

Disability Inclusion Facilitator Service Portal

DIFS Portal guide – Schools



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Overview

This user guide provides information regarding the Disability Inclusion Facilitator Service (DIFS) Portal for schools.

DIFS Portal for schools

The Disability Inclusion Facilitator Service (DIFS) is pleased to advise that, together with the Department of Education, we have developed school access to the DIFS Portal. The DIFS Portal is an online platform whereby schools will be able to view and upload information relating to the Disability Inclusion Profile process. This has been developed in response to feedback from schools and will provide a range of benefits for the Disability Inclusion Profile process.

Content of user guide

Along with a quick start guide, this user guide details:

- User accounts
- DIFS Portal features and functionality
- Viewing a student's Profile
- Profile statuses
- Completing forms.

The screen shots used in this guide are taken from the Test System, not the Production System which is used to manage all student profiles. Records in the Test System do not contain any actual student information. Consequently, the names and information that you will see may not be as expected in a real student profile.

You may also wish to view video demonstrations of the features being rolled out for schools. Follow the links below for demonstrations.

Topic	Link
Create and manage AU accounts	https://vimeo.com/836024262/2868b39009
Search in and sort a profile list	https://vimeo.com/836024375/018ea618ba
Filter a profile list	https://vimeo.com/836024339/a64cbe129d
View a profile	https://vimeo.com/836024424/c62fa38a1b
Complete a form	https://vimeo.com/847200557/bb696c2194
Download the Profile Report and School Resource Notification	https://vimeo.com/866169605/d6a48f3791

Quick start guide

This section provides a quick start guide for the DIFS Portal. DIFS will create a DIFS Portal **Main Authorised User** account for each school principal when Disability Inclusion is rolled out to their school's Area. The school principal will then be able to create accounts on behalf of their staff – known as **Authorised User (AU)** accounts.

Step 1: Activate your MAU account

School principals will have their MAU account created for them by DIFS. When created, school principals will receive an email inviting them to activate their account. Click on the activation link and log in to the DIFS Portal using your Education credentials (education email address and password).

You will be prompted to set up 2 factor authentication on another device to log in to the DIFS Portal.

Once the account is activated, MAUs will be able to log in via <https://www.difs.com.au/login>.

Account activation email

From: Microsoft Invitations on behalf of Disability Inclusion Facilitator Service <invites@microsoft.com>
Sent: Tuesday, March 28, 2023 11:44 AM
To: test3difsuser <test3difsuser@ahaconsulting.com.au>
Subject: Disability Inclusion Facilitator Service invited you to access applications within their organization

ⓘ Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Disability Inclusion Facilitator Service
Domain: [ahadifs.onmicrosoft.com](https://www.difs.com.au)

This message was provided by the sender and is not from Microsoft Corporation.

Message from
Disability Inclusion Facilitator Service:

“

Welcome to the DIFS portal Test3 Difsuser. This is a follow up Invite Informing you that your account is active on the Disability Inclusion Facilitator Service.

”

If you accept this invitation, you'll be sent to <https://www.difs.com.au/login>.

[Accept invitation](#)

Step 2: Create AU account/s for your staff

MAUs will need to log in to the DIFS Portal by visiting <https://www.difs.com.au/login>. Once logged in, navigate to the 'Schools' page. In the authorised user management section, click 'edit' and enter the name and email address of the user you wish to create an AU account for. Once all details have been entered, click 'Save'. You may create as many AU accounts as you require.

Step 3: Activate the AU account/s

The newly created AU will receive an activation email. The staff member must click on the activation link and log in to the DIFS Portal using their Education credentials (education email address and password).

Staff will be prompted to set up 2 factor authentication on another device to log in to the DIFS Portal.

They will then be able to log in to the DIFS Portal by visiting <https://www.difs.com.au/login>.

DIFS Portal for schools: <https://www.difs.com.au/login>

Please note: Profile requests must be submitted via <https://www.difs.com.au>

User accounts

The following sections outline the standard features and functionality of user accounts within the DIFS Portal.

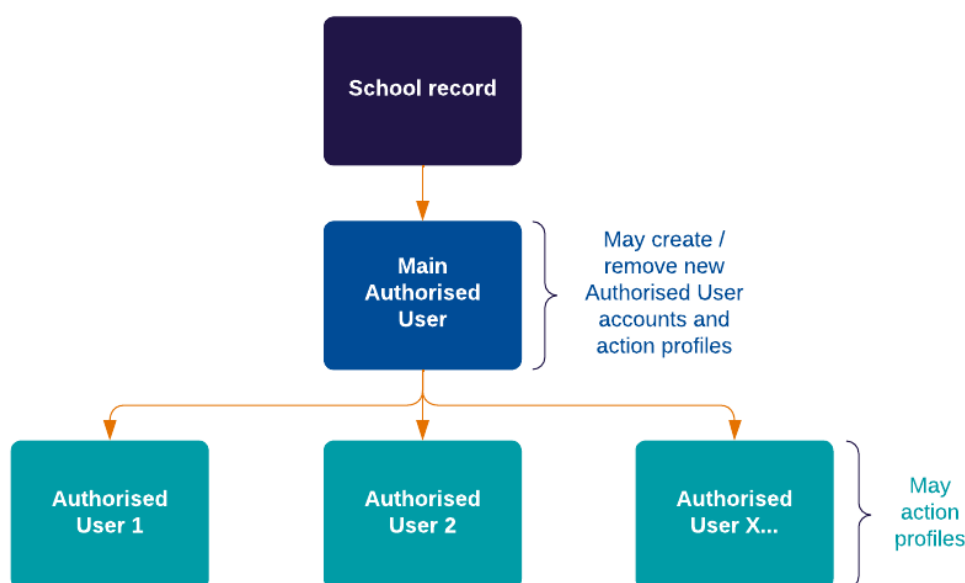
Types of user accounts

There are 2 types of school user accounts on the DIFS Portal:

- **Main Authorised Users (MAU)** – the school principal and main individual with ability to create and remove authorised user accounts associated with their school.
- **Authorised Users (AU)** – school staff involved in the profile process at a school.

Each school will have one MAU and may have one or more AUs. The diagram below illustrates the structure of user accounts on the DIFS Portal.

Structure of user accounts



Obtaining access to the DIFS Portal – MAU

MAU accounts will be created on behalf of school principals. Upon launch of the DIFS Portal for schools, all principals will receive an email instructing them to 'activate' their MAU account. This will require the school principal to click on the specified link and log in using their Education credentials.

All account holders will be prompted to set up 2 factor authentication on another device to log in to the DIFS Portal.

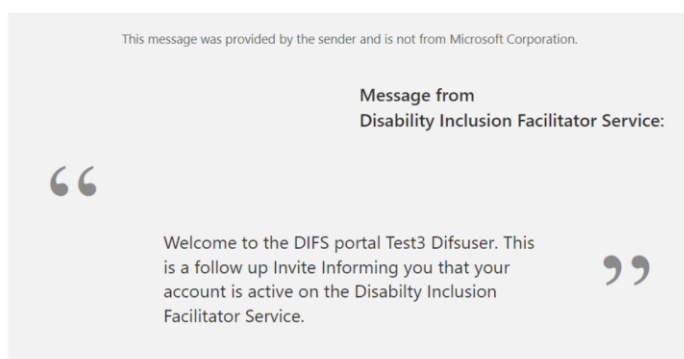
Once logged in, account activation will be complete, and the MAU will be able to create AU accounts linked to their school.

Account activation email

From: Microsoft Invitations on behalf of Disability Inclusion Facilitator Service <invites@microsoft.com>
Sent: Tuesday, March 28, 2023 11:44 AM
To: test3difsuser <test3difsuser@ahaconsulting.com.au>
Subject: Disability Inclusion Facilitator Service invited you to access applications within their organization

ⓘ Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Disability Inclusion Facilitator Service
Domain: ahadifs.onmicrosoft.com



If you accept this invitation, you'll be sent to <https://www.difs.com.au/login>.

[Accept invitation](#)

If your school needs their MAU account transferred to another staff member or needs a new MAU account created for an incoming principal, please email contact@difs.com.au with the full name and email address of the required MAU and the team will facilitate access.

Obtaining access to the DIFS Portal – AU

AU accounts are created within the DIFS Portal by a school's MAU. When a MAU first creates an AU account an email will be automatically sent to the specified AU instructing them to 'activate' their AU account. This will require the school user to click on the specified link and sign in using their Education credentials.

All account holders will be prompted to set up 2 factor authentication on another device to log in to the DIFS Portal.

Once logged in, the AU will be able to view and action the school's profiles.

Creating an AU account

To create a new AU account, click on the 'Schools' button at the top of the screen.

'Schools' button

Profiles

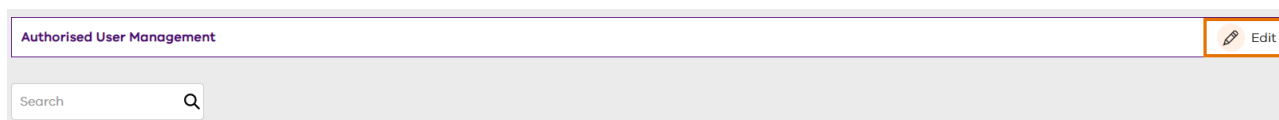
Profiles Requiring Action

Completed Profiles

Schools

Scroll to the 'Authorised User Management' component and click 'edit'.

Authorised User Management component

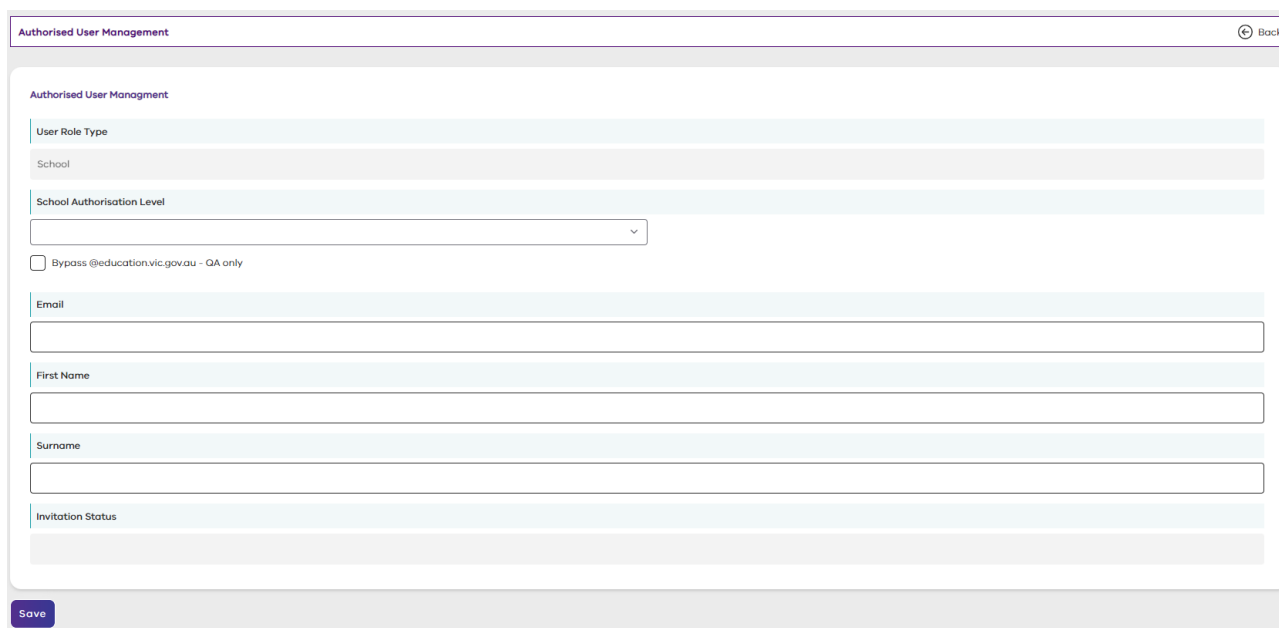


Authorised User Management Edit

Search

Select 'Authorised user' in the drop down box, then enter the user details as specified below.

Authorised User Management component – add a new AU



Authorised User Management Back

Authorised User Management

User Role Type

School

School Authorisation Level

☐ Bypass @education.vic.gov.au - QA only

Email

First Name

Surname

Invitation Status

To send the specified user the account activation email, click the 'Save' button.

The specified user will receive an account activation email with a link to verify their details. When clicked, the new user will need to log in using their Department of Education credentials.

Managing AU accounts

An MAU may add, modify, or revoke access for existing AU accounts. Account management can be completed on the 'Schools' page referred to above. Click on the 'View details' button of the account you would like to edit.

Authorised User Management component

Authorised User Management Edit					
Search <input type="text"/>					
First Name	Surname	School Authorisation Level	Email	Invitation Status	Actions
Manoji 1	De Silva	Authorised User	manojidesilva1@outlook.com	Completed	View Details

To deactivate a user, switch their School Authorisation Level to 'Deactivated'.

Authorised User Management component – edit an AU

Authorised User Management

Authorised User Management

User Role Type

School

School Authorisation Level

Deactivated

DIFS Portal features and functionality

The following sections outline the standard features and functionality of the DIFS Portal.

Sections include:

- Main menu
- Navigation bar
- Managing lists of records.

Main menu

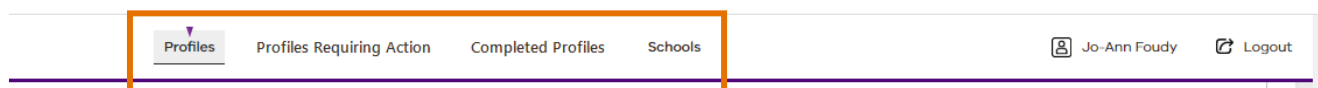
When you first log in to the DIFS Portal the system will display the **Profiles** list by default. You can use the **Main Menu** to navigate to different views, including information about the profiles linked to your school, your school's details and user accounts linked to your school.

The DIFS Portal **Main Menu** contains 4 options for school users:

1. **Profiles**: Click on the menu option to view a list of all profiles linked to your school.
2. **Profiles Requiring Action**: Click on the menu option to view a list of all profiles that require some form of action by you.
3. **Completed Profiles**: Click on the menu option to view a list of all profiles that have been completed.
4. **Schools**: Click on the menu option to view details associated with your school, including user accounts linked to your school.

The option that is currently displayed is shown with a purple arrow and darker background.

Main menu options



Navigation bar

There is a **navigation bar** on the left-hand side of the screen. Where a screen contains multiple sections, the navigation bar will allow you to move directly to certain sections of the screen without having to scroll up or down the page. The available options in the **navigation bar** are context-specific to each screen.

Click on the option in the **navigation bar** to move to the section of the screen that you require. The DIFS Portal will move the screen to display the selected section. *The example below is taken from the **Profile** screen.*

Contextual navigation menu


Disability Inclusion
Facilitator Service Portal

Admin ☐
Type of Profile
Assign Profile Status
Schedule Meeting Date
Dual Enrolment
Student and SSG Information ☐
Student Information
Student Information - Printed
Student Information - Not Printed
Profile Request Screening Questions ☐
Profile Request Screening Questions

Profile For - At School - Reference id - 221021083903
Type of Profile
Profile Type
Select the type of Profile that applies. Types of Profile are:


- Practice Session – a Profile that is conducted to give all participants an opportunity to see how the process works and receive an indication as to whether
- First Profile – the first profile that has been done for a student
- Subsequent Profile – completed within 2 – 5 years after the previous Profile
- Early Subsequent Profile – completed within 24 months after the previous Profile

Type of Profile
First Profile
Assign Profile Status

If you are at the bottom of the screen and want to return to the top, but don't want to use the mouse to scroll; click on the **up arrow** () in the bottom right-hand side of the screen. This arrow is always visible where a page is longer than the screen.

Up arrow to navigate to top of page

Completed Profiles



Profile lists

Pages in the DIFS Portal will primarily display profile lists. A profile lists sorts profile records in a table format, providing quick access to relevant information to a user. Profile lists contain the following information:

- Reference ID – The unique identification number for the record.
- Surname – The student's surname.
- First name – The student's first name.
- Date of birth – The student's date of birth.
- Scheduled meeting date – The scheduled meeting date (if scheduled).
- Status – The status of the profile.
- Status modified – The date and time in which the status of the profile was last updated.
- Actions – the view record button.

Profile list

Reference ID	Surname	First Name	Date of Birth	Scheduled Meeting Date	Status	Status Modified	Actions
221222005437	Acfield	Ben	10/10/2010		Profile finalisation - additional supporting information required	09/06/2023	View Details
221020045026	Baker	Samuel	01/01/2015		Screening - response required	09/06/2023	View Details
22081235937	Acfield	Ben	01/01/2015		Screening - additional information required	05/06/2023	View Details

First ◀ 1 ▶ Last

Show 25 entries

Total number of entries: 3

Manage lists of records (search, sort and view)

Search for a record in a list of profiles

To find a particular profile, enter at least one letter in the **Search** field on the left-hand side, above the list.

The more letters you enter, the more accurate the search results will be.

The letters do not have to be the start of the name for which you are searching. If the letters are in the correct order, the system will find all records that contain that letter combination.

If no matching records are found, the system will display 'No entries found'

You don't need to click on the search symbol (🔍) after completing the field, the DIFS Portal will automatically return a list of records matching the letters entered.

The following example shows a search conducted in the **Profiles** list. You can see that the DIFS Portal has returned a list of profiles where a student name matches the letters entered in the **Search** field – in this case, the name 'Maria'.

Search box for lists

Maria

🔍

⌵

Filter Options

Reference ID	Surname	First Name	Date of Birth	Scheduled Meeting Date	Status	Status Modified	Actions
221024030439	Cook	Maria	01/01/2015	08/01/2023	Profile finalisation - Profile Report available	05/06/2023	View Details

First

⏪

1

⏩

Last

Show

25

⌵

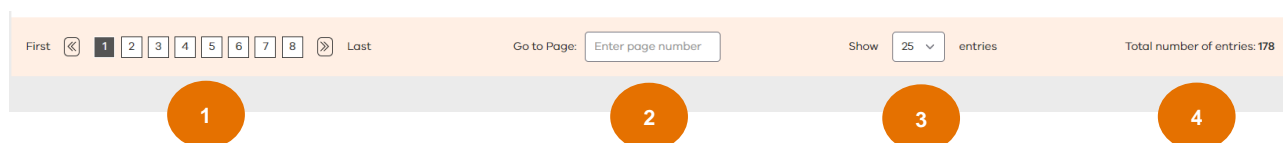
entries

Total number of entries: 1

There is an orange bar at the bottom of every list which allows you to perform the following actions:

1. Move between pages by clicking on either of the arrows from the first to the last page (or vice versa) or click on the number of the page that you'd like to view.
2. Enter the number of the page that you'd like to open.
3. Change the number of records shown on each page of the list by clicking on the down (▼) arrow and selecting either 10, 25 (default view), or 50.
4. View the total number of records in the list.

Navigation bar at bottom of lists



Sort the records in the list

It is possible to sort the records by each column in the table, except for the **Actions** column.

To sort the records by a specific column, click on the heading of the column that you wish to sort.

Note: You can only sort by a single column at a time.

Sorting defaults to:

- Column type: Text
 - First click: A – Z
 - Second / subsequent click: Z – A.
- Column type: Date
 - First click: oldest to most recent
 - Second / subsequent click: most recent to oldest.

The list in the example below is sorted by most recent scheduled meeting date.

Click on column headings to sort lists

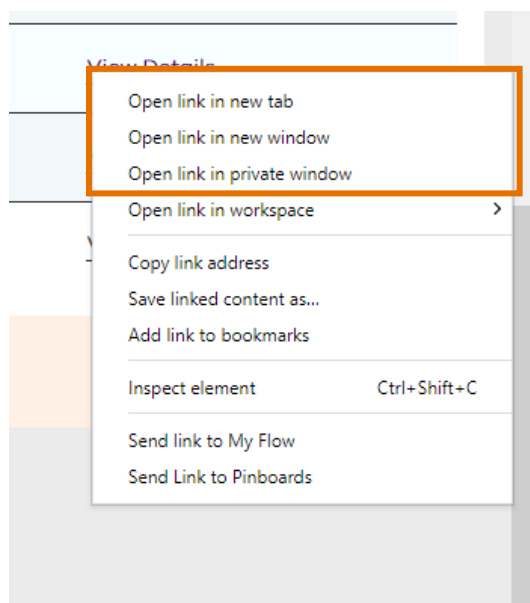
Reference ID	Surname	First Name	Date of Birth	Scheduled Meeting Date	Status	Status Modified	Actions
230605012331	Murray	Sam	01/10/2010	18/06/2023	Profile finalisation - Profile Report available	05/06/2023	View Details
221024030439	Cook	Maria	01/01/2015	08/01/2023	Profile finalisation - Profile Report available	05/06/2023	View Details
220609014225	Smith	Zoe	03/01/2015	06/11/2022	Profile finalisation - in progress	09/06/2022	View Details

Open (view) a record from a list

When you have searched for and found the record that you wish to view, click on the **View Details** link in the **Actions** column to the right of the list to open the record. The system will display the record that you select.

You can right-click on the **View Details** link and choose to open the link in a new tab or screen.

You may open records in a new tab or screen



View a student's Profile

Profile overview

This section outlines the type of information and specific design features that you can expect to see when viewing a student's profile.

Profile banner

Every profile has a green banner displayed at the top of the screen. This banner will always be visible at the top of the screen, regardless of how far down you have scrolled, and shows the student's name, their school, and the reference ID of the profile record in the DIFS Portal. The reference ID is a unique number assigned to the profile record.

Profile banner (standard)

Profile For - James Brown, At School - MD Test primary school Reference id - 221028055717

Where an appeal has been received, the banner will include an additional description.

Appeal Received will display at the front of the banner for those profiles for which an appeal has been received.

Profile banner (appeal received)

Appeal Received Profile For - Ultimate Legend, At School - Goodenough Academy of Excellence Reference id - 220124044745

Appeal will display at the front of the banner of the profile created to manage the appeal and record the outcomes.

Profile banner (appeal record)

Appeal Profile For - Ultimate Legend, At School - Goodenough Academy of Excellence Reference id - 221028033415

Understanding the profile display

Where the profile displays just a section heading, it means that no information has been recorded for that section. For example:

- A student who is enrolled at a single school will not have any information recorded in the **Dual Enrolment** section.
- The **Scheduled Meeting Date** section will only be visible once a profile meeting has been assigned a meeting date and time.
- The **Student Information** is always displayed because the name and date of birth of the student must be provided for a profile request to be created in the system.


The following screen shows that the **Dual Enrolment** and **Scheduled Meeting Date** sections have not been completed, while the **Student Information** section has:

Profile display

Appeal Profile For - Ultimate Legend, At School - Goodenough Academy of Excellence Reference id - 221028033415

Scheduled Meeting Date

Dual Enrolment

Student Information 

Student Information

Surname


Legend

First Name

Ultimate

Middle Name

Date of Birth

01/01/2010 

What information will I see in a profile?

The following describes the information held in each section of the student profile. Screenshots may not be available for all sections described.

Type of Profile

The type of profile the record relates to – for example a practice session or a student's first profile.

Type of profile

Type of Profile

Profile Type

Select the type of Profile that applies. Types of Profile are:

- Practice Session – a Profile that is conducted to give all participants an opportunity to see how the process works
- First Profile – the first profile that has been done for a student
- Subsequent Profile – completed within 2 – 5 years after the previous Profile
- Early Subsequent Profile – completed within 24 months after the previous Profile

Type of Profile

First Profile

Profile status

The status and status description of the profile (discussed on page 23).

Profile status

Assign Profile Status

Assign Profile Status

Profile finalisation

Assign Status Description

Profile Report available

Scheduled Meeting Date

The date and time the meeting has been scheduled to occur.

Scheduled meeting date

Scheduled Meeting Date

Scheduled Meeting Date

30/12/2022

Scheduled Meeting Time

10:00 AM

Dual Enrolment

Where a student is enrolled at 2 schools, details are recorded including the time spent at each school. It should be noted that the school which made the request for the student profile is recorded as the 'primary school' for the purpose of the profile.

Student Information

Displays Student Information such as name and date of birth. Note the light purple shading of the section's header and print icon. This means that this information will be included in the finalised profile report.

Student information

Student Information

Student Information

Surname

Cook

First Name

Max

Middle Name

Joe

Date of Birth

01/10/2010

Student Information - Printed

Additional information about the student which is specific to them at the time of undertaking the profile and will be printed on the profile report. Information includes: the student's preferred name, gender, Year/Grade level, CASES ID, School, and the school contact in relation to the profile.

Student Information – Not Printed

Some information that is collected about the student is not printed in the profile report. In order for the system to properly print the report, this information is held in a separate section of the profile record. Information includes: the student's PSDMS ID, how they identify (Koorie/Aboriginal and/or Torres Strait Island, LGBTIQ+, English as a second language etc.), and the school contact details as they relate to the profile.

Profile request screening questions

The screening questions completed as part of profile screening.

SSG attendees

Attendees for the profile meeting.

Curriculum

Curriculum information and factors that may have an impact on the student's achievement, engagement and/or wellbeing.

NCCD

NCCD data submitted in the Profile Information Form.

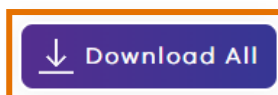
Diagnoses and Assistive supports

Diagnosis information and assistive supports.

Supporting Information

This section contains all supporting information uploaded by the school to the profile record. You will be able to see the file number, name and size, the user who uploaded the file, and the date and time it was uploaded. You may also download the file. **Click on the download all button to download all files in one zipped folder.**

Evidence upload fields



5 File(s) Uploaded

1		226.39 KB	External User		Download
2		286.61 KB	External User		Download
3		404.22 KB	External User		Download
4		142.56 KB	External User		Download
5		529.25 KB	External User		Download

Type of Evidence

Profile Supporting Information

Using consistent file naming conventions will make it easier for our facilitators and your school staff to identify relevant supporting information. We strongly recommend taking the time to name files in a consistent and descriptive manner.

Completed Profiles

When the profile has been finalised, the profile report and School Resource Notification (SRN) will be uploaded to this section of the student's profile. This enables you to view and download the finalised profile report and SRN for that student at any time.

If this section does not contain any documents, check the profile status as it is likely that the profile has not yet been finalised. An email notification will be sent to the school key contact/ AU to advise when the profile report and SRN are available to download.

Completed profile fields

Completed Profiles

Completed Profile Upload

Profile Report

1 File(s) Uploaded

1	Disability Inclusion.pdf	4.93 MB	Manoji.DeSilva@ahaconsulting.com.au	31/10/2022 12:31:10 PM	Download
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School Resource Notification

1 File(s) Uploaded

1	testExcelFile.xlsx	8.54 KB	Manoji.DeSilva@ahaconsulting.com.au	31/10/2022 12:31:14 PM	Download
---	--------------------	---------	-------------------------------------	------------------------	--------------------------

Description

test

Please note: When students change school, their profile record does not transfer to the new school. Any future school the student attends must be provided with a copy of the profile report and SRN.

DIFS Portal profile status descriptions

The following tables provide details for each profile status. A profile status is comprised of 2 fields:

- **Status** – the high-level indication of where a profile has progressed to in the profile process.
- **Status description** – additional information about the status of the profile. For example, whether school action is required.

Statuses assigned following the profile request		
Status	Status description	Detail
Profile request	submitted	The profile request has been submitted by the school and DIFS has created the record on the DIFS Portal
Screening	response required	DIFS has requested completion of the screening questions
Screening	response being reviewed	DIFS are reviewing responses to the screening questions
Screening	additional information required	DIFS require additional information for the screening questions
Screening	response approved	DIFS has reviewed and approved responses to the screening questions
Profile request	withdrawn	The school has withdrawn the profile
Profile request	not approved (screening requirements not met)	The profile did not meet minimum criteria for the screening questions
Profile request	on hold	The school has placed the profile on hold until further notice

Statuses assigned following request approval		
Status	Status description	Detail
Supporting Information	response required	DIFS has requested completion of the Profile Information Form (PIF) and supply of supporting information for the profile meeting
Supporting Information	response being reviewed	DIFS is reviewing the PIF and supporting information
Supporting Information	additional information required	DIFS has requested additional information related to the PIF or supporting information
Profile meeting	request approved, awaiting scheduling	DIFS has approved the profile request and the profile has entered the scheduling queue. This status means a school's profile request is considered complete.
Profile meeting	scheduled	DIFS has scheduled the meeting
Supporting Information	Additional information being provided	DIFS has enabled upload of additional supporting information fewer than 14 days prior to the profile meeting date
Profile meeting	cancelled, awaiting re-scheduling	The profile meeting was cancelled and has re-entered the scheduling queue
Profile meeting	request withdrawn	The school has withdrawn the profile
Profile meeting	request on hold	The school has placed the profile on hold until further notice

Statuses assigned following the profile meeting		
Status	Status description	Detail
Profile finalisation	in progress	The facilitator is finalising the profile
Profile finalisation	additional supporting information required	The facilitator has requested additional information from the school
Profile finalisation	additional supporting information received	The school has uploaded the requested additional information
Profile finalisation	Profile Report available	The profile report and SRN has been uploaded to the profile record and may be downloaded by the school
Profile outcome appeal	received	The school has submitted a complete appeal for the profile

Completing profile forms in the DIFS Portal

The following sections outline how you may complete screening questions and the Profile Information Form on the DIFS Portal.

School access enables a user to complete screening questions, the Profile Information Form (PIF) and upload supporting information without the need to use a unique link and verify student details. A school user will be able to:

- Navigate to the 'Profiles Requiring Action' page.
- Select a profile record that requires action.
- Complete the required form within the DIFS Portal.
- Save progress and return to a form later.
- Submit a form for processing by DIFS.

Navigate to the Profiles Requiring Action page

Navigate to the Profiles Requiring Action page by selecting the button at the top of your screen. This page only displays profile records where DIFS has requested the school:

- respond to screening questions.
- complete the PIF and upload supporting information.
- upload additional information following the profile meeting.

Navigate to the Profiles Requiring Action page

Profiles **Profiles Requiring Action** Completed Profiles Schools

Open the profile record requiring action

Open the profile record that requires action. At the top of the profile record a notification will display stating a form is ready for completion. To open the relevant form, click on the 'Open Form' button. The form will always open in a new window.

Open the profile record requiring action

Reference ID	Surname	First Name	Date of Birth	Scheduled Meeting Date	Status	Status Modified	Actions
221222005437	Acfield	Ben	10/10/2010		Profile finalisation - additional supporting information required	09/06/2023	View Details

Open the form

Profile Form Completion

Click on the View Details link to open the form that you need to complete.

You may **save** and return to the form as many times as required.

When you **submit** the form, the Student's Profile will be populated with the information and documents that you have uploaded. You will

Please note that once **submitted** the form will no longer be available for any further updates. If you wish to make any changes after subn

Profile and Supporting Information

Open Form

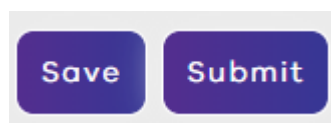
Complete the required form

Complete required fields of the form and upload any requested supporting information.

Save progress and return to form later or submit form

At the end of every form will be 2 buttons – 'Save' and 'Submit'.

Save and Submit buttons



The save button will save all data entered and enable you to return to the form later.

The submit button will submit the form to DIFS, indicating it is complete and ready to be reviewed.

Note: If you accidentally submit a form, please notify DIFS at contact@difs.com.au and our team will re-open the form for you.

Uploading additional supporting information prior to the profile meeting

This section provides information on uploading additional supporting information prior to a profile meeting.

DIFS encourages all schools to upload their supporting information at the same time as completing their Profile Information Form. This helps our facilitators prepare for and run an efficient meeting.

In some cases, further supporting information is generated between completion of the PIF and the scheduled meeting date. In these cases, schools will be able to upload additional supporting information up to 14 days prior to their scheduled meeting date. Schools will no longer need to contact the DIFS team to upload additional information prior to their meeting.

Navigate to the profile record

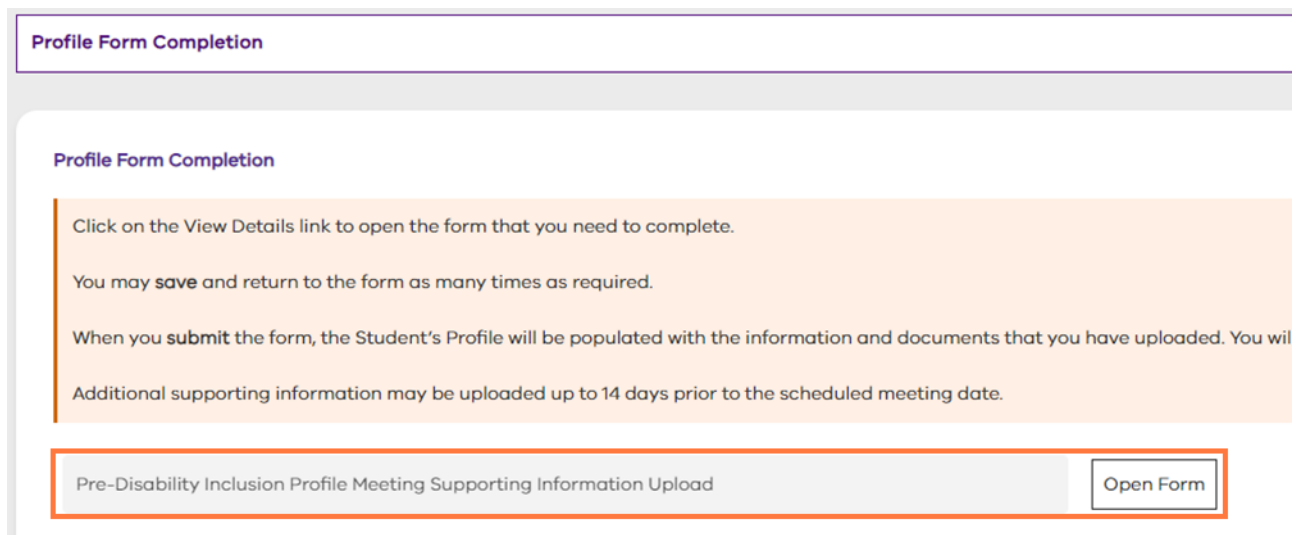
Search for the profile record you would like to upload supporting information to. Open the profile record.

Open the form to upload additional supporting information

Open the profile record that requires action. At the top of the profile record a notification will display stating a form is open. Prior to your scheduled meeting the form name will be **'Pre-Disability Inclusion Profile Meeting Supporting Information Upload'**.

Click on the 'Open Form' button. The form will always open in a new window.

[Open the profile record requiring action](#)



The screenshot shows a web interface with a purple header bar containing the text "Profile Form Completion". Below this, a light orange notification box contains the following text: "Click on the View Details link to open the form that you need to complete.", "You may save and return to the form as many times as required.", "When you submit the form, the Student's Profile will be populated with the information and documents that you have uploaded. You will", and "Additional supporting information may be uploaded up to 14 days prior to the scheduled meeting date." At the bottom of the interface, there is a grey bar with the text "Pre-Disability Inclusion Profile Meeting Supporting Information Upload" and a button labeled "Open Form".

Submit the form

Once your desired files have been uploaded you may save the form and return to complete it later or submit the form. If the scheduled meeting date is further than 14 days away the form will remain open even after submitting the supporting information.

Note: The form will remain open and available to you until 14 days prior to the scheduled meeting date.
