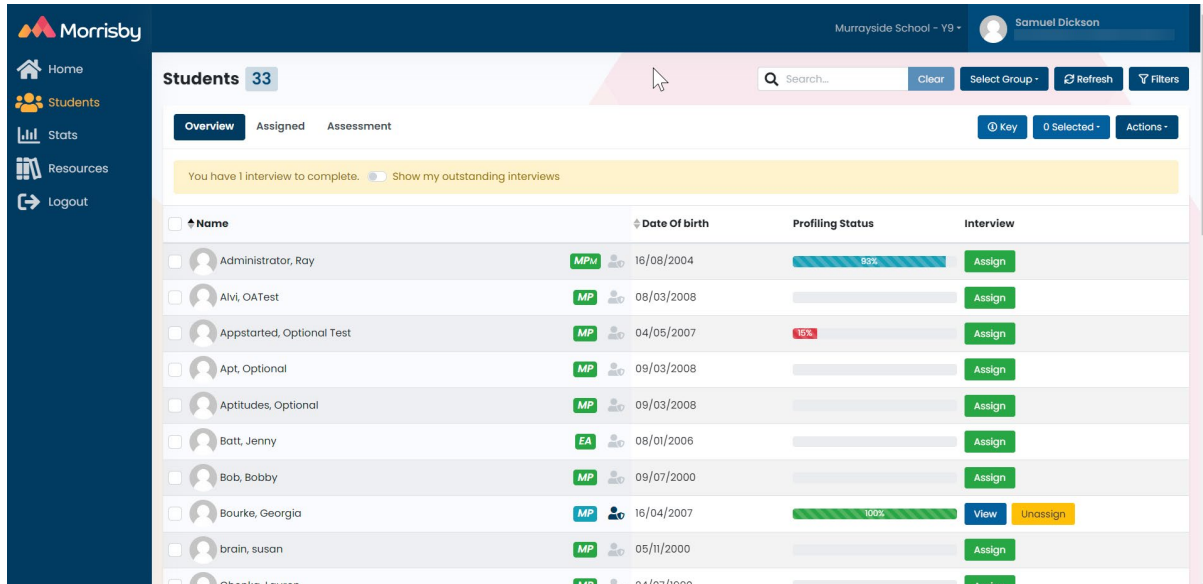


MCI – Generating a Recovery Code for a Student that is assigned to you.

Last Modified 15/09/2023.

OPEN Morrisby Manager and Login(<https://app.morrisby.com/>)

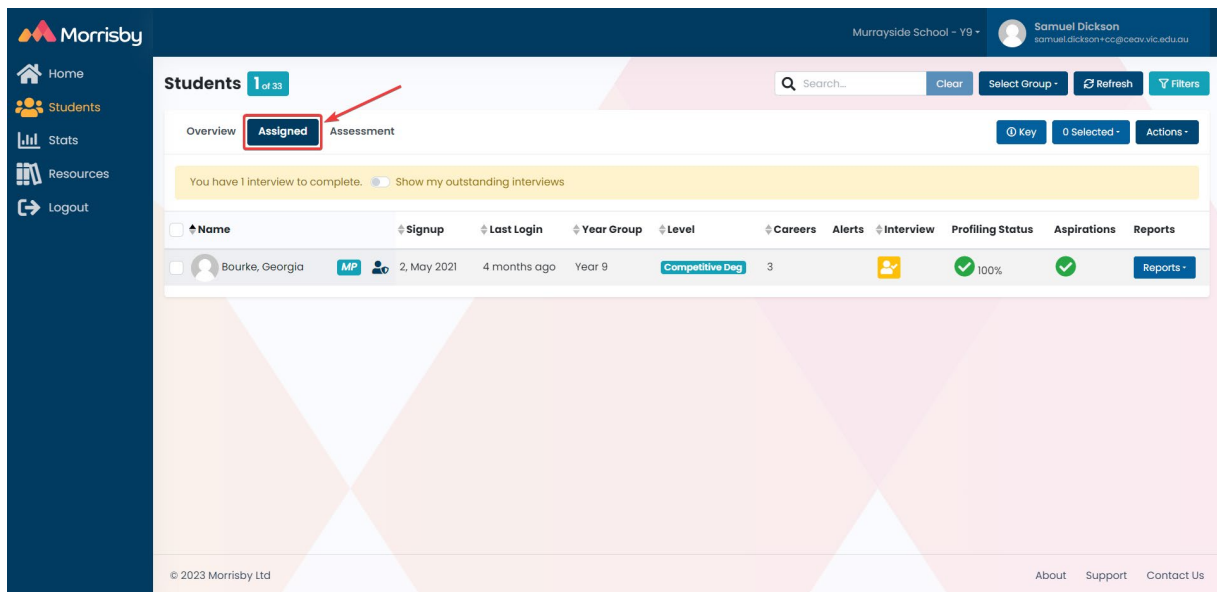
SELECT The School you are working at and then **CLICK** the students tab.



The screenshot shows the Morrisby Manager interface for 'Murrayside School - Y9'. The 'Students' tab is active, showing 33 students. A search bar and filters are at the top. Below the tabs (Overview, Assigned, Assessment), a message states 'You have 1 interview to complete.' with a toggle for 'Show my outstanding interviews'. The main table lists students with columns for Name, Date of birth, Profiling Status, and Interview. The 'Interview' column contains 'Assign' buttons for most students and 'View' and 'Unassign' for Bourke, Georgia.

Name	Date of birth	Profiling Status	Interview
Administrator, Ray	16/08/2004	MPM 92%	Assign
Alvi, OATest	08/03/2008	MP	Assign
Appstarted, Optional Test	04/05/2007	MP 15%	Assign
Apt, Optional	09/03/2008	MP	Assign
Aptitudes, Optional	09/03/2008	MP	Assign
Batt, Jenny	08/01/2006	EA	Assign
Bob, Bobby	09/07/2000	MP	Assign
Bourke, Georgia	16/04/2007	MP 100%	View Unassign
brain, susan	05/11/2000	MP	Assign
Chonka, Lauren	24/07/1980	MP	Assign

Once you have assigned a student **SELECT** the assigned tab.



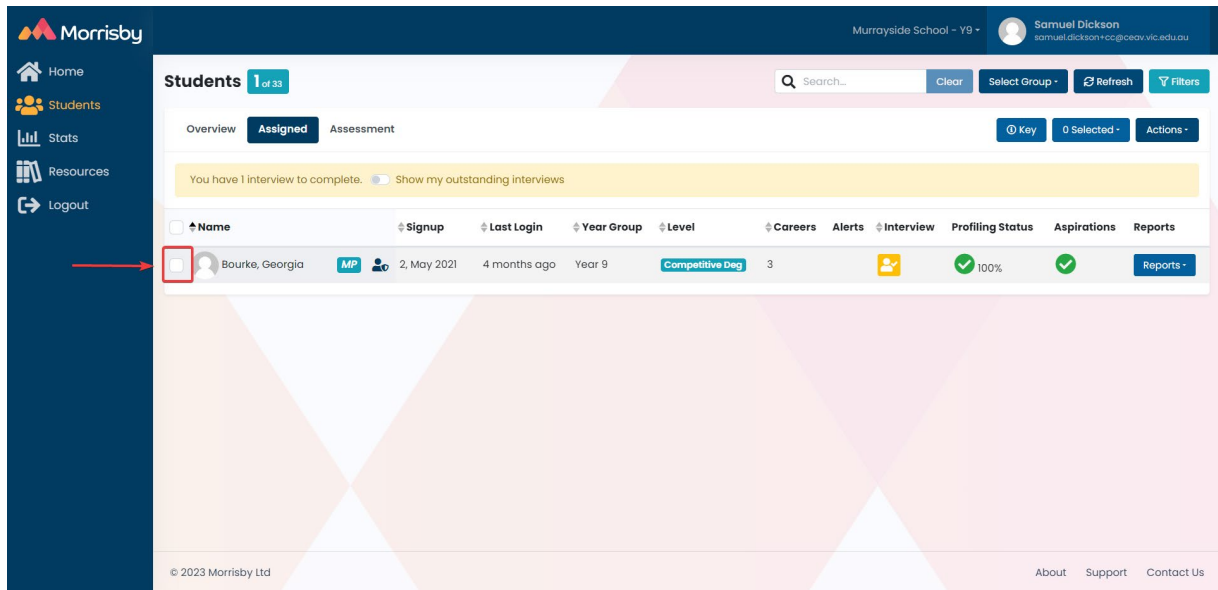
The screenshot shows the 'Assigned' tab selected, with a red box and arrow highlighting it. The 'Students' count is now 1 of 33. The table provides more details for the assigned student, Bourke, Georgia, including Signup, Last Login, Year Group, Level, Careers, Alerts, Interview, Profiling Status, Aspirations, and Reports.

Name	Signup	Last Login	Year Group	Level	Careers	Alerts	Interview	Profiling Status	Aspirations	Reports
Bourke, Georgia	MP	2, May 2021	4 months ago	Year 9	Competitive Deg	3		100%	✓	Reports

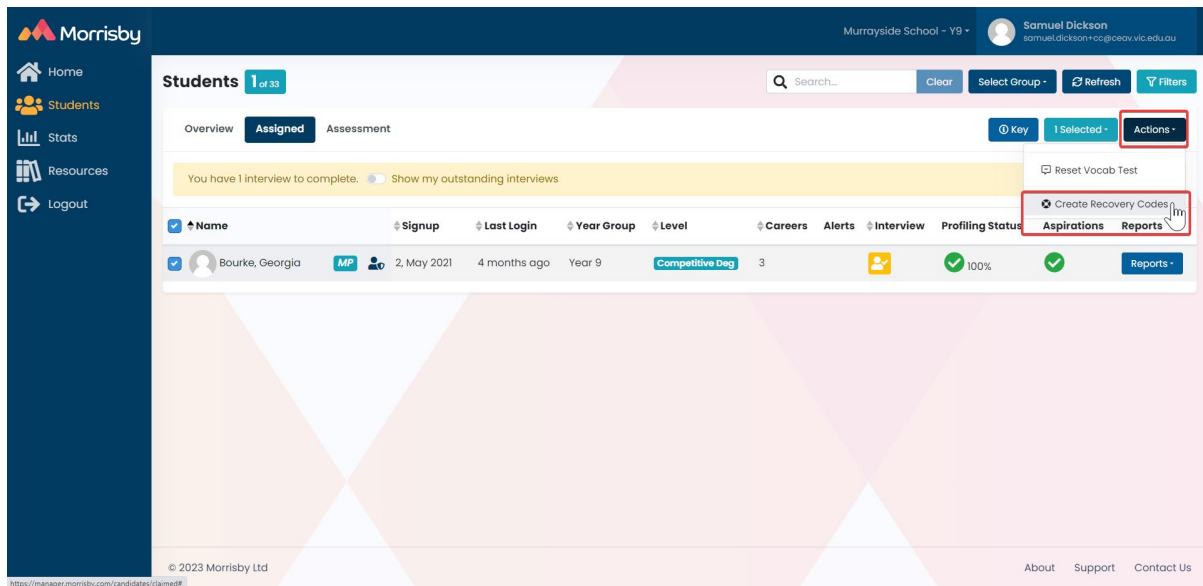
MCI – Generating a Recovery Code for a Student that is assigned to you.

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SELECT the checkbox next to the students name you wish to generate the recovery code for.



SELECT the actions button in the top right and select Create Recovery Codes and then select **Generate**.



MCI – Generating a Recovery Code for a Student that is assigned to you.

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SELECT Recovery Code (Click to reveal)

The screenshot shows the Morrisby MCI interface for a student named Bourke, Georgia. The interface is divided into several sections: a left sidebar with navigation links (Home, Students, Stats, Resources, Logout), a top header with the school name (Murrayside School - Y9) and the user's name (Samuel Dickson), and a main content area. The main content area is titled 'Students / Bourke, Georgia' and contains a 'Student Details' section on the left, a 'Key Documents' section in the center, and 'Careers' and 'Subjects' sections on the right. The 'Student Details' section includes fields for Year Group (Year 9), Date of Birth (16/04/2007), Email, Registered date (02/05/2021), Last Login (4 months ago), Username (GEORGIA9974), and a 'Recovery Code' field. The 'Recovery Code' field is highlighted with a red box and a red arrow pointing to it. The 'Key Documents' section includes 'Reports' (Adviser Report), 'Profile Interview' (Interview Assigned (In-person)), and 'Next Steps' (Next Step). The 'Careers' section lists various career options with progress bars, and the 'Subjects' section lists various subjects with progress bars.

The Recovery code for the student will then be shown.

This screenshot shows the same Morrisby MCI interface as the previous one, but the 'Recovery Code' field is now visible. The code is GMB3, and it is highlighted with a red box and a red arrow pointing to it. The 'Recovery Code' field also includes a note: 'Expires in 14 days. The student should use the recovery code on the "Forgotten Login" page, which can be accessed from the main'. The rest of the interface remains the same.