

<p><b>1. Gain Consent</b> <i>Required to participate in the MCI program</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Promote program to key school staff</li> <li><input type="checkbox"/> Send / Collate Consent from parents / guardians (hardcopy, electronically, verbally)</li> <li><input type="checkbox"/> Click <a href="#">HERE</a> for <b>2026</b> Consent form</li> <li><input type="checkbox"/> Click <a href="#">HERE</a> and <a href="#">HERE</a> for School and Family Info flyers. Click <a href="#">HERE</a> for translated Consent form and flyers</li> </ul>
<p><b>2. Profiling Preparation</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Check school calendar and schedule profiling date/s. Notify key school staff and MCI Program Coordinator</li> <li><input type="checkbox"/> Complete a school-based IT check using <a href="#">Morrisby IT Check Guidelines</a></li> <li><input type="checkbox"/> Check availability of suitable IT devices and book them (School supply or student BYOD?)</li> <li><input type="checkbox"/> You may register students on their behalf in advance (use student school email for username and school generated passwords). Keep secure list of usernames / passwords for logging in at a later date</li> </ul>
<p><b>3. Identify appropriate student profile type</b> <b>Three Morrisby Profile Pathways</b> <i>Full Profile: Students with higher capability</i> <i>Optional Aptitudes: Most students</i> <i>Elemental Aspirations: Students with greater challenges</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Every student (15+) can complete one of the 3 available profiles – Review <a href="#">Profiling matrix</a> and <a href="#">Additional Pathways</a> for outline of profiling types. Identify most suitable Profiling type for each student</li> <li><input type="checkbox"/> Check you have received your school's <b>2026</b> Student Profiling Kit with embedded Morrisby registration code</li> <li><input type="checkbox"/> If required, request <b>2026</b> Elemental Aspirations Student Profiling Kits and registration code</li> <li><input type="checkbox"/> Familiarise with Morrisby Adviser Access. Login to <a href="#">Morrisby Manager</a> with your 'education' email</li> <li><input type="checkbox"/> Request Adviser Access for additional key staff</li> </ul>
<p><b>4. Prepare Students &amp; Supervisors</b> <b>Why, What, How &amp; When</b> <i>"Preparation results in higher completion rates and more accurate self-reflection and possible career suggestions"</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider accessibility needs inc. literacy, comprehension, concentration, disability) eg. use text -&gt; audio software (eg. Windows Narrator), visual cards (emojis, milk glasses in 'Boardmaker' magnified screen, translators / support staff</li> <li><input type="checkbox"/> Schedule / deliver a class to prepare / familiarise students with profiling process and format inc. practice questions. You may use '<a href="#">Getting Prepared</a>' PPT - <a href="#">Specialist</a> and some slides from <a href="#">Getting Prepared - Aptitudes</a> for any students attempting additional modules</li> <li><input type="checkbox"/> Book rooms that suit the task eg. with whiteboard / screen, tables &amp; chairs, quiet and free from distraction</li> <li><input type="checkbox"/> Brief supervising staff inc. learning supporters, about profiling process (inc. using the correct registration codes, help with understanding questions, keeping students on task, saving / logging off once completed)</li> <li><input type="checkbox"/> Notify students and key staff of event</li> </ul>
<p><b>5. Profiling Day/s</b> <b>Morrisby Registration – Sign Up / Login:</b> <a href="https://app.morrisby.com/login/">https://app.morrisby.com/login/</a></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Display appropriate <b>2026</b> Morrisby registration code, and support students to follow registration and profiling steps outlined in relevant Student Profiling Kit (have backup list available for login if you pre-registered students)</li> <li><input type="checkbox"/> Advise students when to rest and when to stop profiling eg. after Interests questionnaire or before Aptitudes</li> <li><input type="checkbox"/> Assist students with reading, explanation of terms / concepts, laptop entry, and other identified need</li> <li><input type="checkbox"/> Observe / support student progress. Monitor using Morrisby Manager (refer to Adviser Guide for instructions)</li> <li><input type="checkbox"/> Have additional activities / tasks for students who complete early or ask to leave room to minimise distractions</li> <li><input type="checkbox"/> Contact MCI Program Coordinator with any questions, or contact MCI-IT support if experiencing any tech issue</li> </ul>
<p><b>6. Profiling Catch-up Session</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify students who didn't complete their profile or were absent on profiling day using <a href="#">Morrisby Manager</a></li> <li><input type="checkbox"/> Arrange a catch-up profiling session for these students and generate recovery codes if login details lost</li> </ul>

**Helpful Resources:** (Ctrl+Click to open all links in blue)

[Morrisby Adviser Access Guide](#)  
[MCI Website](#) / [Specialist setting schools](#)

**MCI Key Contacts during Interviews**

**Program Coordinator** (issues inc. Consultants, Schedule changes / disruptions, Wellbeing concerns)  
Suzanne Morelli: 0427 993 989 / [suzanne.morelli@acce.org.au](mailto:suzanne.morelli@acce.org.au)  
[General & Tech support](#) / (03) 9433-8033 (issues inc. Webex setup / Technical / Audio)