



My Career Insights ADVISER ACCESS GUIDE



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 page 25 & 26).

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.



Table of Contents

Creating your Login	4
Make it Secure	5
Standard Adviser Access	6
1. Student Overview	
2. Status Icons	
3. Interview Icons	
4. Reports	
5. Access Profiles	
6. Recovery Codes	
7. Additional Tabs	
8. 10+ Centre	
Trained Adviser Access	20
9. Dashboard	
10. Reset Assessments	
11. Create Staff Accounts	
12. Self Delivery	
Full Morrisby Profile Certification Training	25
Optional Aptitudes Profile Training	26
Privacy Requirements	27
Resources	30

Creating your **login**

Step by step guide

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

Please note:

- Only '@education.vic.gov.au' **email** 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 the email address to a **personal email**. Speak with your Program Coordinator for help with this.
- 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.

2. An **email** will be sent to you from Morrisby with a **link to create a password**. Click the link and create a password.

3. 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 four numbered steps:

- Step 1:** A red callout points to the user's name 'Alvi Tafa' in the top right corner of the account page.
- Step 2:** A red callout points to the 'My Account' option in the dropdown menu that appears after clicking the name.
- Step 3:** A red callout points to the 'Security' option in the left-hand navigation menu.
- Step 4:** A red callout points to the 'Setup Two Factor Authentication' button at the bottom of the 'Two Factor Authentication' section.

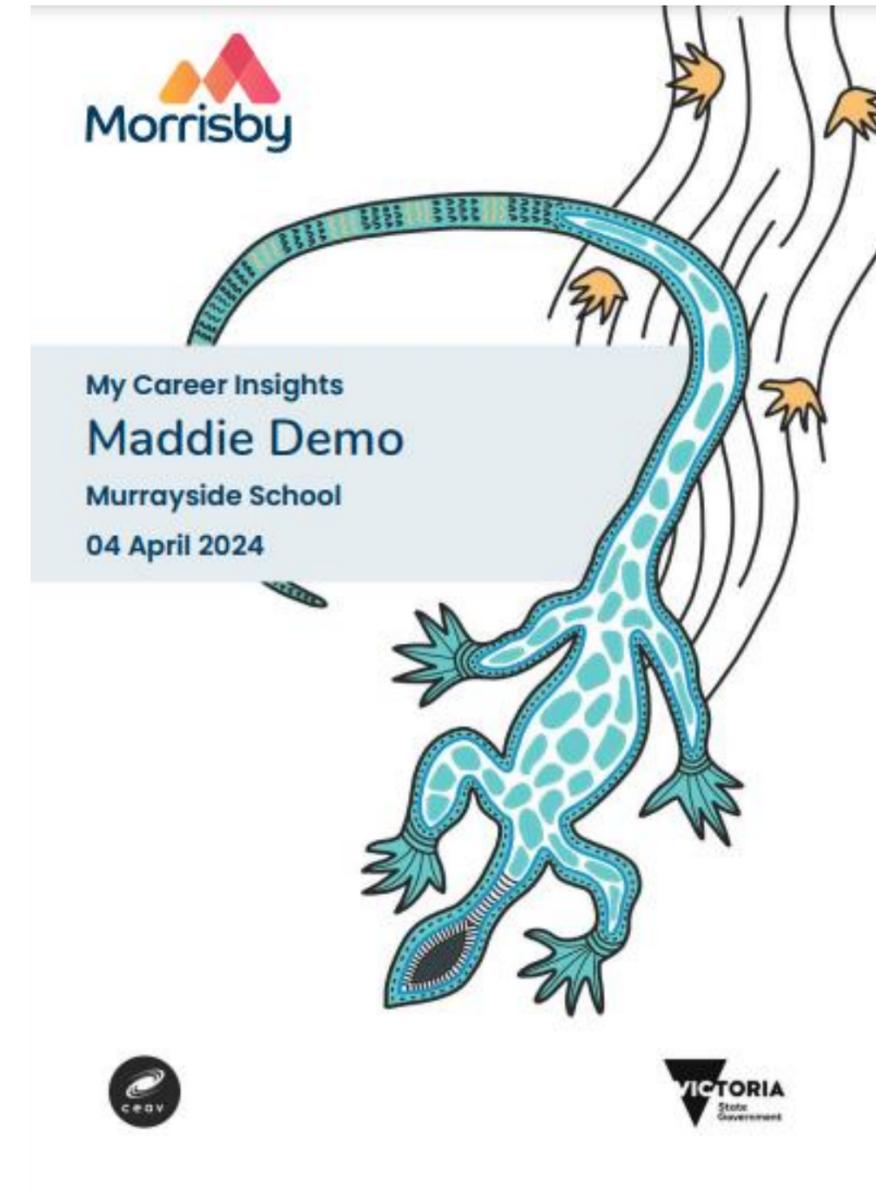
The 'Two Factor Authentication' setup screen provides instructions: 'To activate two factor authentication please follow these steps: 1. Install a Two Factor Authenticator App (Authy or Google Authenticator), 2. Scan This Code with the Authenticator App (QR code), and 3. Activate (Enter the 6 digit code generated by the authenticator app and click Enable)'. A final confirmation message states: '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 a student's **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
- **Profiling code:** registered profiling pathway
- **Access Icon:** access to impersonate student profile online
- **Sign-Up:** date of student sign up
- **Last Login:** last log-in by student
- **Year Group:** current year level
- **Level:** student's educational level (this could be centre default, calculated at profile 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:

- **Careers:** number of favourite careers
- **Alerts:** health information & ipsatisation (incl. for EAL students)
- **Interview:** completion status of one-on-one interview
- **Profiling Status:** completion of required Questionnaires or Aptitude modules (depending on registered profiling pathway)
- **Reports:** access to individual Student Reports (full and short) and an Advisor report

The screenshot displays the Morrisby interface for an adviser. 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. The table columns are: Name, Signup, Last Login, Year Group, Level, Careers, Alerts, Interview, Profiling Status, and Reports. Each row contains a checkbox, a student profile icon, a name, a level icon (e.g., MP, MPM, EA), a signup date, a last login date, a year group, a level name, a number of careers, an alert icon (e.g., Health), an interview icon (e.g., green arrow, grey arrow, yellow pencil), a profiling status (e.g., 100%, 8%, 0%), and a Reports button.

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	Green Arrow	100%	Reports
Bourke, Georgia	2, May 2021	3 months ago	Year 10	Degree	5		Grey Arrow	100%	Reports
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-		Grey Arrow	8%	No Results
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-		Grey Arrow	8%	No Results
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-		Grey Arrow	0%	Reports
Demo, Maddie	21, Oct 2020	over 1 year ago	-	VCAL Int/Cert II	1		Grey Arrow	0%	Reports
Drake, Stuart	22, Sep 2021	5 months ago	Year 10	VCAL Sr/Cert III	-		Grey Arrow	100%	Reports
Francis, Harriet	6, Aug 2021	3 months ago	Year 10	Degree	5		Green Arrow	100%	Reports
S Sample, Steve	1, Oct 2020	Never	-	Degree	4		Yellow Pencil	100%	Reports
S Sample, Steve	1, Oct 2020	over 1 year ago	-	Comp. Deg.	4		Green Arrow	100%	Reports



Video Tutorial

1. Student Overview – Key

Profile Types – 4 Morrisby profile types:

- Full Profile 
- Optional Aptitudes 
- Morrisby Careers (Mainstream schools) 
- Elemental Aspirations (Specialist and SDS settings) 

Profile Interview Eligibility - based on completion status of profile type:

- Eligible to be interviewed 
- Not eligible to be interviewed 

Interview Status:

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

Aptitude profiling progress icons:

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

Questionnaires progress icons:

- Required, not started 
- Optional 
- Completed 

Lock icon:

Profile locked – students cannot access their report until their interview.
Contact your Program Coordinator to have profile unlocked.



2. 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.

3. 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 entered	Interview notes shared
			
Interview preparation not complete	This Interview has been assigned by the Career Consultant	Consultant has begun writing notes about the interview	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).

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. One record for 'Charles, Zeenat' is highlighted. A dropdown menu is open for this record, showing 'Adviser Report' and 'Student Report'. Red callouts are used to guide the user: callout 1 points to the 'Reports' dropdown button, and callout 2 points to the 'Student Report' option.

This block shows two parts of the user interface. The top part is a modal dialog box titled 'Before downloading this data, you must agree to the following terms:'. It contains 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.
- 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)

 At the bottom right of the dialog are 'Cancel' and 'I Agree' buttons. Below the dialog is a preview of a report page. It features a large illustration of a blue dragon-like creature. At the bottom of the preview, there is a 'Download' button with a red arrow pointing to it, and a 'Close' button next to it. The page number 'Page 1 of 21' is visible at the bottom left of the preview.

Please note: The same process is used for generating reports in your 10+ Centre – see page 19 for instructions on accessing your 10+ Centre.

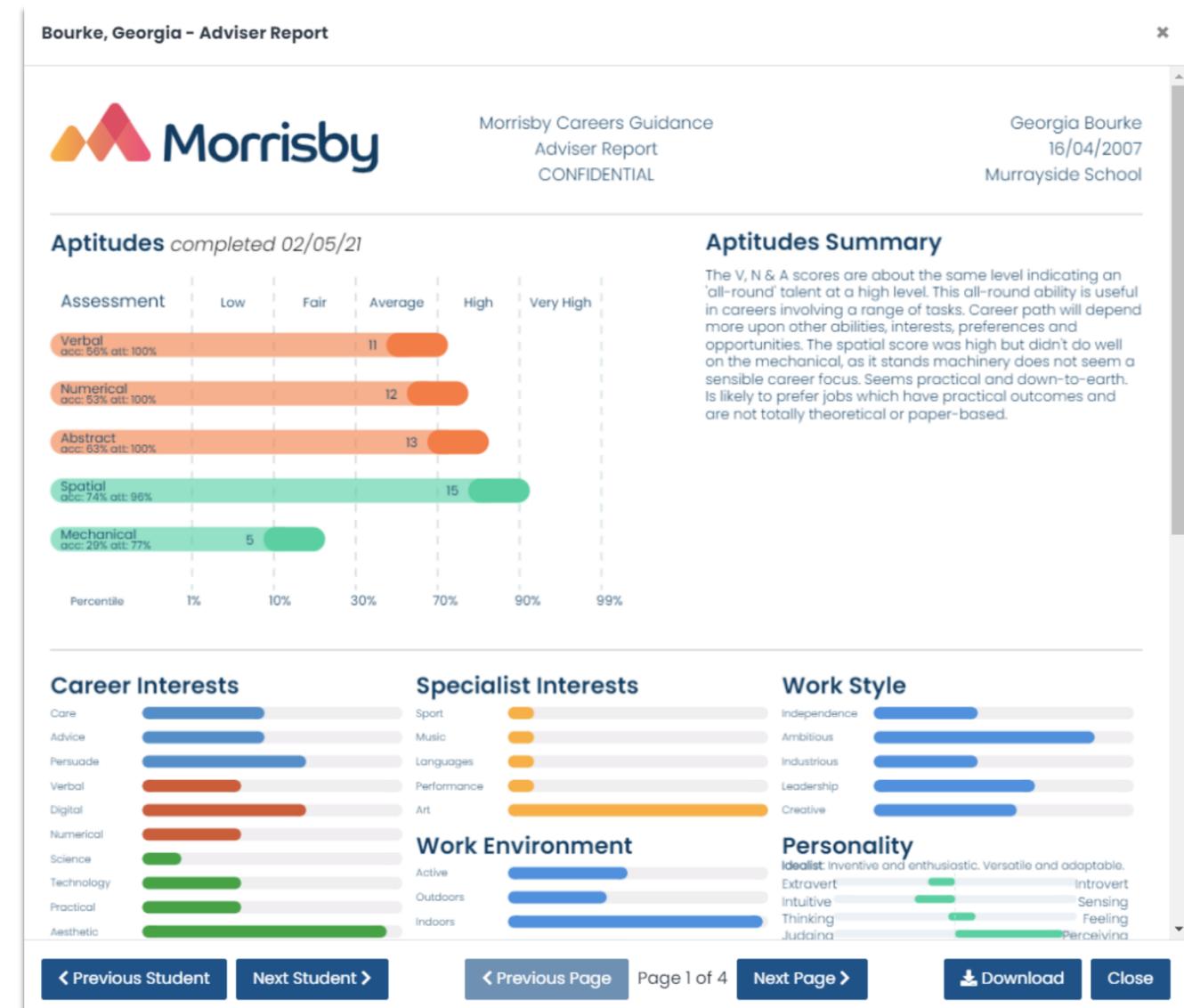
4. Reports - Adviser

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**.

Please note: The same process is used for generating reports in your 10+ Centre.



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.

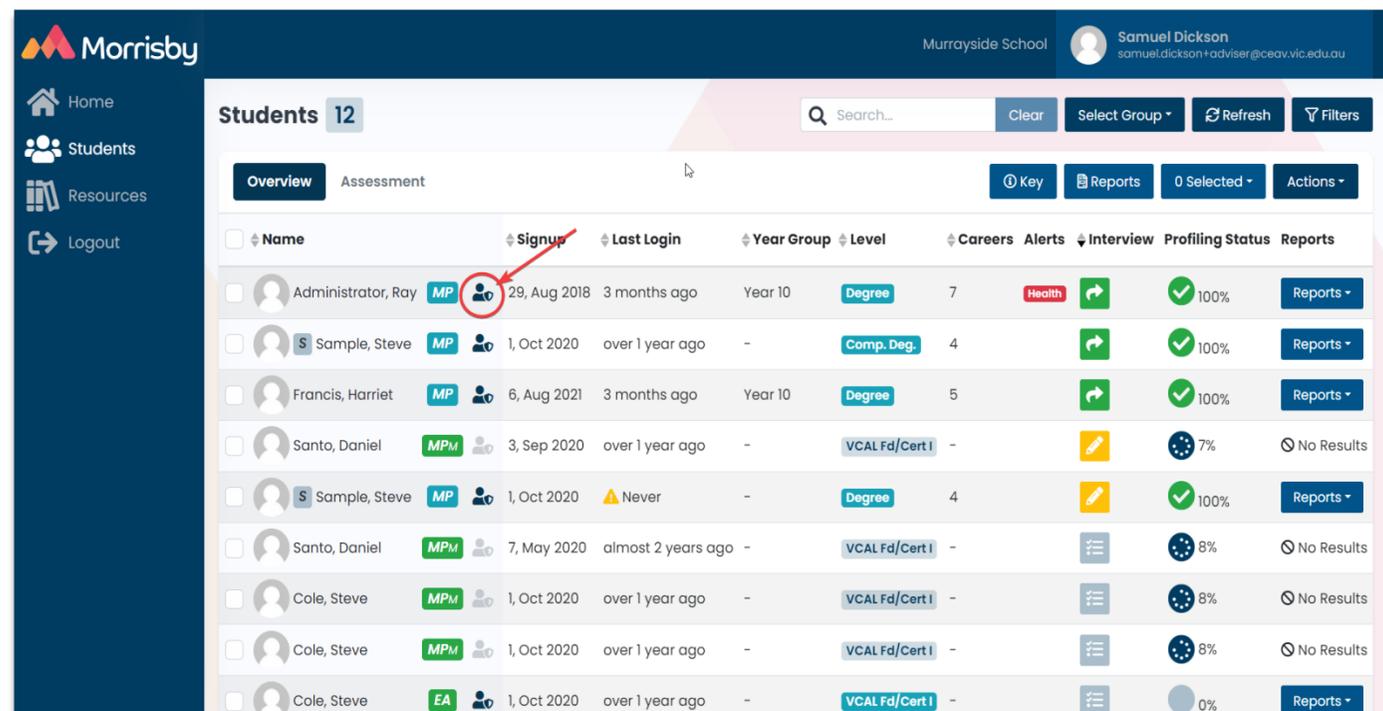
Please note: The same process is used for generating reports in your 10+ Centre.



Video Tutorial

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.

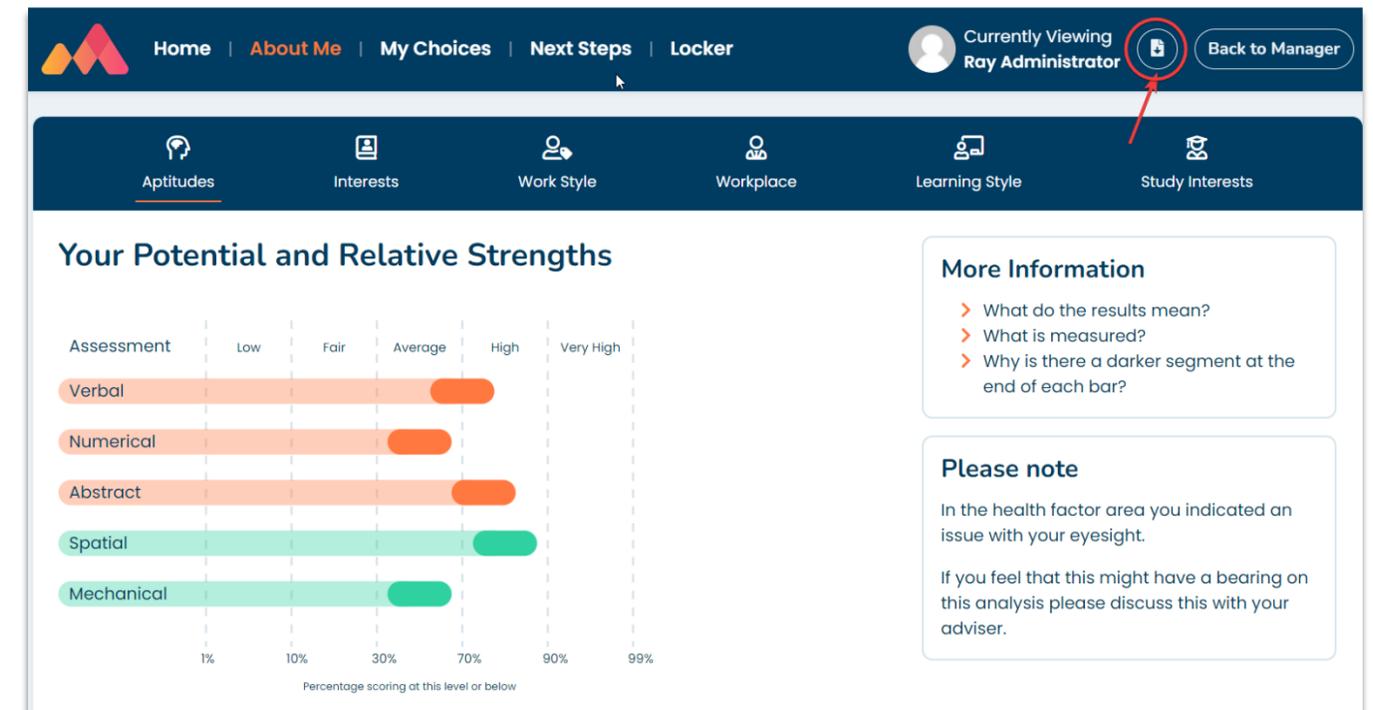


Morrisby Murrayside School Samuel Dickson samuel.dickson+adviser@ceav.vic.edu.au

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 	29, Aug 2018	3 months ago	Year 10	Degree	7 Health	100%	100%	Reports
Sample, Steve	1, Oct 2020	over 1 year ago	-	Comp. Deg.	4	100%	100%	Reports
Francis, Harriet	6, Aug 2021	3 months ago	Year 10	Degree	5	100%	100%	Reports
Santo, Daniel	3, Sep 2020	over 1 year ago	-	VCAL Fd/Cert I	-	7%	No Results	
Sample, Steve	1, Oct 2020	Never	-	Degree	4	100%	100%	Reports
Santo, Daniel	7, May 2020	almost 2 years 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	-	8%	No Results	
Cole, Steve	1, Oct 2020	over 1 year ago	-	VCAL Fd/Cert I	-	0%	No Results	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

Verbal

Numerical

Abstract

Spatial

Mechanical

Percentage scoring at this level or below

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.



Video Tutorial

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 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 left, there is a sidebar with navigation options: Home, Students, Resources, and Logout. The profile details for 'Administrator, Ray' are shown, including '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'. The 'Actions' menu is open, showing options like 'Impersonate' and 'Back to Students', with 'Create Recovery Code' highlighted. The 'Key Documents' section includes 'Reports' (Adviser Report, Student Report), 'Profile Interview' (Notes Shared, Interview Notes), 'Meetings' (Add Meeting Notes), and 'Next Steps' (Options at 16). The 'Careers' and 'Subjects' sections are also visible.

The screenshot shows the student profile for 'Administrator, Ray'. The profile details are listed on the right side of the page. The 'Recovery Code (click to reveal)' button is highlighted with a red box and a red arrow labeled '3'. The profile details include: '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. This can also be saved as an excel file.

The screenshot shows the 'Students' list page with 16 students. 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.

7. Additional Tabs

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.

Next to the overview tab you will see an **“Assessment”** tab, and you may also see a **“Unadjustable”** tab and **“Auto Adjusted”** tab:

- **Assessment tab:** This tab details the progress made for each assessment module and questionnaire. You can see the % progress by hovering over a module icon.
- **Unadjustable:** This tab contains a list of students who were impacted by the **Morrisby issue** and their profiles were unable to be auto-adjusted. These students are strongly recommended to re-take their **missing** aptitude assessments.
- **Auto-Adjusted:** This tab contains a list of students whose profiles were impacted by the **Morrisby issue** but were able to be auto-adjusted. It is still recommended / suggested these students re-take any **adjusted** aptitudes.

Name	Signup	Completed Profiling	Asp...	Ver...	Nu...	Abs...	Spa...	Me...	Per...	Prio...	Stu...
Administrator, Ray	29, Aug 2018	MP	!	!	✓	✓	✓	✓	✓	!	!
Alvi, OATest	9, Mar 2023	MP	!	!	!	!	!	!	!	!	!
Appstarted, Optional Test	29, Mar 2022	MP	✓	!	!	!	!	!	!	!	!
Apt, Optional	19, Apr 2022	MP	✓	!	!	!	!	!	!	!	!

Morrisby

Home Dashboard Students Find Students

Students 0 of 410

Overview Assessment **Unadjustable** Auto Adjusted

Name	Last Login	Verbal 1	Verbal 2	Numerical 1	Numerical 2
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8. 10+ Centre

Using your Advisor Access, you have access to **Year 9** student profiles, as well as all current **Year 10-12** students who completed their Morrisby profile when they were Year 9.

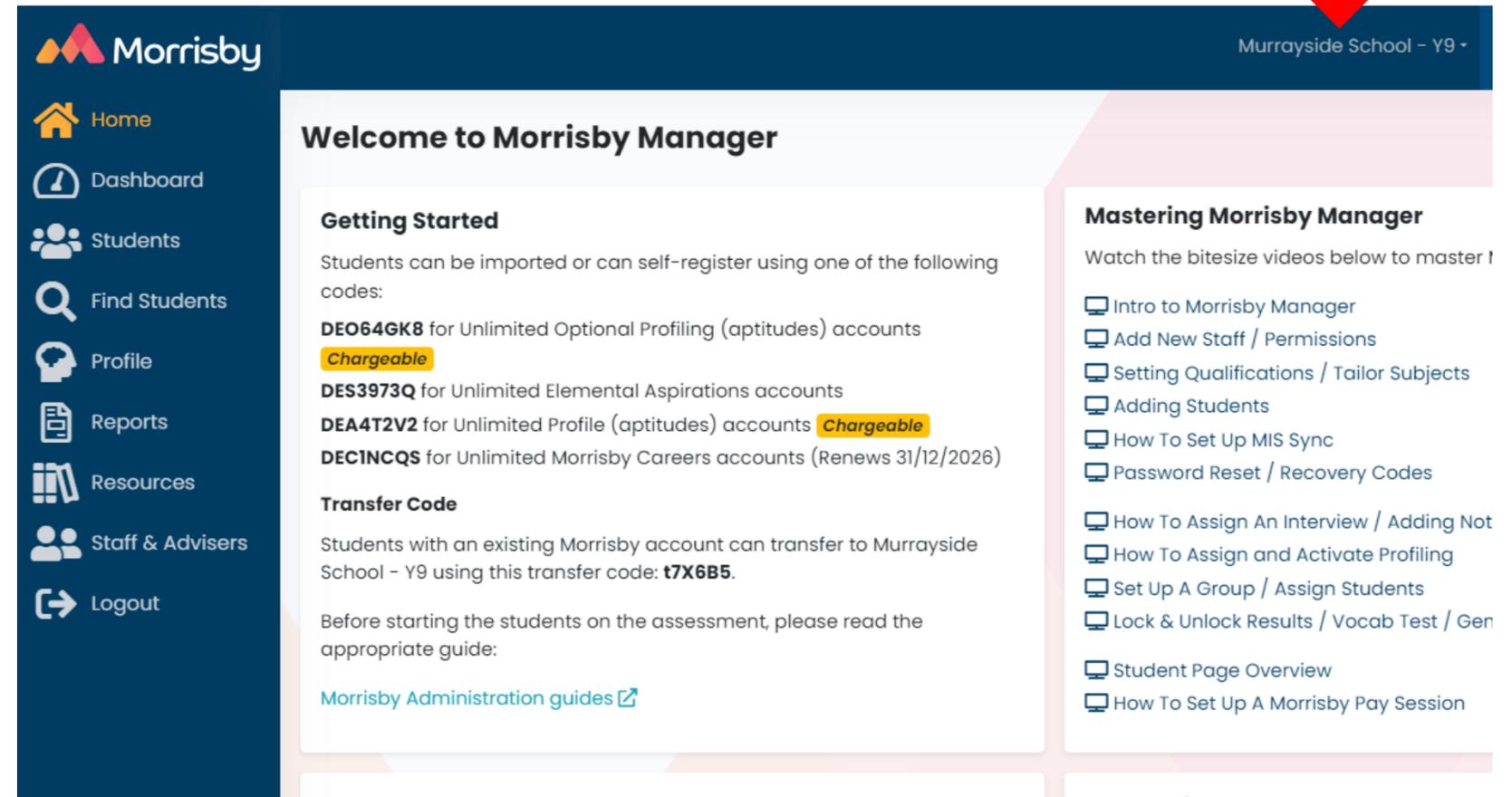
To move between centres on Morrisby Manager, click on your school name in the top right-hand corner of the page where it says **“School Name – Y9”**

Two options will appear:

“School Name – Y9”

“School Name – 10+”

Click on the Centre you want to use. All functionality is the same in both centres.



The screenshot shows the Morrisby Manager interface. In the top right corner, the text "Murrayside School - Y9" is displayed, with a red arrow pointing to it. The interface includes a navigation menu on the left with options: Home, Dashboard, Students, Find Students, Profile, Reports, Resources, Staff & Advisers, and Logout. The main content area is titled "Welcome to Morrisby Manager" and contains two columns of information:

- Getting Started:**
 - Students can be imported or can self-register using one of the following codes:
 - DE064GK8** for Unlimited Optional Profiling (aptitudes) accounts **Chargeable**
 - DES3973Q** for Unlimited Elemental Aspirations accounts
 - DEA4T2V2** for Unlimited Profile (aptitudes) accounts **Chargeable**
 - DECINCQS** for Unlimited Morrisby Careers accounts (Renews 31/12/2026)
 - Transfer Code:** Students with an existing Morrisby account can transfer to Murrayside School - Y9 using this transfer code: **t7X6B5**.
 - Before starting the students on the assessment, please read the appropriate guide: [Morrisby Administration guides](#)
- Mastering Morrisby Manager:**
 - Watch the bitesize videos below to master!
 - Intro to Morrisby Manager
 - Add New Staff / Permissions
 - Setting Qualifications / Tailor Subjects
 - Adding Students
 - How To Set Up MIS Sync
 - Password Reset / Recovery Codes
 - How To Assign An Interview / Adding Not
 - How To Assign and Activate Profiling
 - Set Up A Group / Assign Students
 - Lock & Unlock Results / Vocab Test / Gen
 - Student Page Overview
 - How To Set Up A Morrisby Pay Session

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 25 and 26.

Extra features available to Morrisby Trained Advisers 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

9. 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 shows the Morrisby Dashboard interface. The top navigation bar includes the Morrisby logo, user name 'Alvi Tafa', and school name 'Murrayside School'. The main dashboard area is titled 'Dashboard' and shows 'Year 9' selected. It features several cards: 'Students' (4 in Year 9), 'With Next Steps' (4, 100%), 'With Career Favourites' (2, 50%), and 'With Course Favourites' (0, 0%). Below these are three columns of suggestions: 'Career Suggestions', 'Degree Suggestions', and 'Career Favourites'. A 'Year Group' dropdown menu is shown on the right, with 'Year 9' selected. A 'Filter group list' input field is also visible. The 'Career Suggestions' card is highlighted with a red callout, showing a list of jobs like 'Clothing Production Worker' and 'Farm Worker' with bar charts. A red callout points to the 'Download as CSV' button on the 'Career Suggestions' card.



10. Reset Assessments

If a student needs to **re-take any of the Aptitude 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 previous results for the selected assessment(s). Click OK

The screenshot shows the 'Students' interface with a search bar containing 'georgia'. A table lists student records. The first record is for 'Bourke, Georgia' with columns for Name, Signup, Last Login, Year Group, Level, Careers, Alerts, Interview, and a 'P' column. A red callout '1' points to the checkbox next to the student's name. 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' button, and a red callout '3' points to the 'Reset Assessments' option in the dropdown.

The 'Reset Assessments' dialog window contains the following text: '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. Note: Please be aware that this will permanently delete current results for the selected assessments.' Below this is a list of assessments with checkboxes: Verbal 1 (checked), Verbal 2, Numerical 1, Numerical 2 (checked), Abstract 1 (checked), Abstract 2, Spatial, and Mechanical. A red callout '4' points to the checked items. Under 'Selected Student', it shows 'Bourke, Georgia' and a warning: 'Assessments can not be reset for Students marked Yellow'. A red callout '5' points to the 'Reset' button at the bottom right.

The 'WARNING!' dialog box has a yellow header and contains the text: 'Are you sure you want to permanently delete the results for the selected assessments?'. At the bottom, there are 'Cancel' and 'OK' buttons. A red callout '6' points to the 'OK' button.



Video Tutorial

11. 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



Video Tutorial

12. 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 bar includes fields for Name, Signup (2, May 2021), Last Login (about 2 hours ago), Year Group (Year 10), Level (Degree 7), and Profiling Status (100%). A red callout '1' points to the 'Interview' icon in the profile bar.

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 warning: "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." A red callout '2' points to a checkbox labeled "I confirm that I am the adviser that is interviewing this candidate". Below this, there are radio buttons for "In Person" (selected) and "Remote". A red callout '3' points to these radio buttons. At the bottom, there is a blue button labeled "Assign Student" with a red callout '4' pointing to it.

Create and Share Interview Notes

3. Click on 'Add Notes' . (You can click **Load Template** for a pre-populated format)

The screenshot shows the 'Notes' step in the Morrisby interface. It includes a progress bar with 'Notes' highlighted. Below the progress bar, there is a large text area for notes. A red callout '1' points to the "Add Notes" button at the bottom left of the text area. The text area also shows "Last Saved 15:49, 24/02/2022" and "Interview Type: In Person".

4. 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 'Notes' highlighted. Below the progress bar, there is a text area for notes. A red callout '2' points to the "Save Notes" button at the bottom left. To the right of the "Save Notes" button, there is a "Shared" toggle set to "Yes". A red callout '3' points to this toggle. The text area also shows "Last Saved 15:52, 24/02/2022" and "Interview Type: In Person".

* **Check** you have correctly assigned and shared notes (refer icons shown in Slide 10)



Video Tutorial

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, Elemental Aspirations and Morrisby Careers profiling pathways

- 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 completed 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/CertV	-	☰	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, Courtnie	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

- [2024 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](#)
And on the [Morrisby AU website](#).