



My Career Insights
ADVISER ACCESS GUIDE
2022



careeranalysts



Education
and Training

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 an **email address** to your local CEAV Regional Coordinator.
Note: this email address **cannot** be one that you have already used to create a Morrisby Profile account (e.g. to complete the Morrisby Profile yourself) and must be an email account for an individual (e.g. **not** admin@)
2. The Regional 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. This includes, for example, career practitioners, Year 9 Level Coordinators, etc. 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, when you 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.

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.

DET Meta Te 1 Alvi Tafa

2 My Account
Preferences
Reports
Logout

3 Account
Basic Information
Security
Display Preferences
Reports

4 Change Password
Current Password
Enter your current password
New Password
Enter your new password
Confirm Password
Enter your new password again
Save Changes Cancel

Two Factor Authentication
You are not using two factor authentication

What is Two Factor Authentication?
Two factor authentication is a mechanism used to make websites more secure. Once activated, you will be asked for a code when you login that is 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.

Setup Two Factor Authentication

To activate two factor authentication please follow these steps:

1. Install a Two Factor Authenticator App
 - Install the Authy app for [Android](#), [iPhone/iPad](#), or for [Windows/Mac](#).
 - Alternatively, install Google Authenticator on [Android](#), or [iPhone/iPad](#).
2. Scan This Code with the Authenticator App
Scan this code using your Authenticator app

Or, enter this key manually
6DRBKLP5FYMDAWARJH3C

3. Activate
Authentication Code
Enter the 6 digit code generated by the authenticator app and click Enable

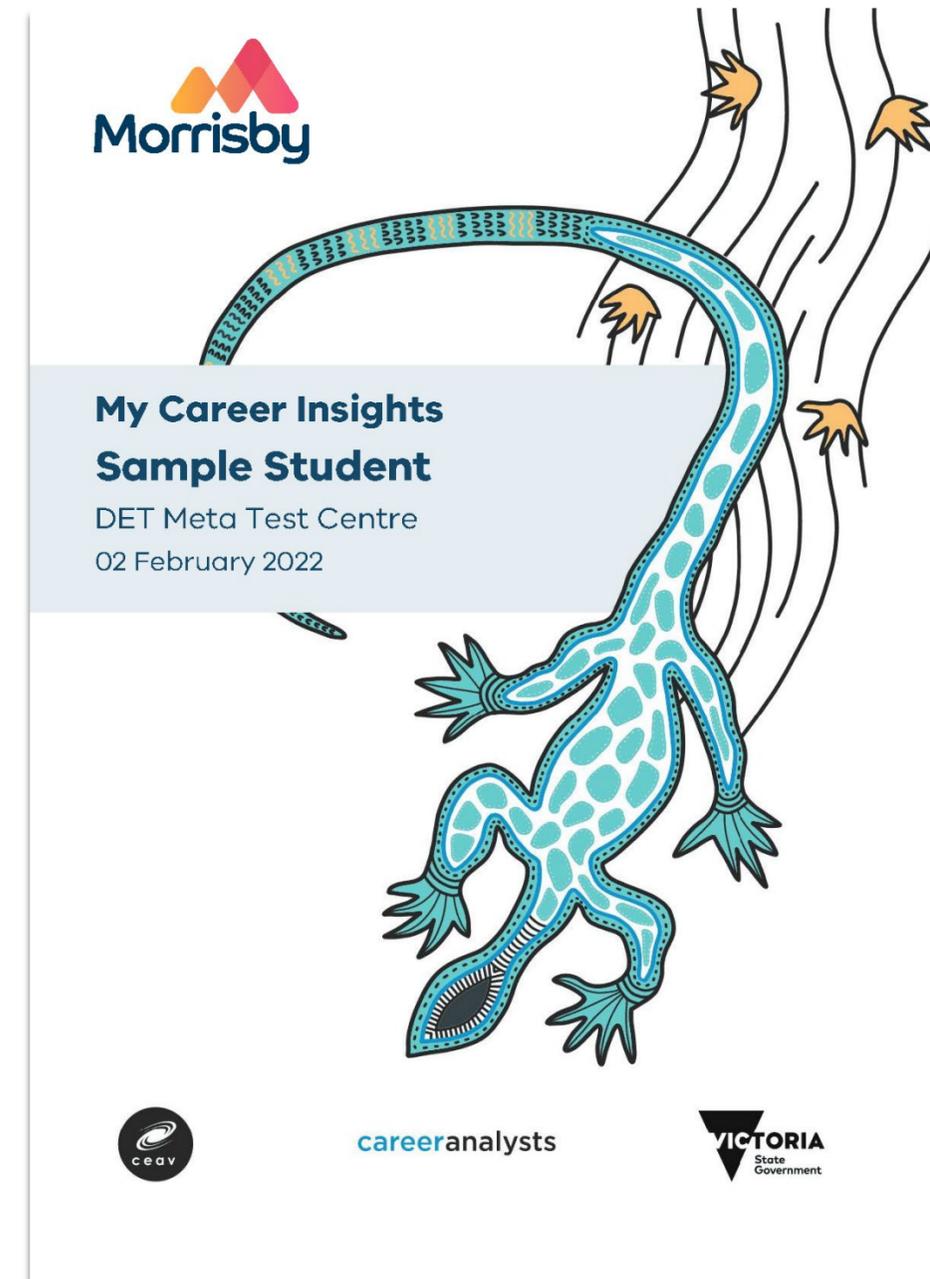
Two Factor Authentication
You are using two factor authentication

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 Report
- **Reports:** access to an Adviser report for each student.

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 table of 12 students with columns for Name, Signup, Last Login, Year Group, Level, Careers, Alerts, Interview, Profiling Status, and Reports. The table includes various icons representing different status indicators like health, interview completion, 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	Interview	100%	Reports
Bourke, Georgia	2, May 2021	3 months ago	Year 10	Degree	5		Interview	100%	Reports
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-		Interview	8%	No Results
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-		Interview	8%	No Results
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-		Interview	0%	Reports
Demo, Maddie	21, Oct 2020	over 1 year ago	-	VCAL Int/Cert II	1		Interview	0%	Reports
Drake, Stuart	22, Sep 2021	5 months ago	Year 10	VCAL Sr/Cert III	-		Interview	100%	Reports
Francis, Harriet	6, Aug 2021	3 months ago	Year 10	Degree	5		Interview	100%	Reports
S Sample, Steve	1, Oct 2020	Never	-	Degree	4		Interview	100%	Reports
S Sample, Steve	1, Oct 2020	over 1 year ago	-	Comp. Deg.	4		Interview	100%	Reports



Video Tutorial

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	Preparation	Interview notes shared
		
Interview preparation not complete	This student has answered the interview preparation	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.

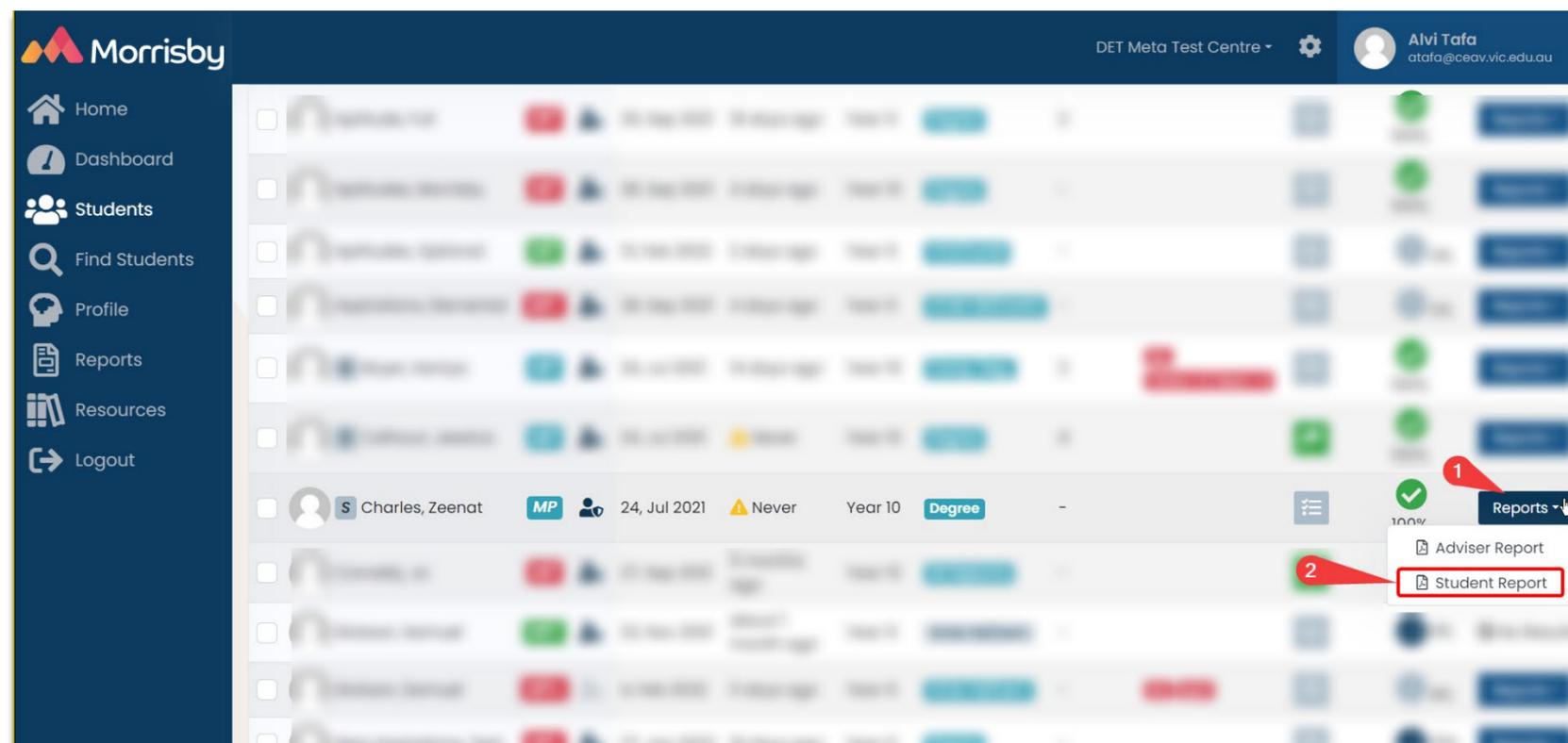
This function will allow you to work with your CEAV Regional Coordinator to finalise the **profiling process** for all students and arrange for their Student Reports to be printed and delivered to the school.

Note that this icon is not relevant to students that take the **Optional Aptitude** or **Elemental Aspiration** pathways unless they decide to also start completing the **Aptitudes** modules.

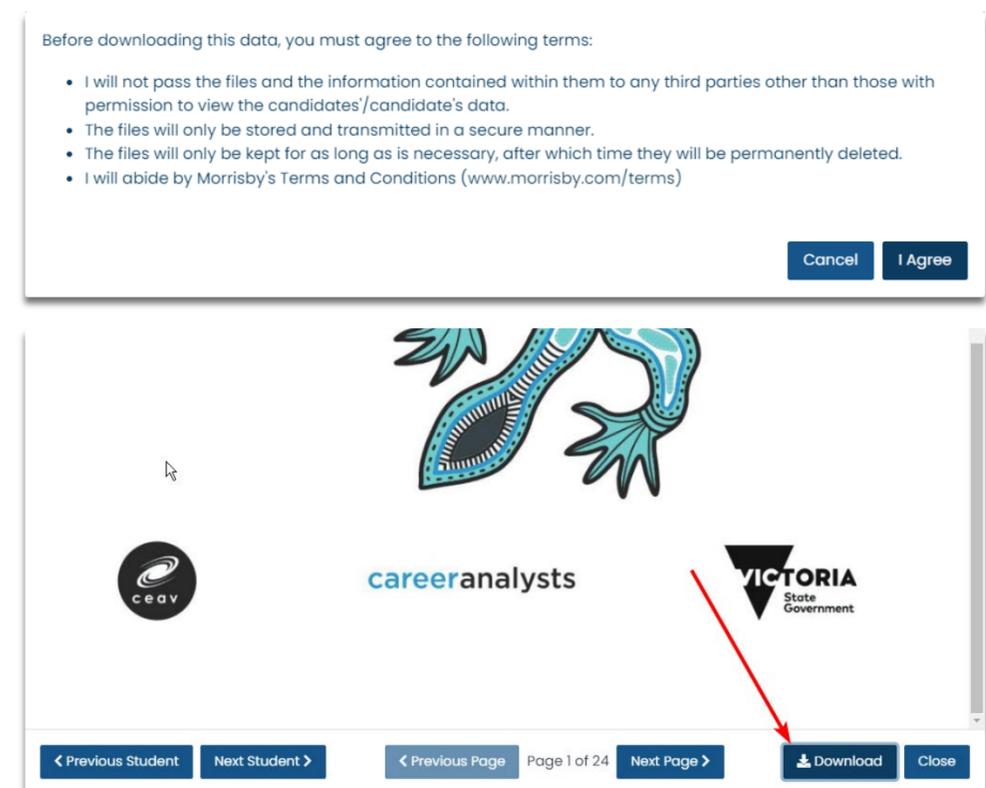
4. Reports - Candidate

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. On the left is a navigation menu with options: Home, Dashboard, Students, Find Students, Profile, Reports, Resources, and Logout. The main area displays a table of student records. The user is logged in as Alvi Tafa (atafa@ceav.vic.edu.au) at the DET Meta Test Centre. A dropdown menu is open for the 'Reports' column of a student named Charles, Zeenat. The menu contains two options: 'Adviser Report' and 'Student Report', with the latter highlighted by a red box and a red callout number '2'. A red callout number '1' points to the 'Reports' column header.



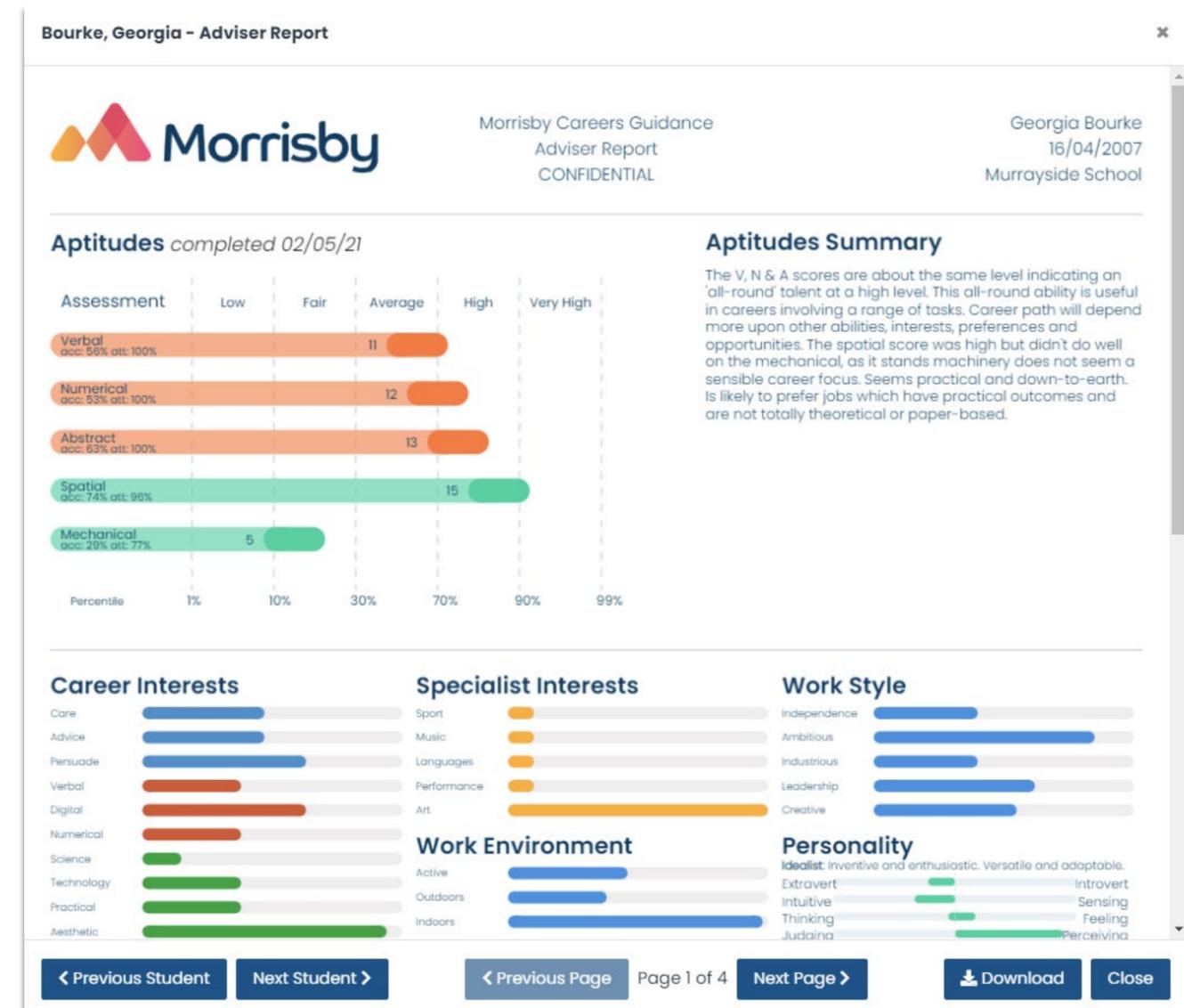
The screenshot shows the Terms of Download agreement screen. The text reads: "Before downloading this data, you must agree to the following terms:" followed by three bullet points: "I will not pass the files and the information contained within them to any third parties other than those with permission 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, which features the Morrisby logo, the 'careeranalysts' logo, and the 'VICTORIA State Government' logo. A red arrow points from the 'Download' button in the footer to the 'I Agree' button in the terms screen above. The footer also includes navigation buttons: '< Previous Student', 'Next Student >', '< Previous Page', 'Page 1 of 24', 'Next Page >', 'Download', and 'Close'.

4. Reports - Adviser

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

The summary report summarises the **key results** for that student, as set out in their Student Report, including 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 you wish to.

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. Under **Actions**, click on **Generate Reports**.
3. Select the **required** report
4. Click **Generate** and confirm by clicking **OK**
5. The download link will be available under the **Reports** button on the **top navbar**
6. 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

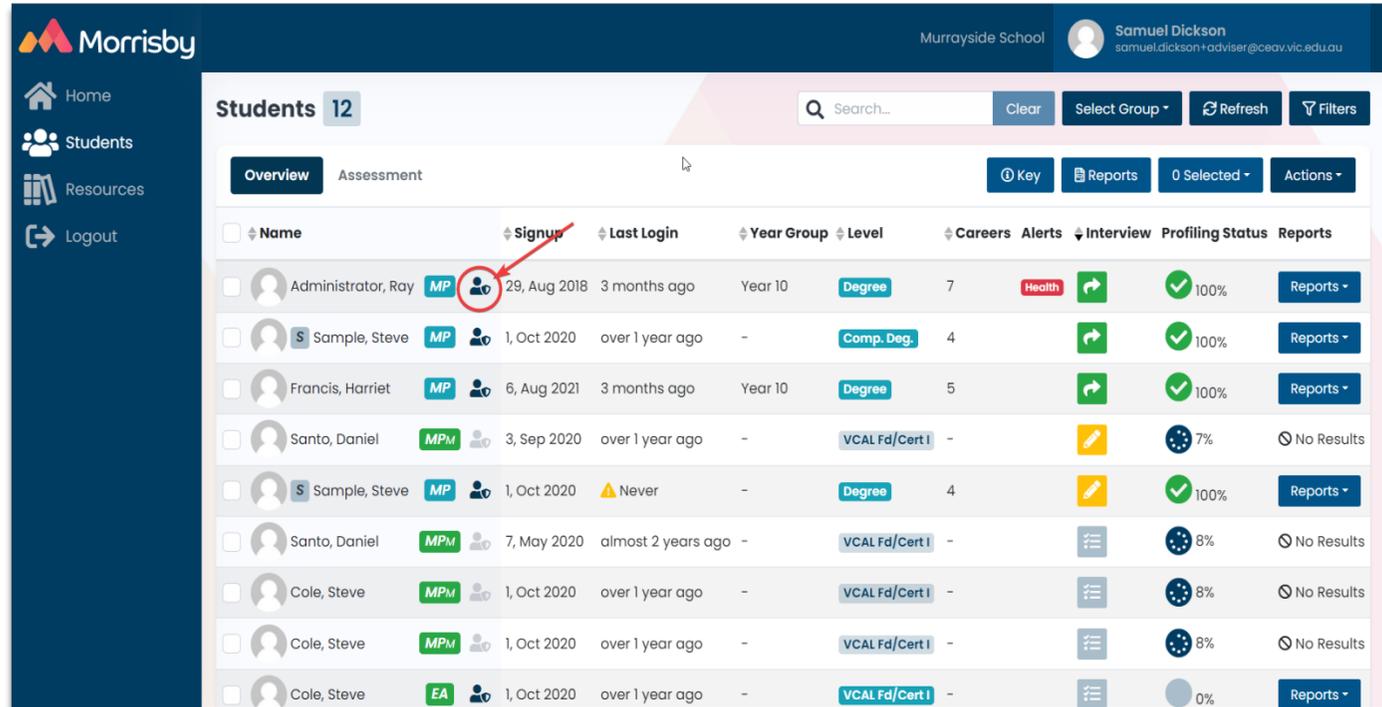
Cancel Generate

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.

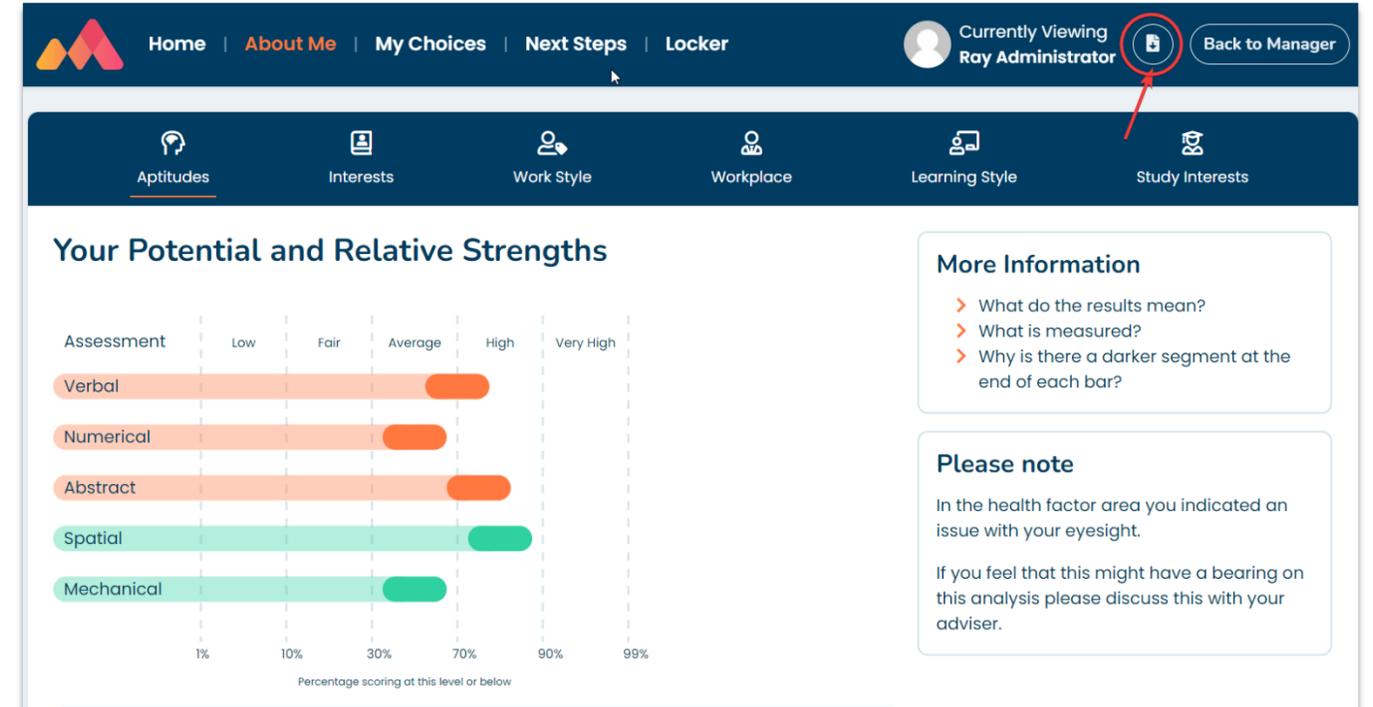


Morrisby Murrayside School Samuel Dickson samuel.dickson+adviser@ceav.vic.edu.au

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%	100%	Reports
Sample, Steve	MP 1, Oct 2020	over 1 year ago	-	Comp. Deg.	4	100%	100%	Reports	
Francis, Harriet	MP 6, Aug 2021	3 months ago	Year 10	Degree	5	100%	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%	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%	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	~55%
Abstract	~75%
Spatial	~85%
Mechanical	~45%

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

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:

- **Click** on a student's name to open their details page
- **Create recovery code** under **'Actions'** on the top right corner
- **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 top navigation bar includes the Morrisby logo, the school name 'Murrayside School', and the user 'Alvi Tafa'. The main content area is titled 'Students / Administrator, Ray'. On the right side, there is an 'Actions' dropdown menu with a red arrow pointing to it (labeled '1'). The dropdown menu is open, showing a 'Create Recovery Code' option with a red box around it and a red arrow pointing to it (labeled '2'). The main content area is divided into several sections: 'Key Documents' (Reports, Profile Interview, Meetings, Next Steps), 'Careers' (a list of career paths with progress bars), and 'Subjects' (a list of subjects with progress bars).

The screenshot shows the student profile details page for 'Administrator, Ray'. The profile includes a placeholder for a profile picture, the name 'Administrator, Ray', and various details: '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'. A red box highlights the 'Recovery Code (click to reveal)' option, with a red arrow pointing to it from the right.



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'**
- **Under 'Actions'** click **'Downloads'** and 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. The 'Actions' menu is open, and 'Create Recovery Codes' is highlighted. Red callouts 1, 2, and 3 indicate the selection of students, the 'Actions' menu, and the 'Create Recovery Codes' option respectively.

The screenshot shows the 'Downloads' dialog box. The 'Student Details' option is selected for 16 selected students. The 'Download' button is highlighted. Red callouts 4, 5, 6, and 7 indicate the 'Actions' menu, the 'Downloads' option, the 'Student Details' option, and the 'Download' button respectively.

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* 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 shows 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 displays 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 '3' pointing to a flip icon. The 'Degree Suggestions' card is highlighted with a red callout '4' pointing to a three-dot menu icon. The 'Career Favourites' card is highlighted with a red callout '5' pointing to a 'Download as CSV' button. On the right, a 'Year Group' dropdown menu is shown with 'Year 9' selected, highlighted with a red callout '1'. Below it, a list of 'All Groups' is shown with 'Year 9' selected, highlighted with a red callout '2'. At the bottom right, a 'Career Suggestions' card is shown with a red callout '3' pointing to a flip icon and a red callout '4' pointing to a three-dot menu icon. Below it, a 'Career Suggestions' card is shown with a red callout '5' pointing to a 'Download as CSV' button.



8. Reset Assessments

In the event that 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).

The screenshot shows the 'Students' interface with a search bar containing 'georgia'. The 'Overview' tab is active, and the 'Assessment' section is visible. A student profile for 'Bourke, Georgia' is selected, with a red callout '1' pointing to the selection checkbox. 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'. 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' section has a list of checkboxes: 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 box is shown. It asks: '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
- **Reset** their password and **Resend** a Welcome Email under the 'Actions' dropdown menu.

Add Staff

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 full Morrisby Trained Adviser, you can **self-deliver profile unpacking sessions** at your school. Once the feature has been **enabled by a CEAV Team Member** (usually your Regional Coordinator), to consider the unpacking session complete, you will need to:

Assign Students to Yourself

1. Click the 'Interview' icon

The screenshot shows a student profile for Bourke, Georgia. The 'Interview' icon is highlighted with a red callout '1'. The interface includes a search bar, 'Clear', 'Select Group', and 'Actions' buttons. The student's details include Name, Signup, Last Login, Year Group, Level, Careers Alerts, Interview, Profiling Status, and Reports.

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

The screenshot shows the 'Assign' step in the Morrisby interface. The 'Assign' step is highlighted in the navigation bar. The 'Assign Student' button is highlighted with a red callout '4'. The interface includes a confirmation checkbox and radio buttons for 'In Person' and 'Remote'.

Prior to accessing this students data you must assign the student to yourself. This will also allow you to enter notes at the end of the interview.

Do not tick this box in anticipation of seeing a student. Only perform this action when you have physically seen this student

I confirm that I am the adviser that is interviewing this candidate

Please select how you interviewed this student

In Person Remote

Create and Share Interview Notes

1. Click on 'Add Notes'

The screenshot shows the 'Add Notes' step in the Morrisby interface. The 'Add Notes' button is highlighted with a red callout '1'. The interface includes a navigation bar with 'Background', 'Reflection', 'Assign', 'Unpacking', and 'Notes' steps. The 'Add Notes' button is highlighted with a red callout '1'. The interface also shows 'Last Saved 15:49, 24/02/2022' and 'Interview Type: In Person'.

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

The screenshot shows the 'Save Notes' step in the Morrisby interface. The 'Save Notes' button is highlighted with a red callout '2', and the 'Shared' toggle is highlighted with a red callout '3'. The interface includes a rich text editor with a toolbar and a 'Load Template' button. The 'Save Notes' button is highlighted with a red callout '2'. The interface also shows 'Last Saved 15:52, 24/02/2022', 'Interview Type: In Person', and 'Shared Yes'.



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**.

In order 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, please email Barry Darnell, at Career Analysts: barryd@careeranalysts.com.au
Or 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 as to the students this may suit
- b. Watch a series of **short training videos** that will enable you to be granted adviser access so that you can 'self-deliver' the unpacking of an Optional Aptitudes profile with your students if they have completed the Aspiration Questionnaires only (Interests and/or Personality). Alternatively, you can arrange for the profiles to be unpacked through your Regional Coordinator.

Note for any Aptitudes 'unpacking' **full training is required**, or 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)

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

Further **information** can be found on the [My Career Insights Website](#)