



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.



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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 page.
- Step 2:** A red callout points to the 'My Account' option in the dropdown menu that appears after clicking the user's 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 the following instructions:

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

Below the QR code, there is a field for manual entry: "Or, enter this key manually" with the key "6DRBKL5FYMDAWARJH3C".

- 3. Activate**
Authentication Code: [input field]
Enter the 6 digit code generated by the authenticator app and click Enable

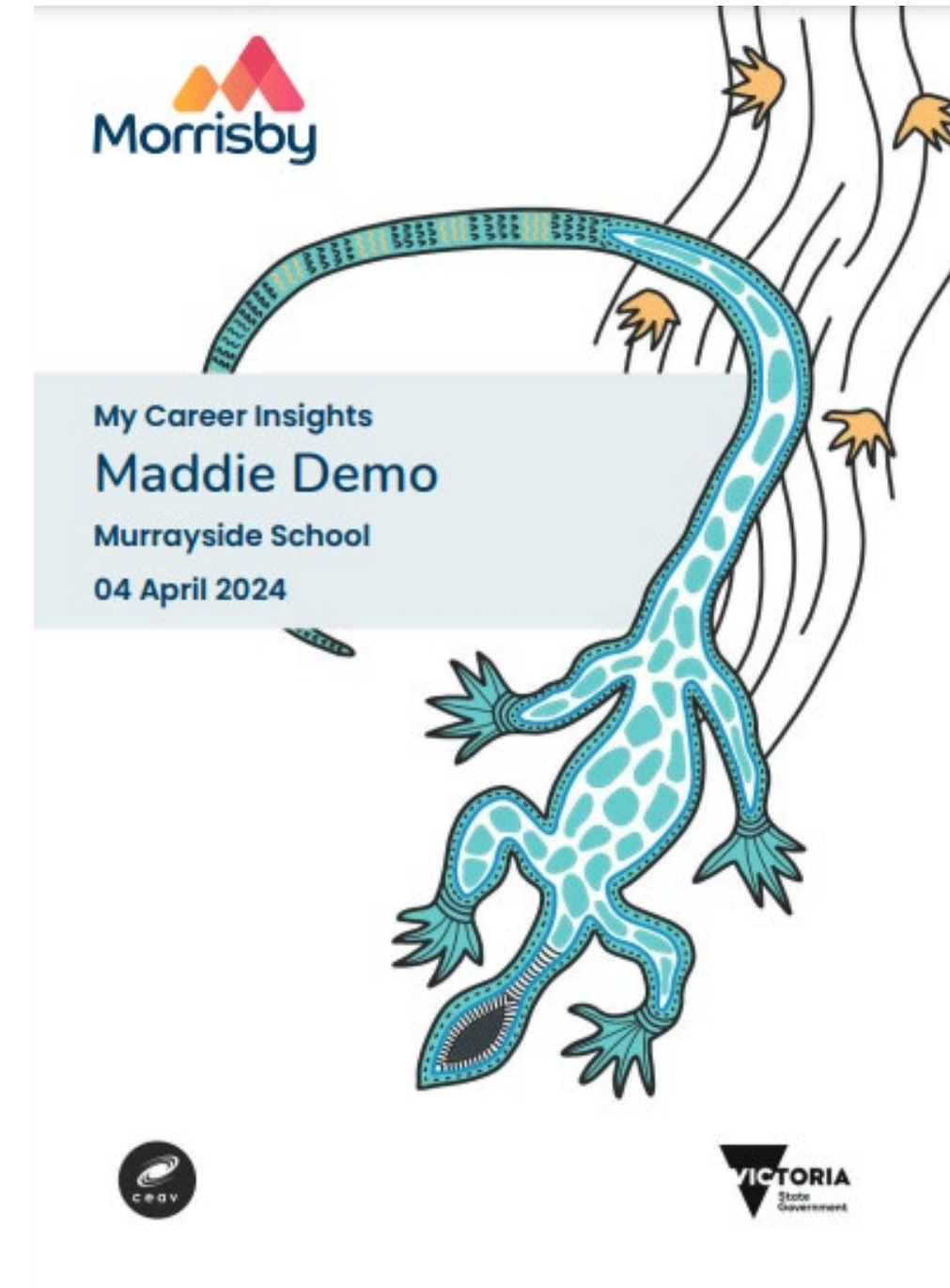
The final confirmation message at the bottom right states: "Two Factor Authentication" and "You are using two factor authentication".

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	Careers	Alerts	Interview	Profiling Status	Aspirations	Reports
Bob, Bobby	15, Feb 2023	about 3 years ago	Year 10	-		🔄	●	✓	Reports -
Bourke, Georgia	2, May 2021	7 months ago	Year 10	-		👤	✓ 100%	✓	Reports -
brain, susan	15, Feb 2023	9 months ago	Year 10	3		🔄	●	✓	Reports -
Chonka, Lauren	1, May 2023	almost 3 years ago	Year 10	-		👤	●	🚫	None Available
Chonka, Lauren 🔒	4, Mar 2024	almost 2 years ago	Year 10	-		👤	●	✓	Reports -
Chonka, Lauren	19, Nov 2024	7 months ago	Year 10	3		👤	✓ 100%	✓	Reports -
Chonka, Lauren 🔒	27, Feb 2025	about 1 year ago	Year 10	-		👤	🚫	!	None Available
Chonka, Lauren	19, May 2025	10 months ago	Year 9	-		👤	●	✓	Reports -
Chonka, Lauren 🔒	6, Mar 2026	7 days ago	Year 9	-		👤	● 15%	!	None Available

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 Adviser report

Name	Signup	Last Login	Year Group	Careers	Alerts	Interview	Profiling Status	Aspirations	Reports
Bob, Bobby	15, Feb 2023	about 3 years ago	Year 10	-		🔄	🟡	✅	Reports -
Bourke, Georgia	2, May 2021	7 months ago	Year 10	-		👤	✅ 100%	✅	Reports -
brain, susan	15, Feb 2023	9 months ago	Year 10	3		🔄	🟡	✅	Reports -
Chonka, Lauren	1, May 2023	almost 3 years ago	Year 10	-		👤	🟡	🚫	None Available
Chonka, Lauren	4, Mar 2024	almost 2 years ago	Year 10	-		👤	🟡	✅	Reports -
Chonka, Lauren	19, Nov 2024	7 months ago	Year 10	3		👤	✅ 100%	✅	Reports -
Chonka, Lauren	27, Feb 2025	about 1 year ago	Year 10	-		👤	🚫	⚠️	None Available
Chonka, Lauren	19, May 2025	10 months ago	Year 9	-		👤	🟡	✅	Reports -
Chonka, Lauren	6, Mar 2026	7 days ago	Year 9	-		👤	🟡 15%	⚠️	None Available

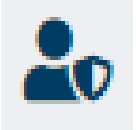



1. Student Overview – Key




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. 
- Red padlock means student has locked it so use of recovery code will unlock it 

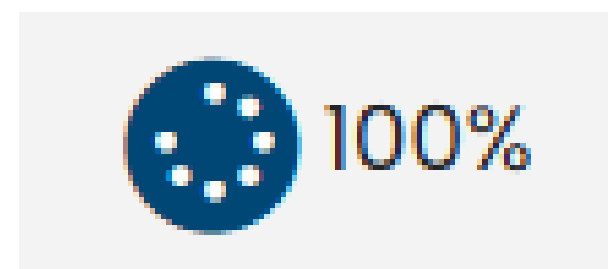
2. Status Icons

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

Registered	In progress	Not yet viewed
		
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.



If icons shows in progress but 100% it means the student has not attempted any questions in one or more of the assessments, speak to your Program coordinator who will re-set the assessments for the students to complete

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 displays the Morrisby web application interface. On the left is a navigation sidebar with options like Home, Dashboard, Students, Find Students, Profile, Reports, Resources, Staff & Advisers, and Logout. The main area shows a 'Students' list with columns for Name, Signup, Last Login, Year Group, Careers, Alerts, Interview, Profiling Status, Aspirations, and Reports. A dropdown menu is open under the 'Reports' column for a student named Chonka, Lauren, showing options for 'Adviser Report', 'Student Report', and 'DET Short Report'. A red arrow points to the 'Reports' button, and a blue arrow points to the 'Student Report' option. To the right, a dialog box titled 'Before downloading this data, you must agree to the following terms:' contains a list of terms and 'Cancel' and 'I Agree' buttons. Below this, a 'Download' button is highlighted with a red arrow.

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

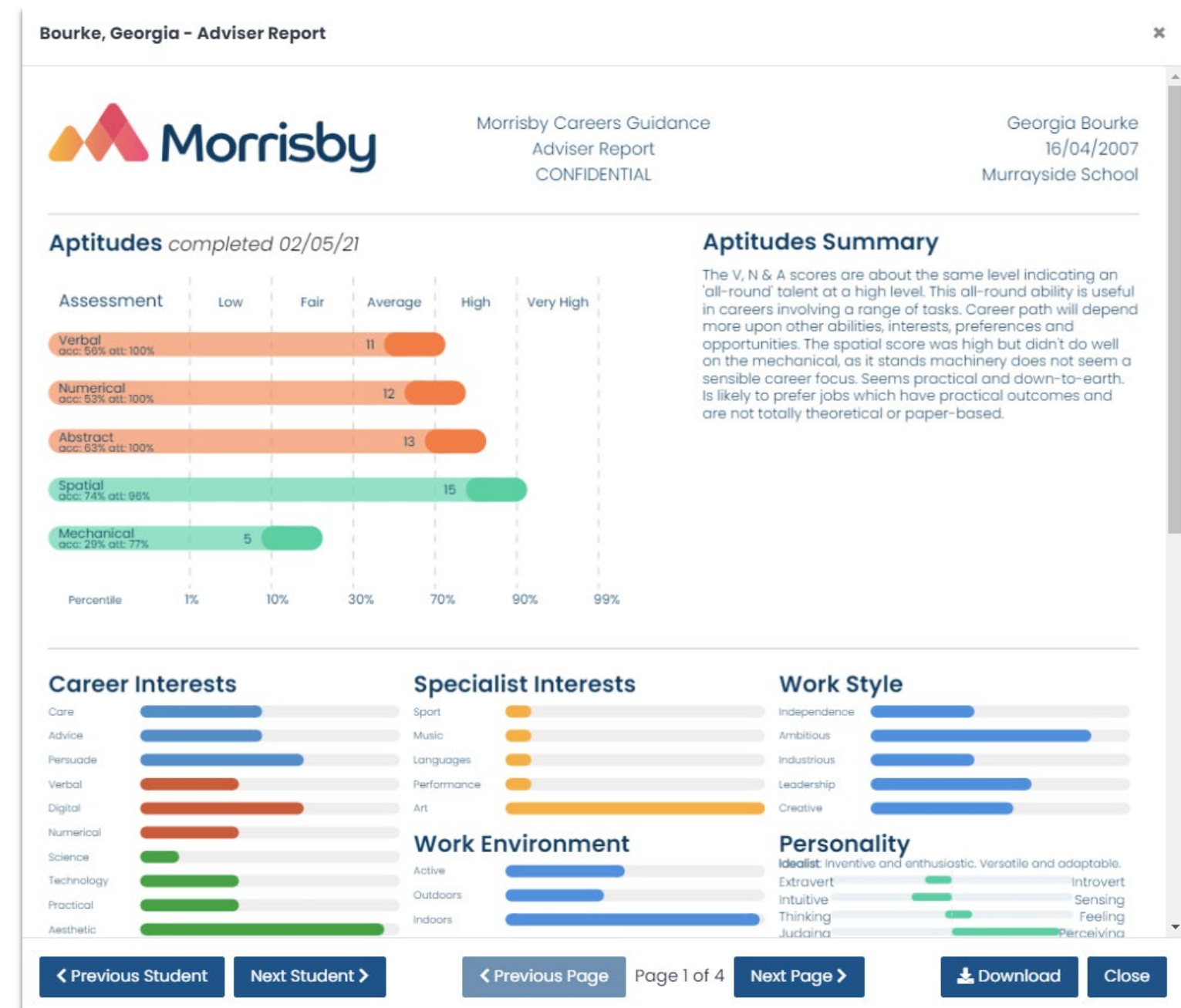
4. Reports - Adviser

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**.

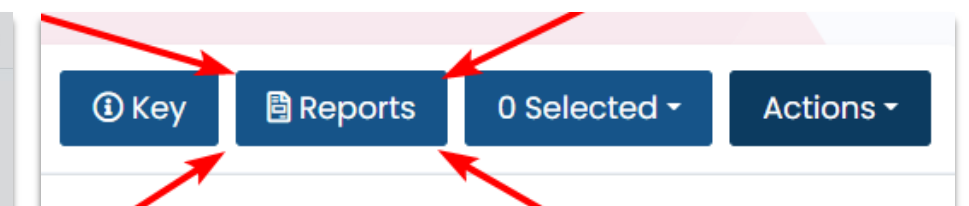
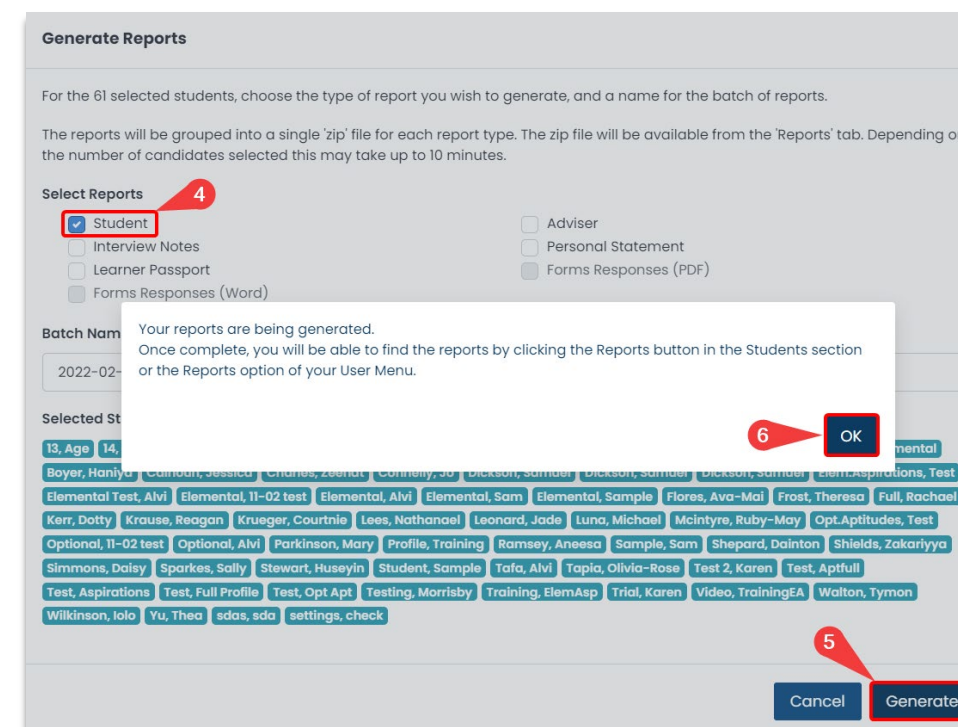
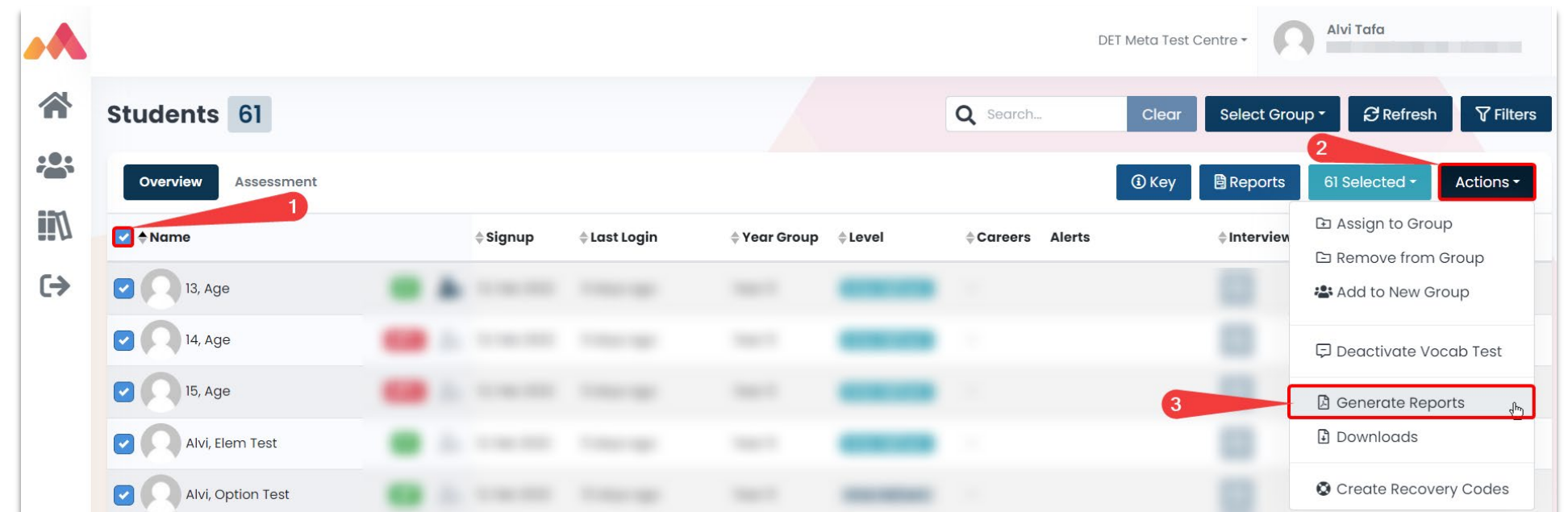
Please note: The same process is used for generating reports in your 10+ Centre.



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.

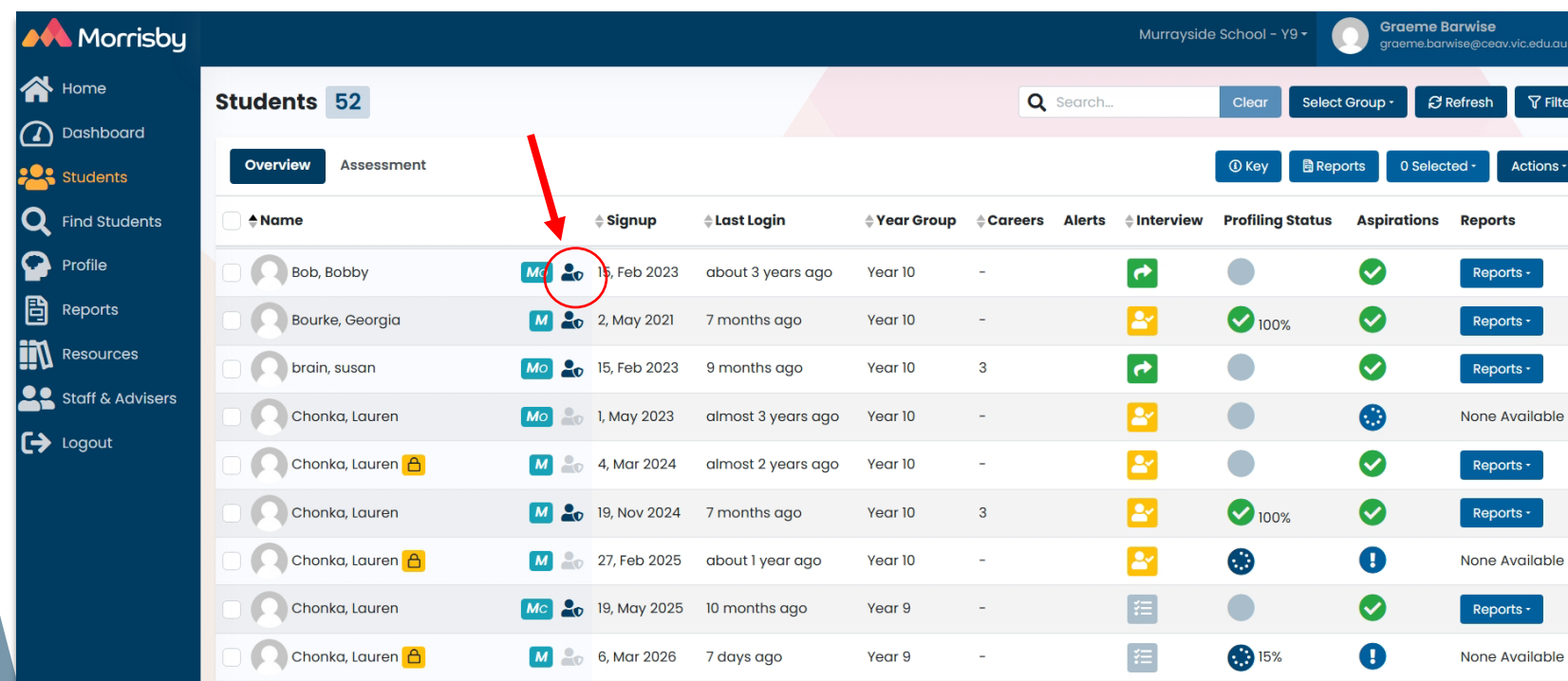


Please note: The same process is used for generating reports in your 10+ Centre.



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.

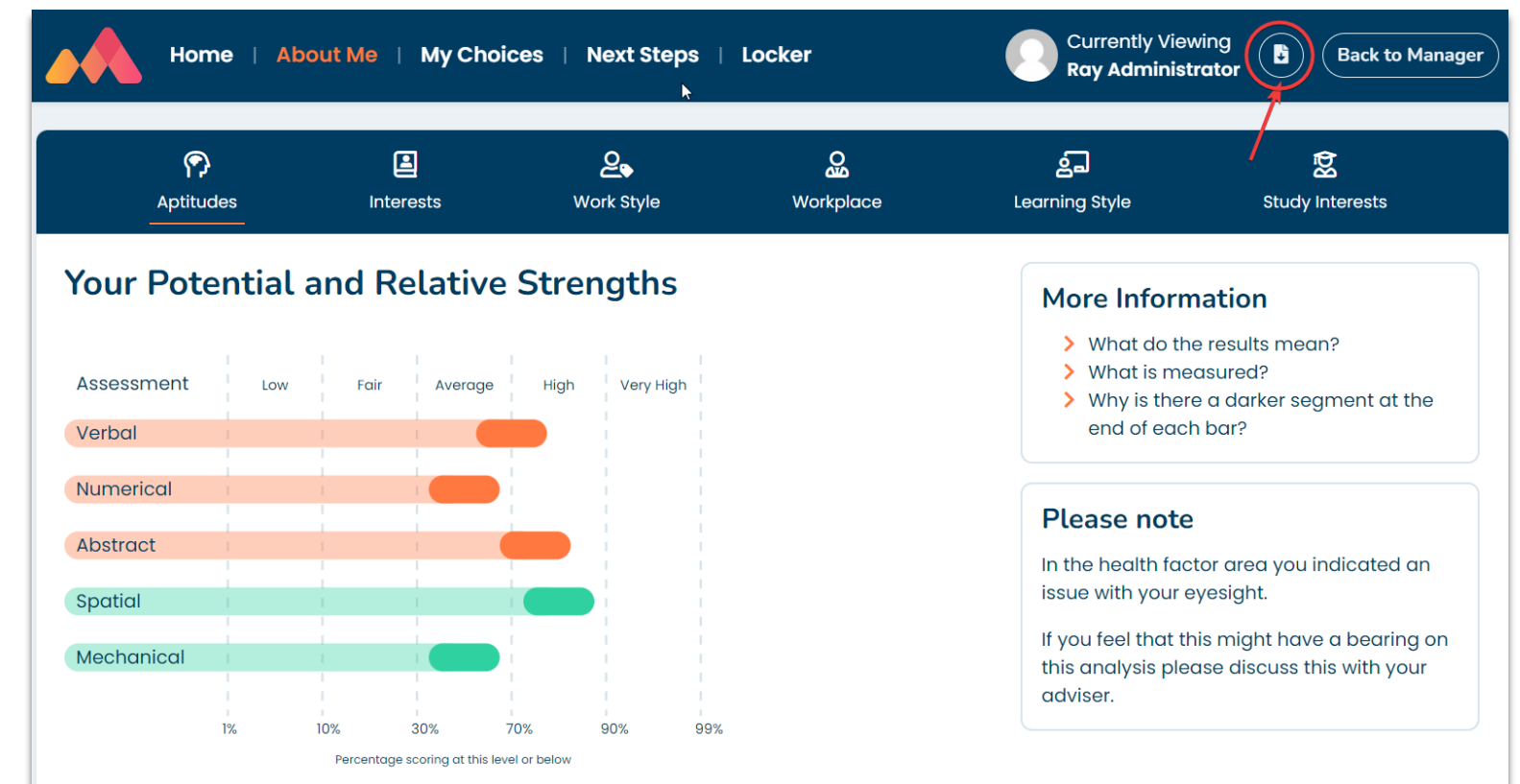


Morrisby Murrayside School - Y9 - Graeme Barwise
graeme.barwise@ceav.vic.edu.au

Students 52

Overview Assessment

Name	Signup	Last Login	Year Group	Careers	Alerts	Interview	Profiling Status	Aspirations	Reports
Bob, Bobby	15, Feb 2023	about 3 years ago	Year 10	-		🔄	●	✓	Reports -
Bourke, Georgia	2, May 2021	7 months ago	Year 10	-		👤	✓ 100%	✓	Reports -
brain, susan	15, Feb 2023	9 months ago	Year 10	3		🔄	●	✓	Reports -
Chonka, Lauren	1, May 2023	almost 3 years ago	Year 10	-		👤	●	🌐	None Available
Chonka, Lauren	4, Mar 2024	almost 2 years ago	Year 10	-		👤	●	✓	Reports -
Chonka, Lauren	19, Nov 2024	7 months ago	Year 10	3		👤	✓ 100%	✓	Reports -
Chonka, Lauren	27, Feb 2025	about 1 year ago	Year 10	-		👤	🌐	!	None Available
Chonka, Lauren	19, May 2025	10 months ago	Year 9	-		👤	●	✓	Reports -
Chonka, Lauren	6, Mar 2026	7 days ago	Year 9	-		👤	🌐 15%	!	None Available



Home | About Me | My Choices | Next Steps | Locker

Currently Viewing Ray Administrator

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%

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 interface for a student named Administrator, Ray. The 'Actions' menu is open, and the 'Create Recovery Code' option is highlighted with a red box. A red arrow labeled '1' points to the 'Actions' dropdown, and another red arrow labeled '2' points to the 'Create Recovery Code' button.

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' points to it.

Administrator, Ray
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
Recovery Code (click to reveal)
EAL No



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.

Students 16

Overview Assessment

Search... Clear Select Group

Actions

- Assign to Group
- Remove from Group
- Add to New Group
- Reset Assessments
- Generate Reports
- Downloads
- Create Recovery Codes**

Name	Signup	Last Login	Year Group	Level	Careers	Alerts	Int
Administr...							
Bourke, G...							
Cole, Stev...							
Cole, Stev...							
Cole, Stev...							

Actions

- Assign to Group
- Remove from Group
- Add to New Group
- Reset Assessments
- Generate Reports
- Downloads**
- Create Recovery Codes

Downloads

For the 16 selected Students, choose the data download you wish to generate

- Forms Responses
Student responses to Tracker activity forms
- Meeting Notes
Recorded meeting information held on Morrisby
- Student Details
Core student details and summary information

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

Cancel Download

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...	Alerts	Interview	Reports
Administrator, Ray	29, Aug 2018	-	!	!	✓	✓	✓	✓	✓	✓	✓	Health	None Available	
Alvi, OATest	9, Mar 2023	-	!	!	!	!	!	!	!	!	!		Blocked	
Appstarted, Optional Test	29, Mar 2022	-	✓	!	!	!	!	!	!	!	!		Reports	
Apt, Optional	19, Apr 2022	-	✓	!	!	!	!	!	!	!	!		Reports	
Aptitudes, Optional	19, Apr 2022	-	✓	!	!	!	!	!	!	!	!		Reports	

Name	Last Login	Verbal 1	Verbal 2	Numerical 1	Numerical 2

8. 10+ Centre

Using your Adviser 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.

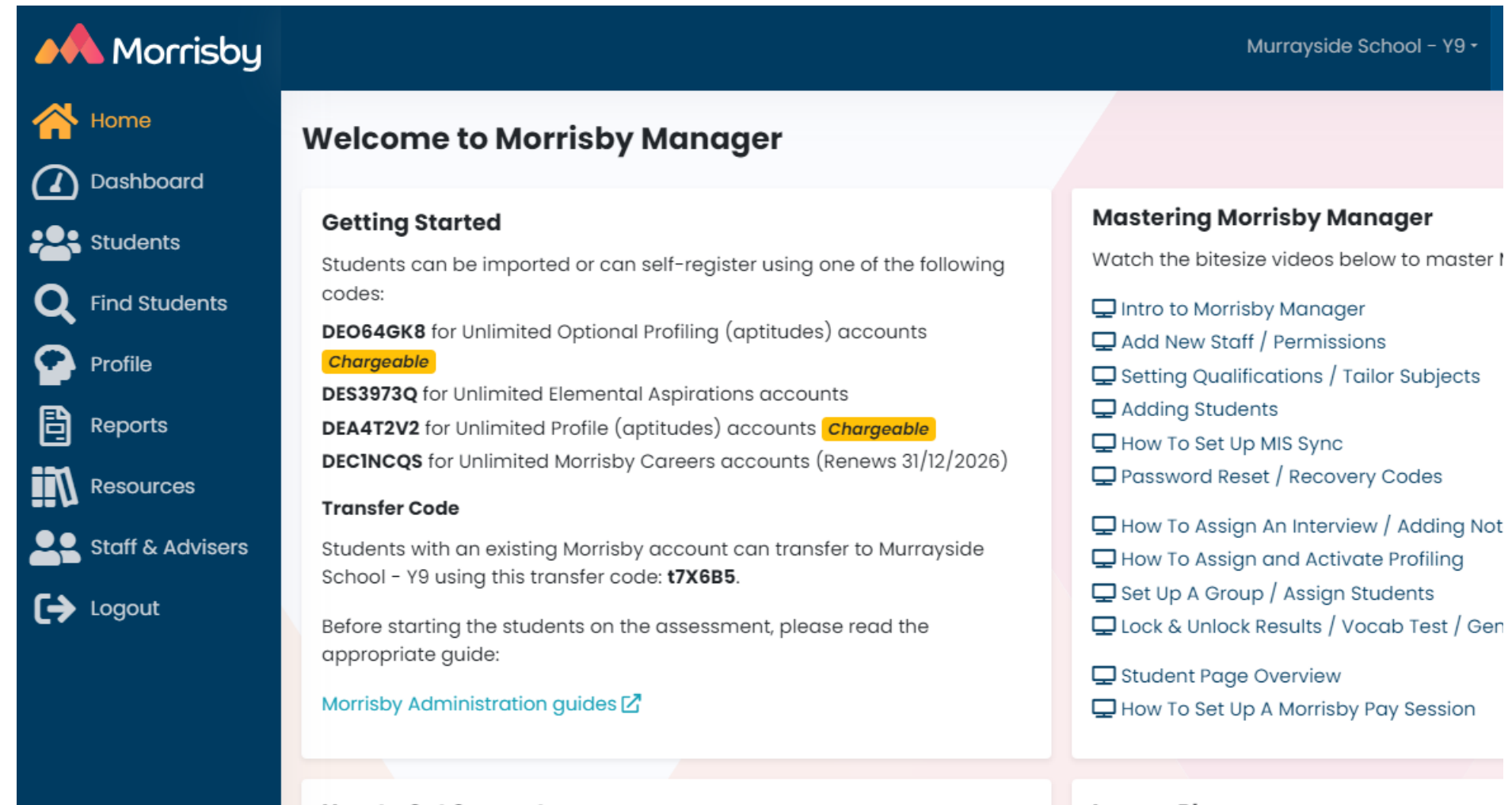
To move between centres on Morrisby Manager, click on your school name in the top right-hand corner of the page where it says “School Name – Y9”

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.



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



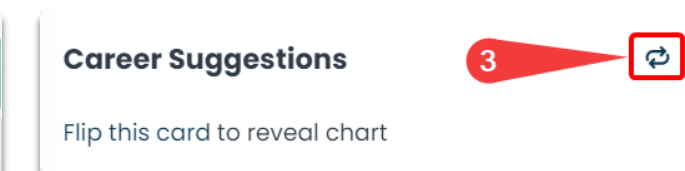
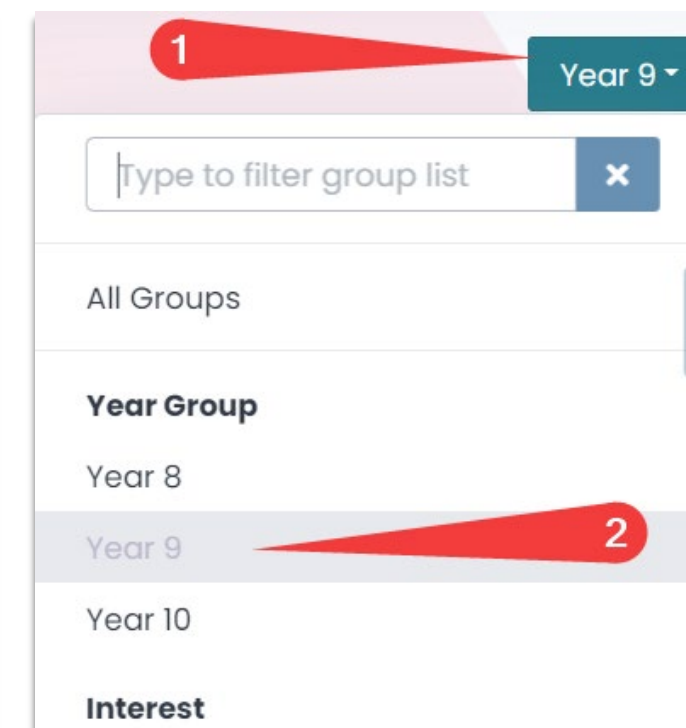
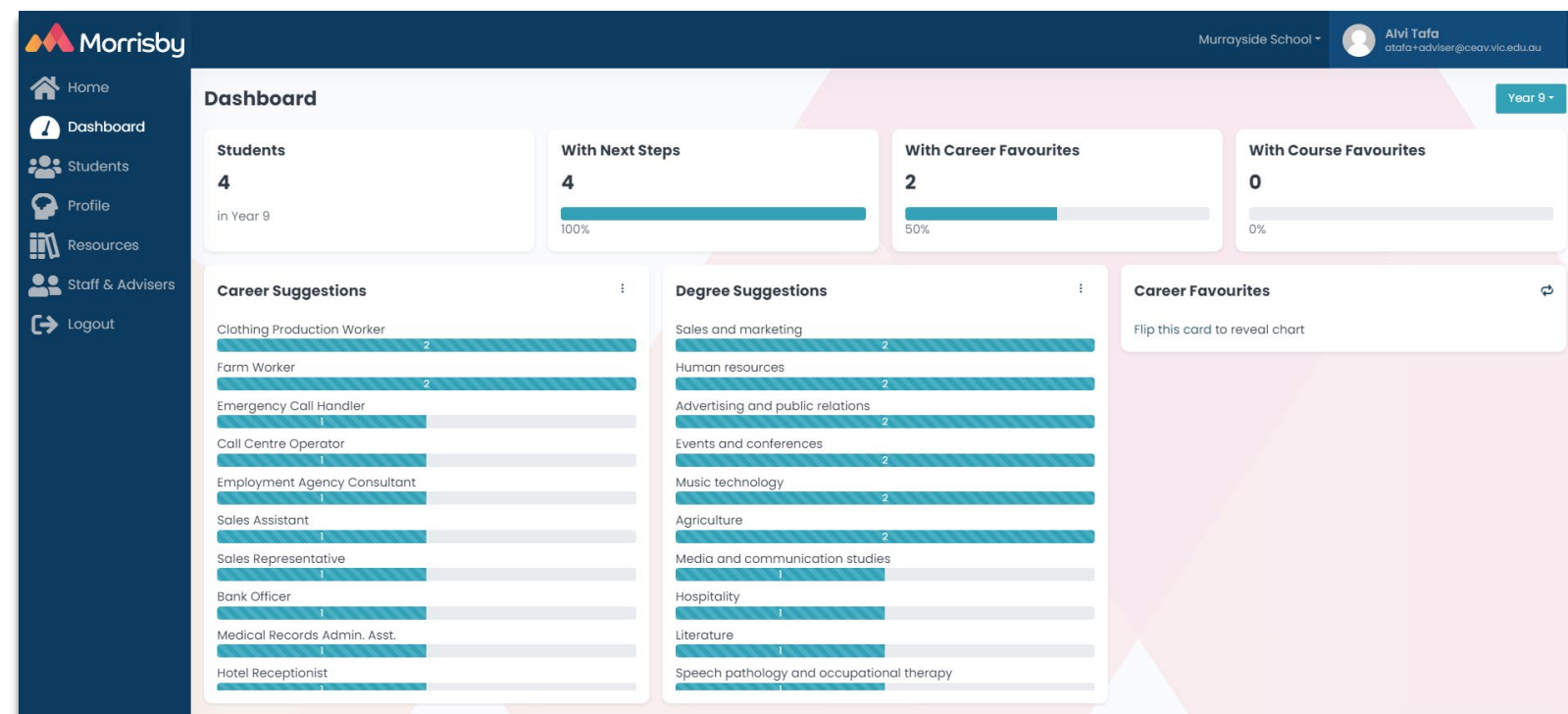
Self Delivery
Upon ACCE
approval,
you will be able to
deliver unpacking
interviews to students

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:

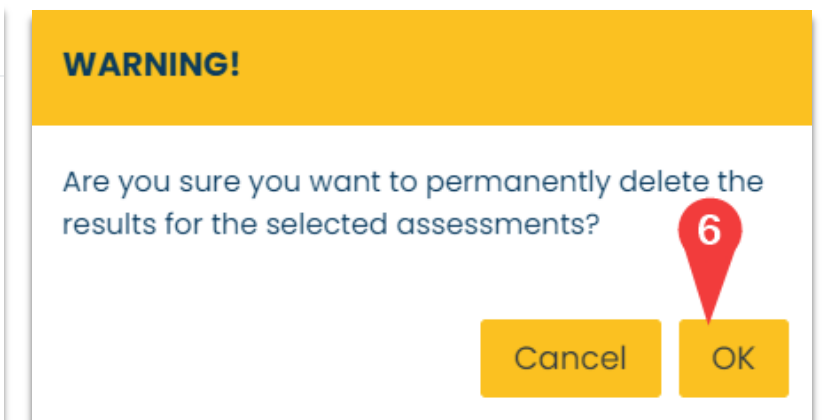
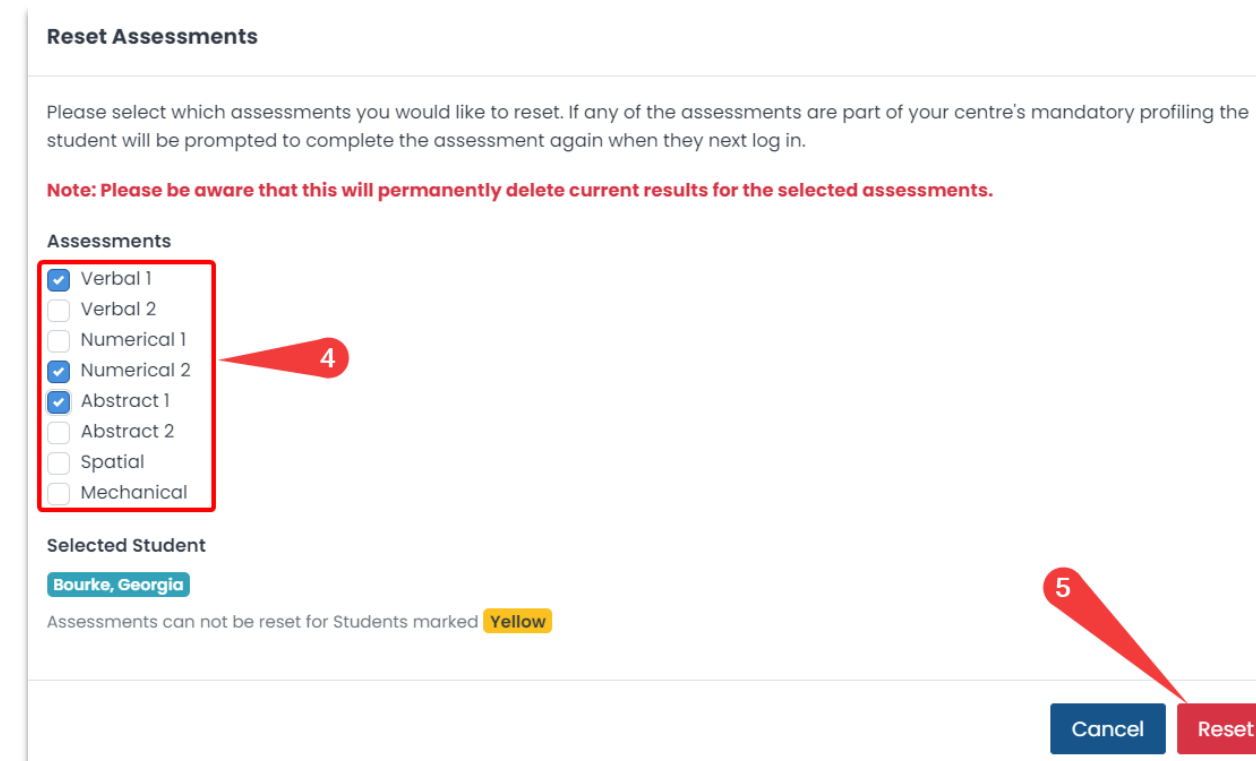
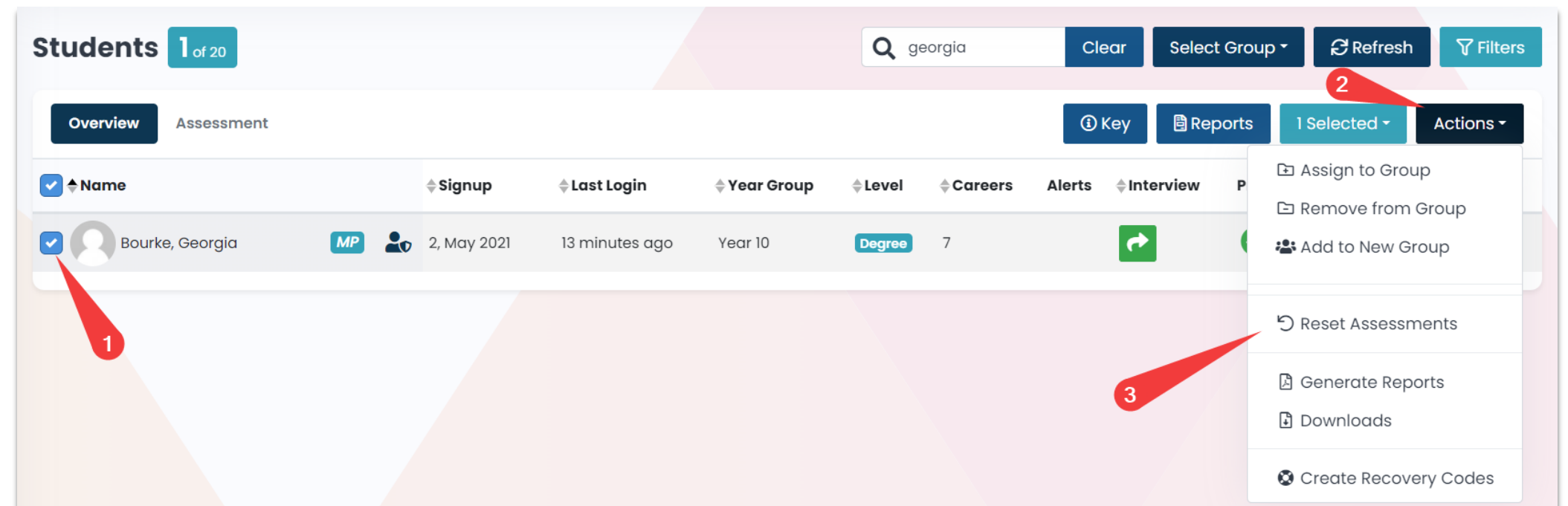
1. **Start** by selecting the desired **group of students** (this could be a year group or a group that you have created)
2. **Click** on the arrow icon next to the data name you would like to view
3. You can also download the data as CSV using the three-dot icon



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



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 2

Access to Students in specified groups

Roles

Career Adviser 3

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 4

Save Changes
Cancel

- Actions ▾

 - ✉ Send Password Reset
 - ✉ Resend Welcome Email

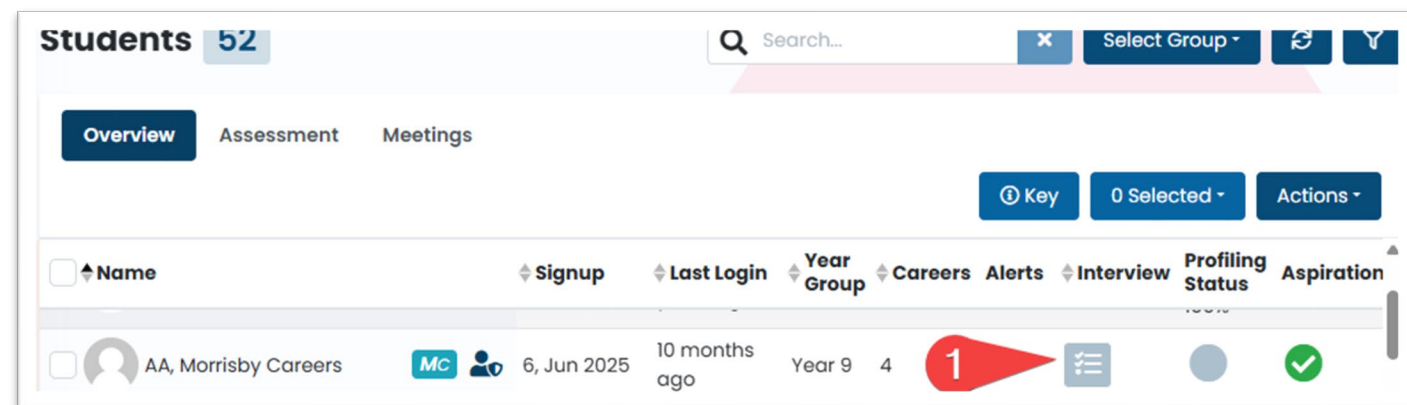


12. Self Delivery

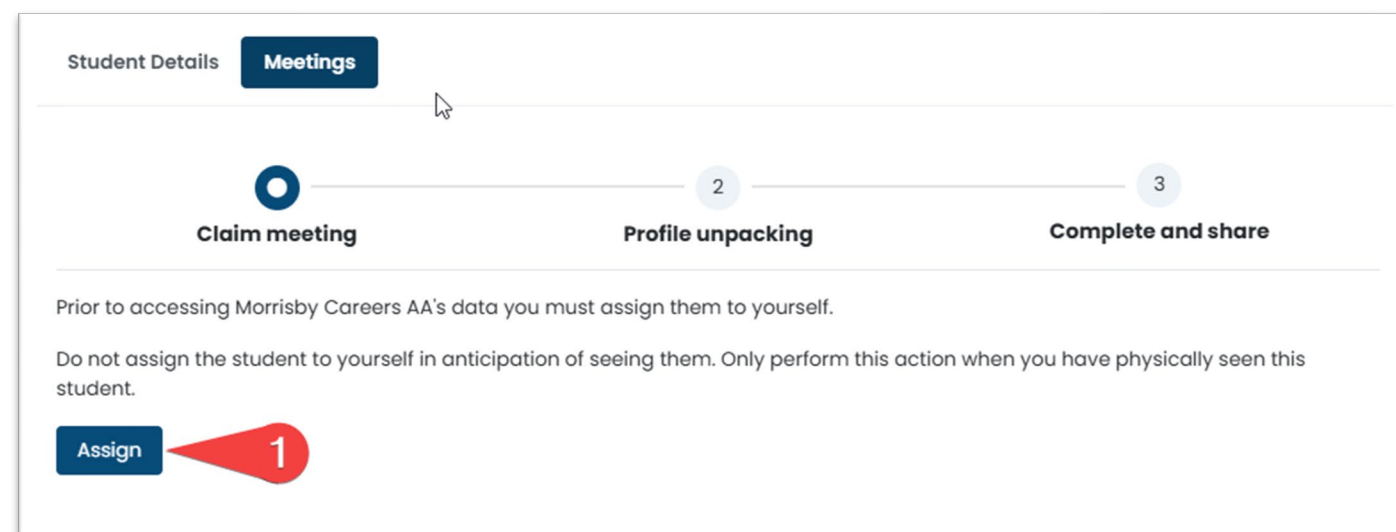
As a **Morrisby Trained Adviser** and if you are a qualified Career Practitioner, you can self-deliver profile unpacking sessions at your school. Once the feature has been enabled by an **MCI Team Member** (usually your Program Coordinator), you will need to:

[Assign Students to Yourself](#)

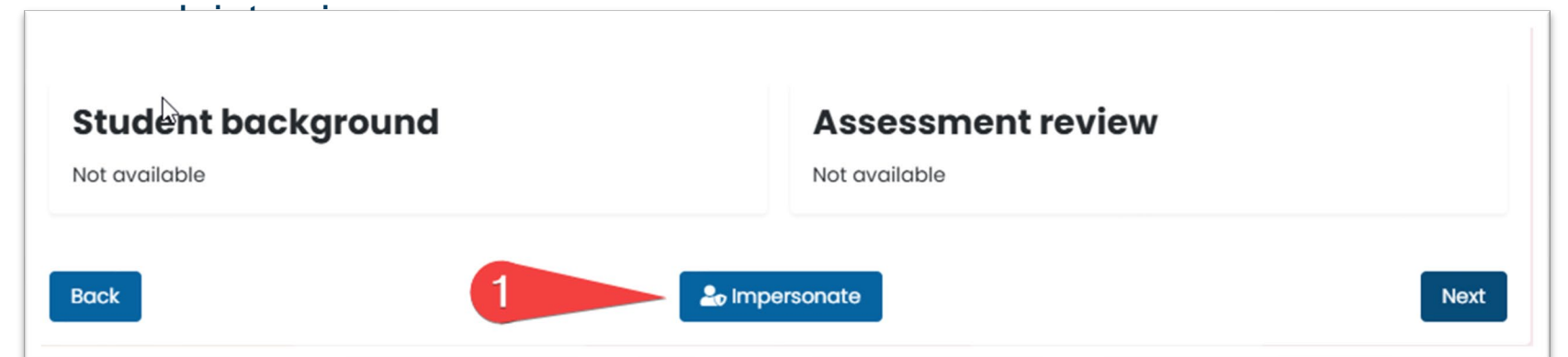
1. Click the 'Interview' icon



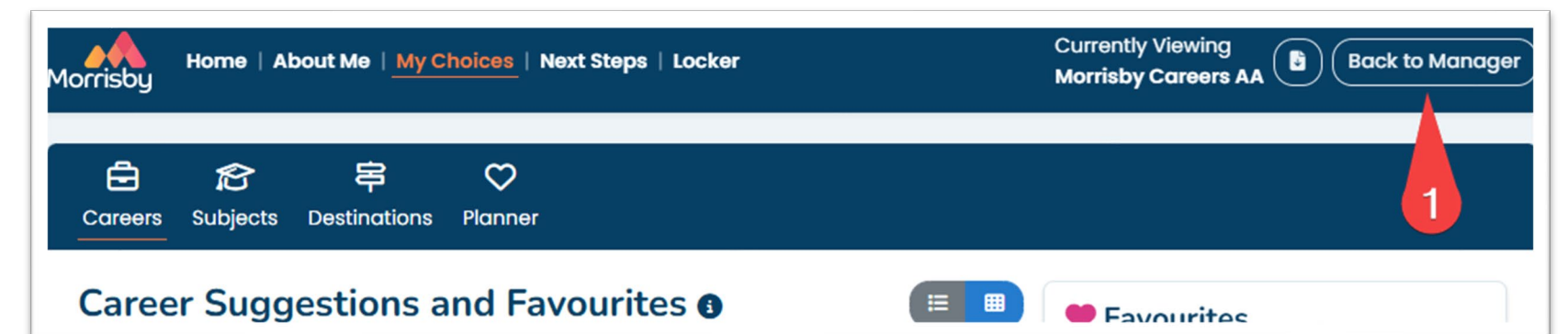
2. Click "assign" to claim the student, you will then be shown a summary of the student's profile results.



3. On the profile summary page, click "Impersonate" and proceed with the



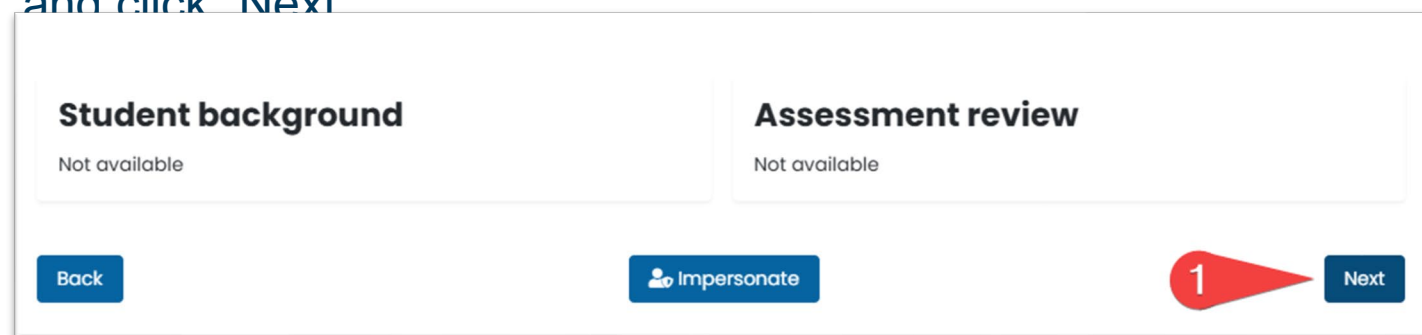
4. At the conclusion of the unpack interview, click "Back to Manager"



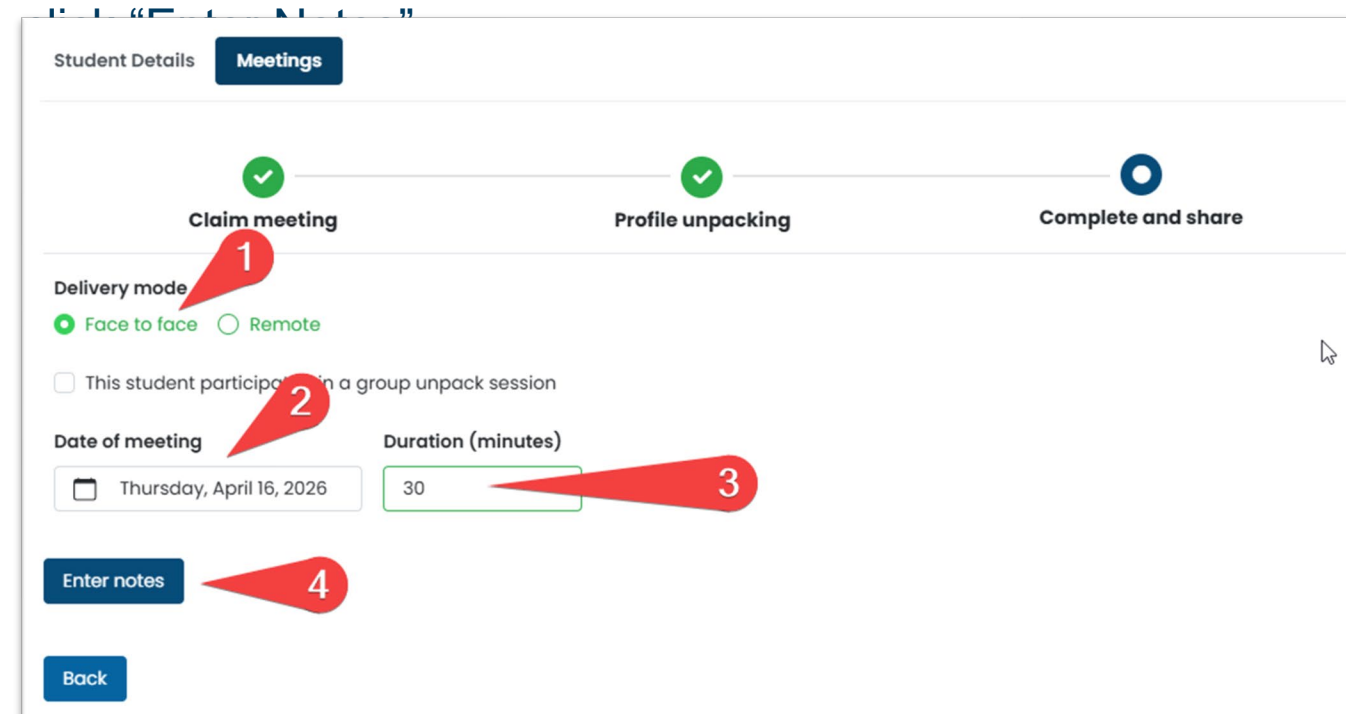
12. Self Delivery

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: [Create and Share Interview Notes](#)

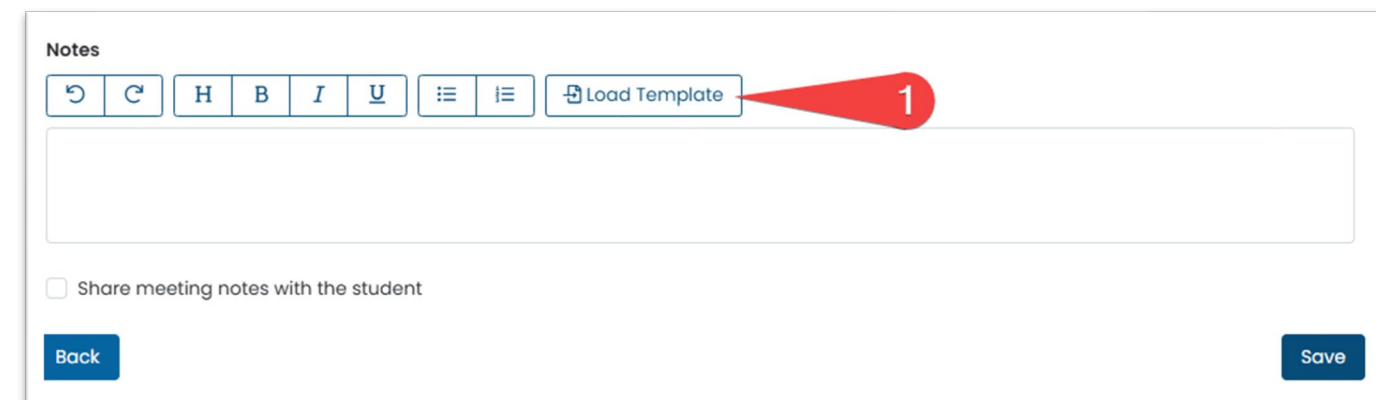
1. On the student's profile summary page, scroll to the bottom and click "Next"



2. Fill out the delivery mode, date and duration details and click "Enter notes"



3. Click on "Load Template" for a pre-populated format



4. Complete sections 3 and 4, then select "Share meeting notes with the student" and "Save".



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.

The screenshot shows the Morrisby interface for a user named Graeme Barwise at Murrayside School. The main content area displays a table of 52 students under the 'Students' tab. The table has columns for Name, Signup, Last Login, Year Group, Careers, Alerts, Interview, Profiling Status, Aspirations, and Reports. A red arrow points to the 'Reports' button in the top right of the table.

Name	Signup	Last Login	Year Group	Careers	Alerts	Interview	Profiling Status	Aspirations	Reports
Administrator, Ray	29, Aug 2018	over 4 years ago	Year 10	6	Health	Person icon	93%	Warning icon	None Available
Alvi, OATest	9, Mar 2023	about 3 years ago	Year 10	-	-	Person icon	Progress bar	Warning icon	Blocked
Appstarted, Optional Test	29, Mar 2022	almost 4 years ago	Year 10	-	-	Person icon	8%	Checkmark	Reports -
Apt, Optional	19, Apr 2022	almost 4 years ago	Year 10	1	-	Person icon	Progress bar	Checkmark	Reports -
Aptitudes, Optional	19, Apr 2022	10 days ago	Year 10	1	-	Person icon	Progress bar	Checkmark	Reports -
Aptitudes, Sample Optional	19, Mar 2025	12 months ago	Year 10	2	-	Person icon	Progress bar	Checkmark	Reports -
Batt, Jenny	15, Feb 2023	about 3 years ago	Year 10	-	-	Person icon	Progress bar	Checkmark	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

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

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



Contact Us

MCI Support Team
8:30am - 4:30pm (Monday
– Friday)
(03) 9433 8033
support@ceav.vic.edu.au