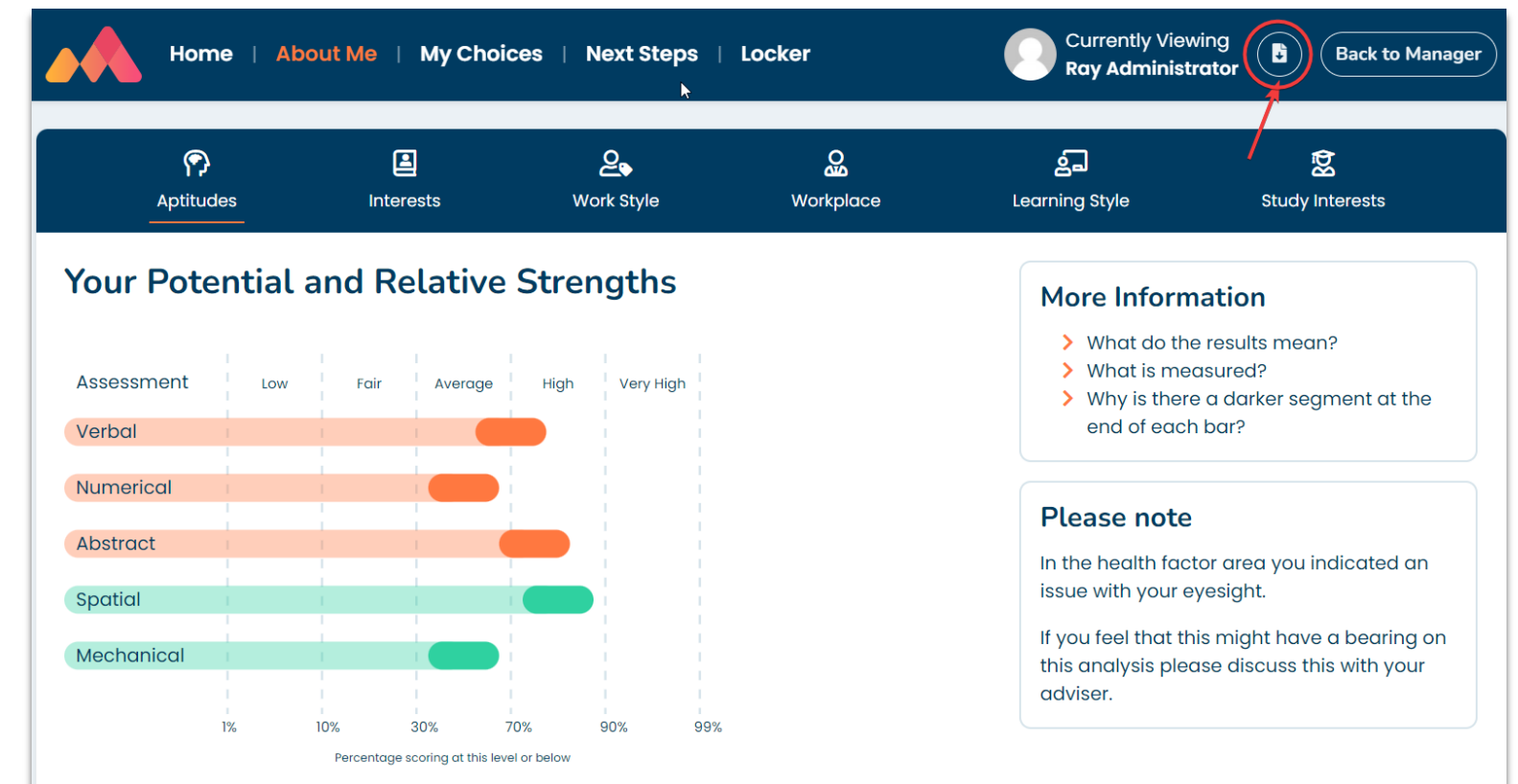


Morrisby Murrayside School Samuel Dickson samuel.dickson+adviser@ceav.vic.edu.au


Students 12 Search... Clear Select Group Refresh Filters

Overview Assessment Key Reports 0 Selected Actions

Name	Signup	Last Login	Year Group	Level	Careers Alerts	Interview	Profiling Status	Reports
Administrator, Ray	MP 	29, Aug 2018 3 months ago	Year 10	Degree	7 Health		100%	Reports
Sample, Steve	MP 	1, Oct 2020 over 1 year ago	-	Comp. Deg.	4		100%	Reports
Francis, Harriet	MP 	6, Aug 2021 3 months ago	Year 10	Degree	5		100%	Reports
Santo, Daniel	MPM 	3, Sep 2020 over 1 year ago	-	VCAL Fd/Cert I	-		7% No Results	No Results
Sample, Steve	MP 	1, Oct 2020 Never	-	Degree	4		100%	Reports
Santo, Daniel	MPM 	7, May 2020 almost 2 years ago	-	VCAL Fd/Cert I	-		8% No Results	No Results
Cole, Steve	MPM 	1, Oct 2020 over 1 year ago	-	VCAL Fd/Cert I	-		8% No Results	No Results
Cole, Steve	MPM 	1, Oct 2020 over 1 year ago	-	VCAL Fd/Cert I	-		8% No Results	No Results
Cole, Steve	EA 	1, Oct 2020 over 1 year ago	-	VCAL Fd/Cert I	-		0%	Reports



Home About Me My Choices Next Steps Locker

Currently Viewing Ray Administrator  Back to Manager

Aptitudes Interests Work Style Workplace Learning Style Study Interests

## Your Potential and Relative Strengths

Assessment Low Fair Average High Very High

Assessment	Percentage scoring at this level or below
Verbal	~65%
Numerical	~45%
Abstract	~75%
Spatial	~85%
Mechanical	~40%

1% 10% 30% 70% 90% 99%

Percentage scoring at this level or below

**More Information**

- > What do the results mean?
- > What is measured?
- > Why is there a darker segment at the end of each bar?

**Please note**

In the health factor area you indicated an issue with your eyesight.

If you feel that this might have a bearing on this analysis please discuss this with your adviser.



# 6. Recovery Codes

## To create a recovery code:

1. **Click** on a student's name to open their details page
2. **Click 'Create Recovery Code'** under **'Actions'** in the top right corner
3. **Reveal** recovery code once it appears underneath the candidate's username.

Students can then use the recovery code to **reset their passwords** [HERE](#)

The screenshot shows the Morrisby system interface for a student profile. The student's name is Administrator, Ray. The 'Actions' menu is open, and the 'Create Recovery Code' option is highlighted with a red box and a red arrow labeled '2'. A red arrow labeled '1' points to the 'Actions' menu itself. The interface includes a sidebar with navigation options (Home, Students, Resources, Logout), a top navigation bar with the school name (Murrayside School) and user information (Alvi Tafa), and a main content area with sections for Key Documents, Reports, Profile Interview, Meetings, Next Steps, Careers, and Subjects.

The screenshot shows the student profile for Administrator, Ray. The 'Recovery Code (click to reveal)' field is highlighted with a red box and a red arrow labeled '3'. The profile includes fields for MP, Year Group (Year 10), Groups (None), Date of Birth (16/08/2004), Email (Private email used), Registered (29/08/2018), Last Login (3 months ago), Username (RAY1185), and EAL (No).



Video Tutorial



# 6. Recovery Codes (multiple)

This feature allows you to **create multiple recovery codes** as well. You can then download these on a **CSV file** along with other students' information.

## To Create Multiple Recovery Codes:

- **Select** multiple or all students
- Click **'Actions'** and select **'Create recovery codes'**
- Click **'Actions'** again, then click **'Downloads'**. Select **Student Details** reports to download a CSV with details about the selected students, including their recovery codes.

The screenshot shows the 'Students' page with 16 students listed. A red box highlights the selection checkboxes for the first six students, labeled with a red '1'. A red arrow labeled '2' points to the 'Actions' dropdown menu in the top right corner. A red arrow labeled '3' points to the 'Create Recovery Codes' option at the bottom of the 'Actions' menu.

The screenshot shows the 'Downloads' dialog box. A red arrow labeled '4' points to the 'Actions' dropdown menu. A red arrow labeled '5' points to the 'Downloads' option in the 'Actions' menu. A red arrow labeled '6' points to the 'Student Details' option in the 'Downloads' dialog, which is selected. A red arrow labeled '7' points to the 'Download' button at the bottom right of the dialog. The dialog lists 16 selected students: Administrator, Ray; Bourke, Georgia; Cole, Steve; Cole, Steve; Cole, Steve; Demo, Maddie; Drake, Stuart; Francis, Harriet; Hunt, Bug; KP, tst; Optional, Gareth; Sample, Steve; Sample, Steve; Santo, Daniel; Santo, Daniel; Test, AlviOpt.

# Trained Adviser Access

This section includes an **overview and explanation** of some functionalities available **only** to **Morrisby Trained Advisers**. Information on how to become **Morrisby Certified** is available on page 22.

**Extra features available** to Morrisby Trained Adviser are:



## Dashboard

an interactive overview of your school's statistics



## Reset Assessments

a feature that allows you to reset specific modules of students' Morrisby Profile



## Staff & Advisers

Ability to create and manage additional staff logins



## Self Delivery

Upon CEAV approval, you will be able to deliver unpacking interviews to students

# 7. Dashboard

The Dashboard is an **interactive overview** of your **school's statistics** for a selected group of candidate profiles. The different cards can be *flipped* by clicking on them to view data relevant to the selected group:

1. **Start** by selecting the desired **group of students** (this could be a year group or a group that you have created)
2. **Click** on the **arrow ↻ icon** next to the data name you would like to view
3. You can also download the data as CSV using the **three-dot icon ⋮**

The screenshot displays the Morrisby Dashboard for Murrayside School, accessed by Alvi Tafa. The interface includes a sidebar with navigation options (Home, Dashboard, Students, Profile, Resources, Staff & Advisers, Logout) and a main dashboard area. The dashboard shows statistics for Year 9 students, including 'Students in Year 9' (4), 'With Next Steps' (4, 100%), 'With Career Favourites' (2, 50%), and 'With Course Favourites' (0, 0%). Below these are three cards: 'Career Suggestions', 'Degree Suggestions', and 'Career Favourites'. The 'Career Suggestions' card is highlighted with a red callout '5'. To the right, a 'Year 9' dropdown menu is shown with a red callout '1', and a 'Type to filter group list' input field with a red callout '2'. Below the dropdown, a list of groups is shown, with 'Year 9' selected. To the right of the groups list, a 'Career Suggestions' card is shown with a red callout '3' pointing to a flip icon and a red callout '4' pointing to a 'Download as CSV' icon. A red callout '5' also points to the 'Career Suggestions' card in the main dashboard area.



# 8. Reset Assessments

If a student needs to **re-take any of the modules**, you can organise this from within your **Trained Adviser** account.

1. **Select** the **student** who needs an assessment(s) reset
2. **Click 'Reset Assessments'** in the **'Actions'** drop-down
3. In the dialog window that opens, **select** the assessments you want to reset and click **'Reset'**
4. A warning will appear to **confirm** you want to **permanently delete** the results for the selected assessment(s). Click OK

The screenshot shows the 'Students' interface with a search bar containing 'georgia'. The 'Actions' dropdown menu is open, showing options like 'Assign to Group', 'Remove from Group', 'Add to New Group', 'Reset Assessments', 'Generate Reports', 'Downloads', and 'Create Recovery Codes'. The student profile for Georgia Bourke is visible, with a red callout '1' pointing to her name. A red callout '2' points to the 'Actions' dropdown, and a red callout '3' points to the 'Reset Assessments' option.

The 'Reset Assessments' dialog window is shown. It contains a warning message: 'Please select which assessments you would like to reset. If any of the assessments are part of your centre's mandatory profiling the student will be prompted to complete the assessment again when they next log in.' Below this is a note: 'Note: Please be aware that this will permanently delete current results for the selected assessments.' The 'Assessments' list includes: Verbal 1 (checked), Verbal 2 (unchecked), Numerical 1 (unchecked), Numerical 2 (checked), Abstract 1 (checked), Abstract 2 (unchecked), Spatial (unchecked), and Mechanical (unchecked). A red callout '4' points to the checked items. The 'Selected Student' is 'Bourke, Georgia'. A note at the bottom says 'Assessments can not be reset for Students marked Yellow'. A red callout '5' points to the 'Reset' button.

The 'WARNING!' dialog window is shown. It contains the text: 'Are you sure you want to permanently delete the results for the selected assessments?'. There are 'Cancel' and 'OK' buttons. A red callout '6' points to the 'OK' button.





# 9. Create Staff Accounts

As a Morrisby Trained Adviser, you can create **additional staff logins**. They will be given a **basic Career Adviser role**. If they wish to be assigned a Trained Career Adviser role, they will need to obtain the Morrisby Certification as well.

1. Click on the **'Staff & Advisers'** option on the left-hand menu
2. Select **'Add Staff'** and input their details
3. Enable access to **All Students** and assign the role of **Career Adviser**
4. Click on **'Save Changes'**.

**Managing** staff logins from the 'Staff & Adviser' menu is simple.

- You can **Edit** details  or **Delete**  their account
- You can **Reset** their password and **Resend** a Welcome Email under the 'Actions' dropdown menu.

### Add Staff

**First Name**  **Last Name**

**Email**

**Job Title**

**Student Access**

All Students  Access to Students in specified groups

**Roles**

Career Adviser

An email will be sent to the address entered with details of how to set a password. No password will be shown on this page.

**You have unsaved changes**

**Actions** ▾

- Send Password Reset
- Resend Welcome Email



# 10. Self Delivery

As a Morrisby Trained Adviser and if you are a qualified Career Practitioner, you can **self-deliver profile unpacking sessions** at your school. Once the feature has been **enabled by an MCI Team Member** (usually your Program Coordinator), you will need to:

## Assign Students to Yourself

1. Click the 'Interview' icon

The screenshot shows a student profile for Bourke, Georgia. The profile includes fields for Name, Signup, Last Login, Year Group, Level, Careers Alerts, Interview, Profiling Status, and Reports. A red callout '1' points to the 'Interview' icon in the profile row.

2. Follow the flow to **Assign and Impersonate** the Student

The screenshot shows the 'Assign' step in the Morrisby interface. It includes a progress bar with 'Assign' highlighted. Below the progress bar, there is a confirmation checkbox and a radio button selection for 'In Person' or 'Remote'. A red callout '2' points to the confirmation checkbox, '3' points to the 'In Person' radio button, and '4' points to the 'Assign Student' button.

## Create and Share Interview Notes

1. Click on 'Add Notes'

The screenshot shows the 'Add Notes' step in the Morrisby interface. It includes a progress bar with 'Add Notes' highlighted. Below the progress bar, there is a text area for notes and a 'Save Notes' button. A red callout '1' points to the 'Add Notes' button.

2. Select 'Save Notes' and toggle 'Shared' to YES

The screenshot shows the 'Save Notes' step in the Morrisby interface. It includes a progress bar with 'Save Notes' highlighted. Below the progress bar, there is a text area for notes and a 'Save Notes' button. A red callout '2' points to the 'Save Notes' button. Below the 'Save Notes' button, there is a 'Shared' toggle switch. A red callout '3' points to the 'Shared' toggle switch.



# Full Morrisby Profile Certification Training

## Morrisby Certification

If you are interested in moving **beyond** the functionality of the standard Morrisby Adviser Access, you can register your interest in becoming **certified for full Morrisby Certification training**.

This will allow you to utilise the **additional functions** we discussed earlier: **Dashboard, Reset Assessments, Staff & Advisers, Self Delivery**.

To gain certification, you will need to complete your **own Morrisby Profile** and **a self-paced online course** which usually takes around **4-5 hours** to complete. The course is **free of charge** for **eligible Victorian government school staff**, including career practitioners, leading teachers, and other staff working with students on the program.

If interested, simply fill-in the form available [HERE](#)

# Optional Aptitudes Profile Training

If you would like to **gain an understanding** of the Optional Aptitudes and Elemental Aspirations profiling pathway.

- a. **Complete an Optional Aptitudes profile** to get oversight on which students this may suit
- b. Watch a series of **short training videos**. This will enable you to be granted adviser access so that you can 'self-deliver' the unpacking of an Optional Aptitudes profile with your students who completed the Aspiration Questionnaires only (Interests and/or Personality). Alternatively, you can arrange for the profiles to be unpacked through your Program Coordinator.

**Note** for any Aptitudes 'unpacking', **full training is required**. Alternatively, the MCI team can book an unpacking session with a Career Consultant for any student with a full profile.

To register your interest, please complete this form [HERE](#)





# Privacy Requirements

## Adviser Access

A range of **security levels** exist within Morrisby, reflecting different **levels of access and functionality**. The view you will gain with Adviser Access contains a range of information that is covered by **Victorian privacy law** and the **EU GDPR Regulation**.

## This information includes:

- Individual student reports and interview notes ('personal information')
- Health information
- Ipsatisation and adjustments for some students.

Once you have been provided with **Adviser Access**, you will be asked to **agree to the privacy statement** before seeing information about your school.

# Privacy Requirements

Button to student report

## Individual student reports

Individual student Morrisby Profile Reports are able to be viewed as described on **page 11**. Each report contains personal information about the student. The report may be **downloaded and viewed by individuals with Adviser Access**.

Before doing so, you must **agree to the Terms of Download** as set out by The Morrisby Organisation Terms and Conditions.

Please take time to **read this information**.

Name	Signup	Last Login	Year Group	Level	Careers	Alerts	Interview	Profiling Status	Reports
Aptitude, Full	MP	29, Sep 2021	5 days ago	Year 9	Degree	2		100%	Reports
Aptitudes, Morrisby	MP	28, Sep 2021	4 months ago	Year 10	Degree	-		100%	Reports
Aspirations, Elemental	MPF	28, Sep 2021	4 months ago	Year 9	ATAR <90/CertIV	-		0%	Reports
S Boyer, Haniya	MP	24, Jul 2021	about 22 hours ago	Year 10	Comp. Deg.	2		100%	Reports
S Calhoun, Jessica	MP	24, Jul 2021	Never	Year 10	Degree	-		100%	Reports
S Charles, Zeenat	MP	24, Jul 2021	Never	Year 10	Degree	-		100%	Reports
Connelly, Jo	MP	27, Sep 2021	4 months ago	Year 10	HE Diploma	-		0%	Reports
Dickson, Samuel	MPF	23, Nov 2021	20 days ago	Year 9	-	-		8%	No Results
Elem.Aspirations, Test	MPF	27, Jan 2022	6 days ago	Year 9	Degree	-		10%	Reports
S Flores, Ava-Mai	MP	24, Jul 2021	Never	Year 10	Degree	-		100%	Reports
S Frost, Theresa	MP	24, Jul 2021	Never	Year 10	Degree	-		100%	Reports
S Kerr, Dotty	MP	24, Jul 2021	Never	Year 10	Degree	-		100%	Reports
S Krause, Reagan	MP	24, Jul 2021	Never	Year 10	Degree	-		100%	Reports
S Krueger, Courtis	MP	24, Jul 2021	Never	Year 10	Degree	-		100%	Reports

Before downloading this data, you must agree to the following terms:

- I will not pass the files and the information contained within them to any third parties other than those with permission to view the candidates'/candidate's data.
- The files will only be stored and transmitted in a secure manner.
- The files will only be kept for as long as is necessary, after which time they will be permanently deleted.
- I will abide by Morrisby's Terms and Conditions ([www.morrisby.com/terms](http://www.morrisby.com/terms))

Cancel

I Agree

# Privacy Requirements

## Victorian privacy law

In Victorian government schools the management of ‘personal information’ and ‘health information’ is governed by the **Privacy and Data Protection Act 2014 (Vic)** and **Health Records Act 2001 (Vic)** (collectively, Victorian privacy law).

This ensures that the Department (including schools, and contractors/agents) can collect personal and health information necessary for its services and functions, while **recognising the right of individuals to have their information handled in ways that they would reasonably expect and in ways that protect their personal and health information.**

- **‘Personal information’** is information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion – that is recorded in any form. For example, a person's name, address, phone number and date of birth (age). De-identified information about students can also be personal information
- **‘Health information’** is information or opinion about a person’s physical, mental or psychological health or disability, that is also personal information – whether in writing or not. This includes information or opinion about a person’s health status and medical history, immunisation status and allergies, as well as records of wellbeing services.

## The Morrisby Organisation Privacy Policy

The Morrisby Organisation is registered in the **UK**. Data collected as part of setting up a student’s Morrisby Profile is stored securely in accordance with **the EU General Data Protection Regulation** (Regulation (EU) 2016/679).

# Resources



## MCI Tutorial Videos

- [How to Access Morrisby Manager](#)
- [Student Overview](#)
- [Generate Reports](#)
- [How to Generate and use Recovery Codes](#)
- [Access Student Online Profile](#)
- [Dashboard](#)
- [Reset Assessments](#)
- [Manage Additional Staff Accounts](#)
- [Self Delivery](#)



## Other Resources

- [2022 School Administration Guide](#)
- [Resources for Parents & Families](#)
- [Resources for Schools](#)
- [Resource Library](#)
- [How to transfer a student to your organisation : Morrisby](#)



## Contact Us

### MCI Support Team

8:30am - 4:30pm (Monday – Friday)

(03) 9433 8033

[support@ceav.vic.edu.au](mailto:support@ceav.vic.edu.au)

**Further information** can be found on the [My Career Insights Website](#)  
And on the [Morrisby AU website](#).