

User Management



mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION





REGISTER for access to MSIS

NAVIGATE the MSIS home page

ASSIGN permissions to new users

VIEW/EDIT District and School Management screens

Register for MSIS Access



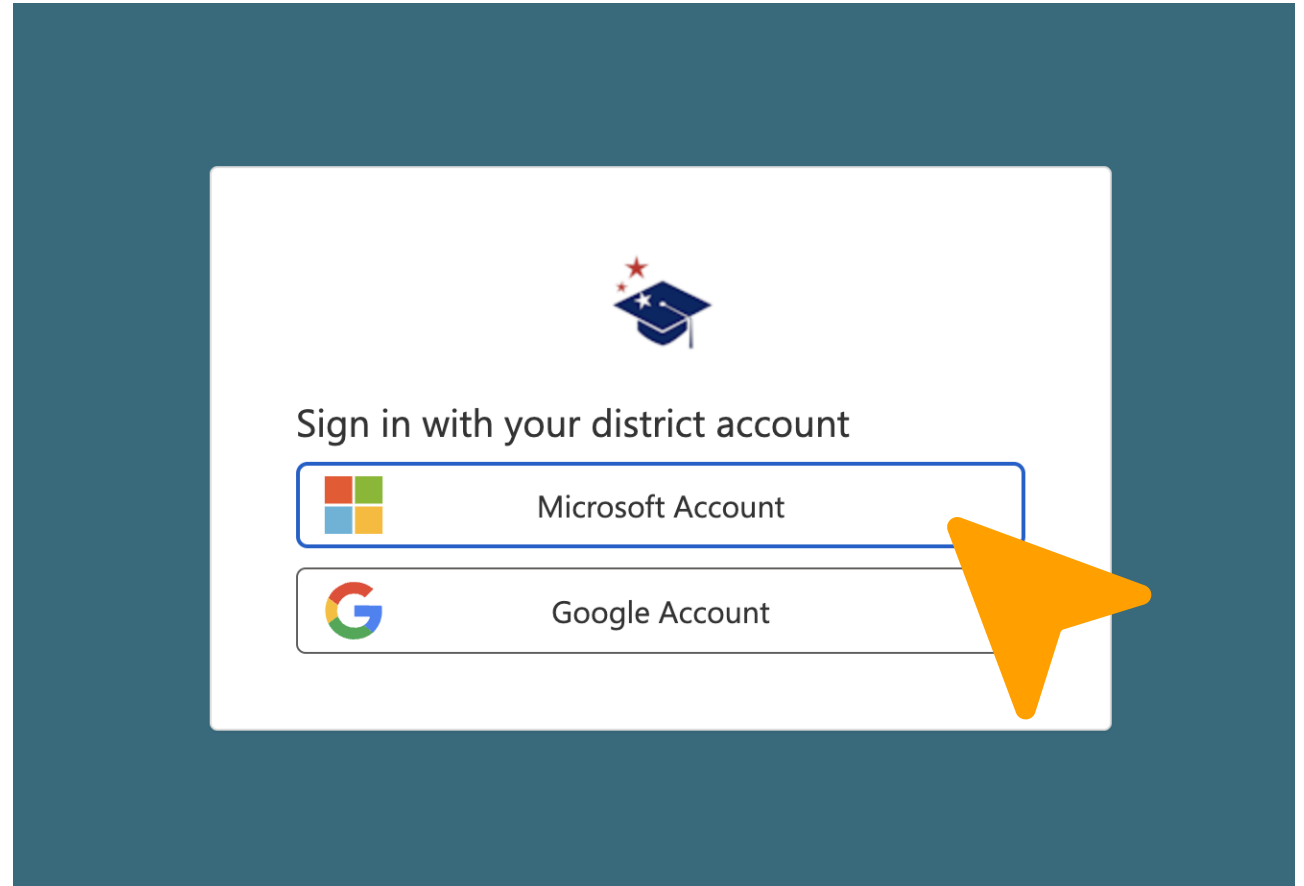




Users will register for MSIS using their district credentials.

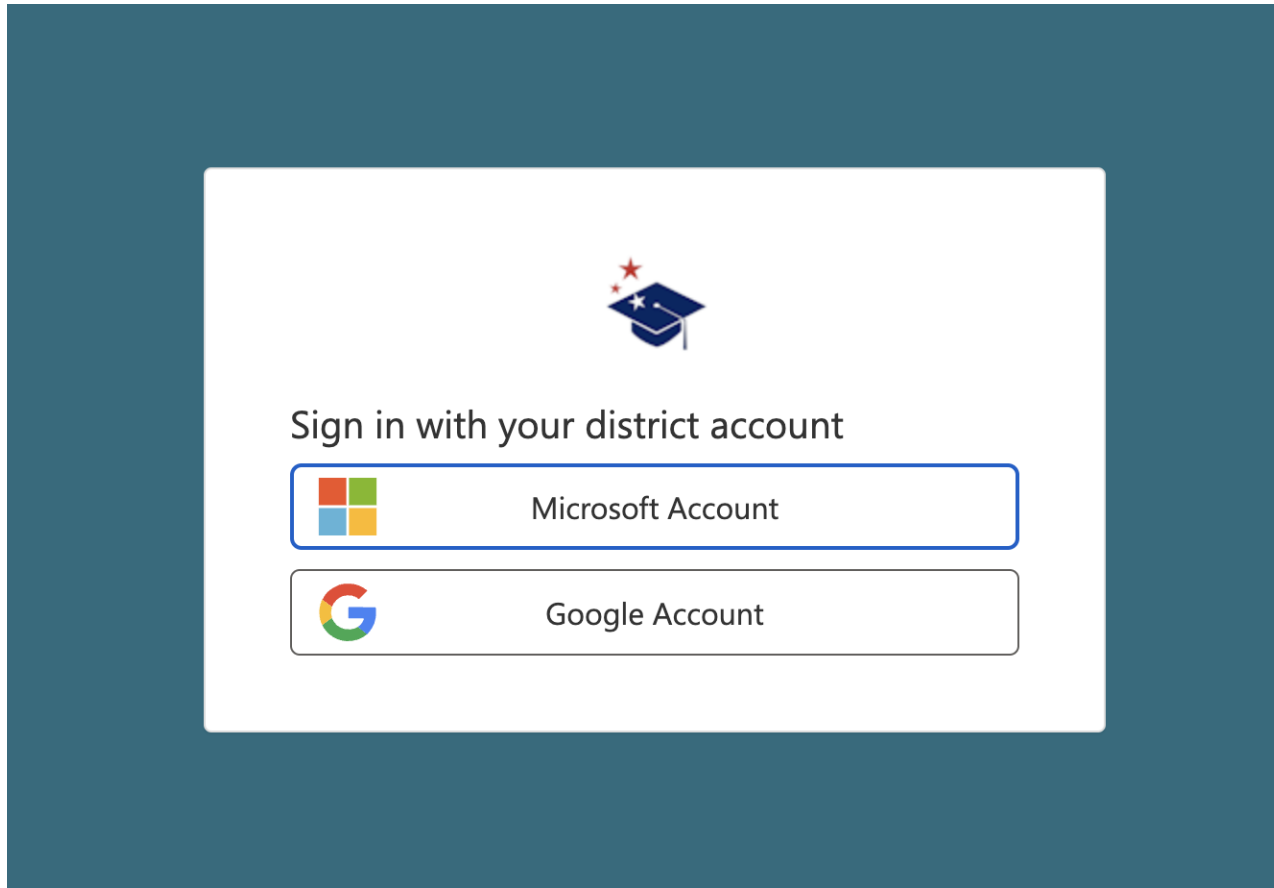
Video tutorials for:

- Microsoft districts
- Google districts



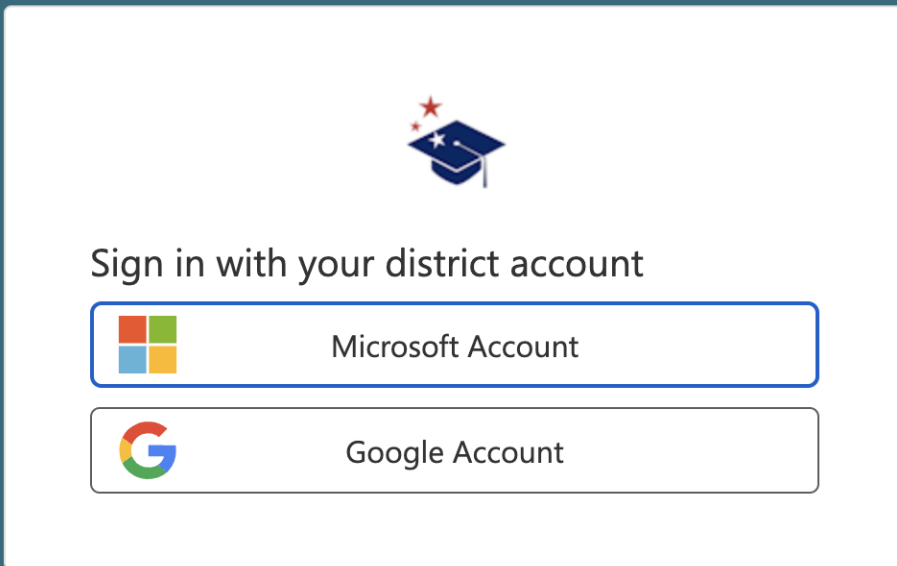
mdek12.org/msis2.0/resources

Users register for MSIS using their district credentials.



Legacy MSIS users are **NOT** automatically transferred to the new system.

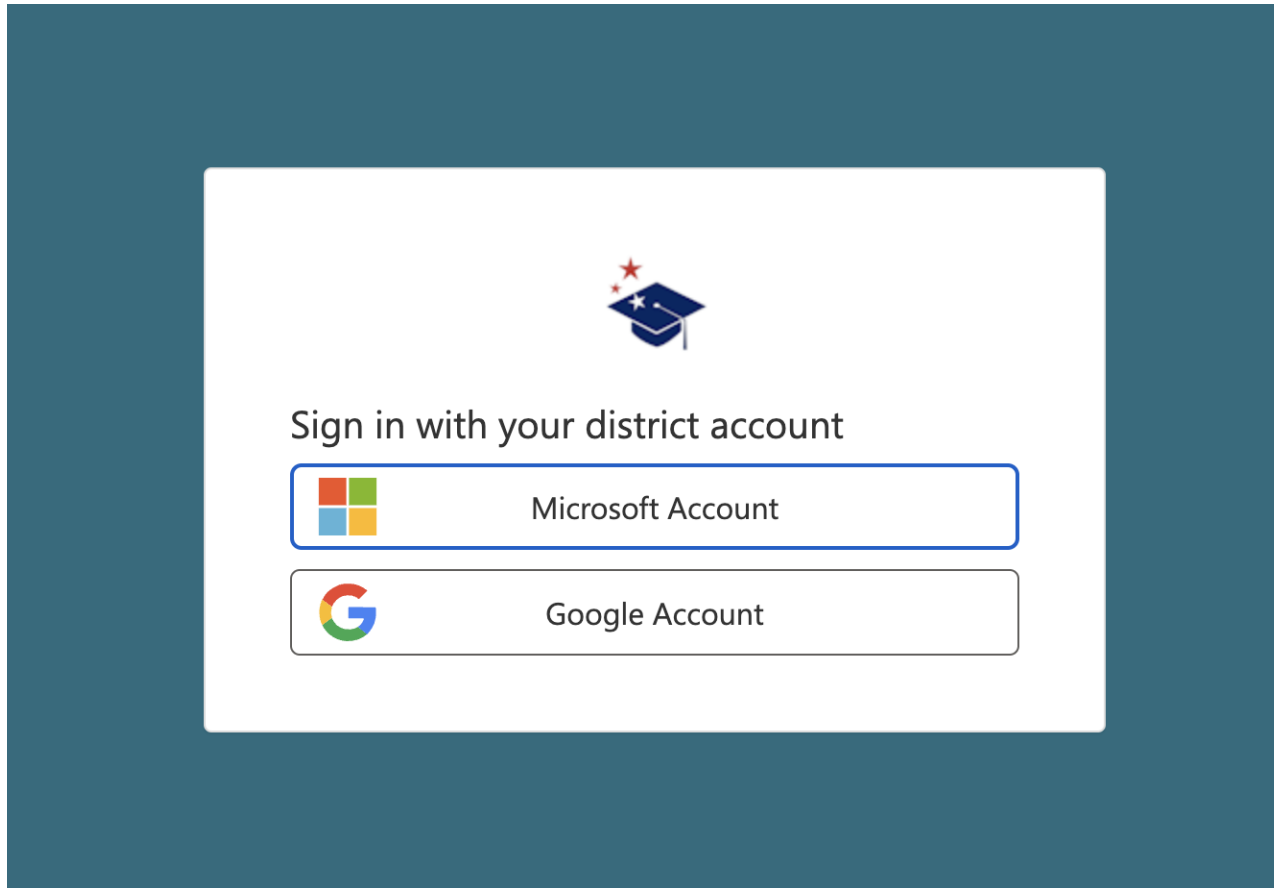
Users register for MSIS using their district credentials.



Do **NOT** register with both a Microsoft and Google account.

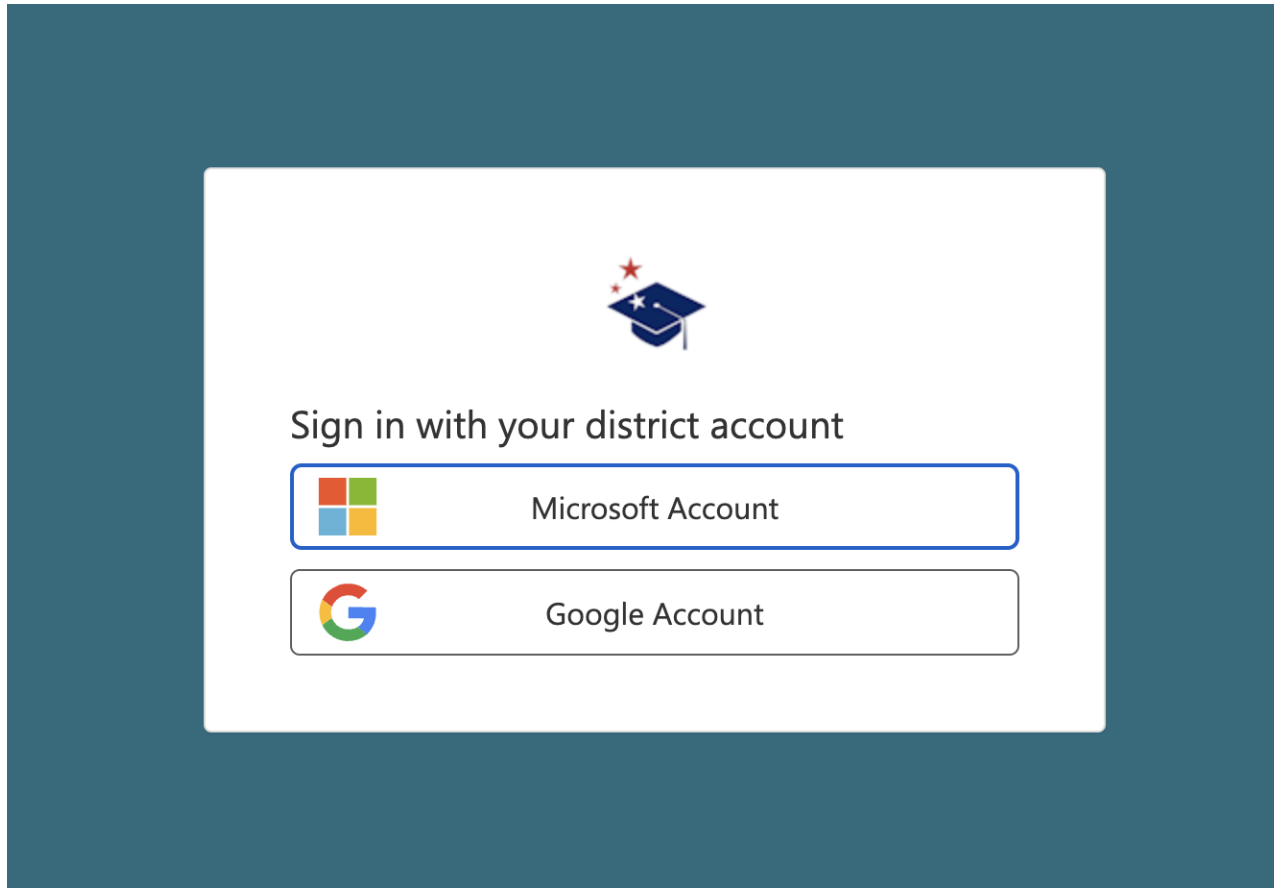
Reach out to your Technology Director if you are unsure if your district is Microsoft or Google.

Users register for MSIS using their district credentials.



You **CANNOT** register on behalf of another user!

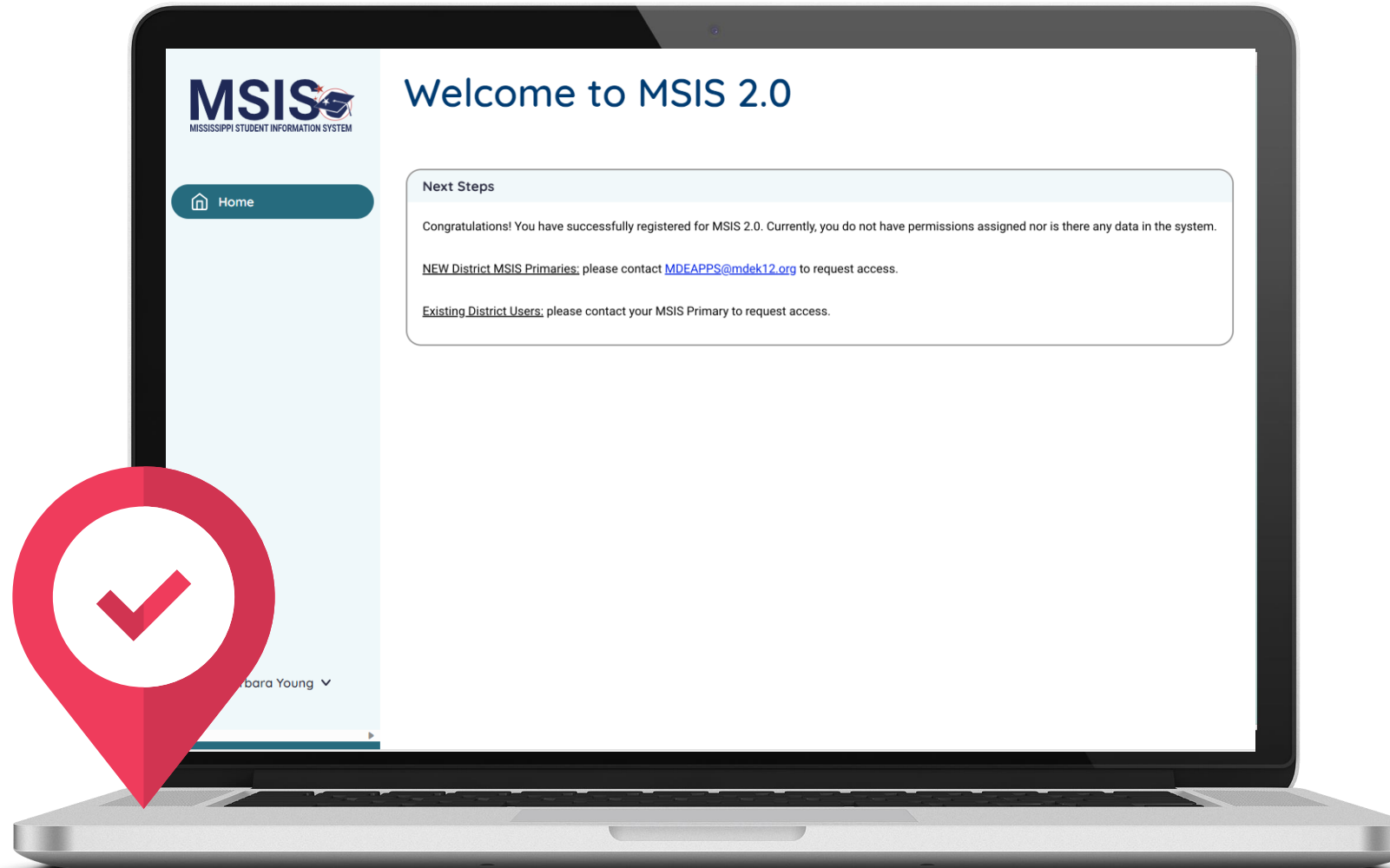
Users register for MSIS 2.0 using their district credentials.



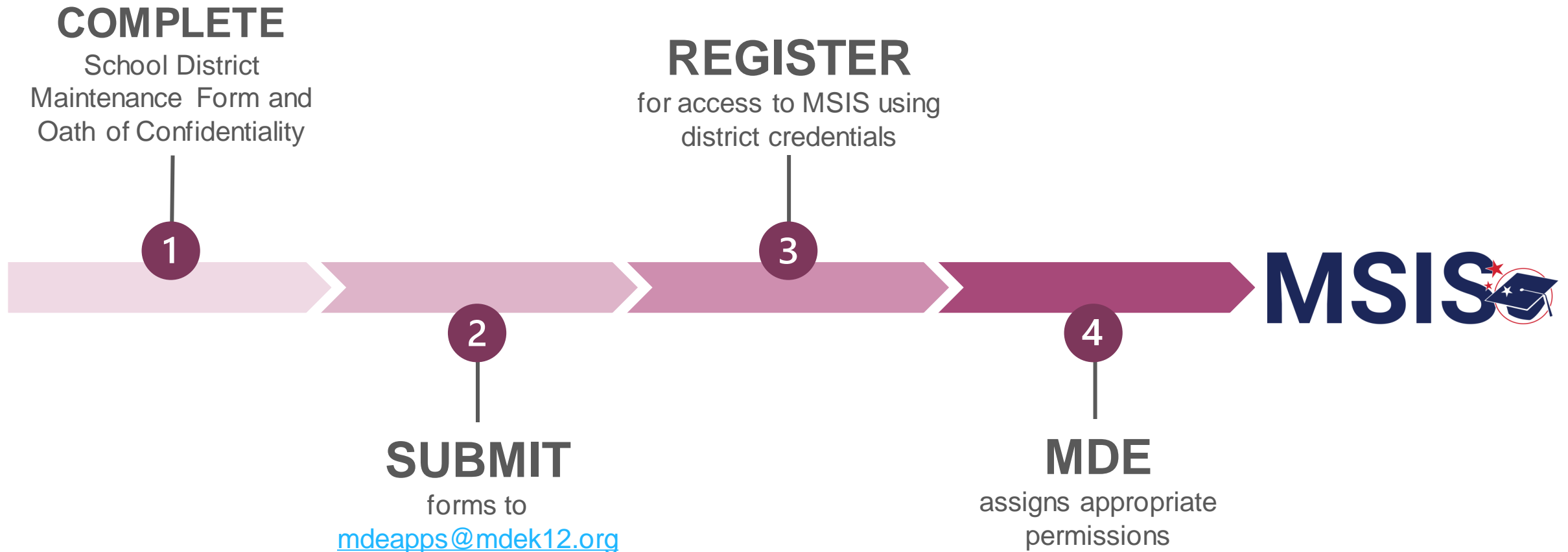
Disabling a user's account in the **DISTRICT TENANT** means they can no longer access MSIS.



Users will see a “Welcome to MSIS 2.0” screen until appropriate access and permissions have been assigned.



NEW MSIS Primaries or Secondaries



MISSISSIPPI STUDENT INFORMATION SYSTEM
SCHOOL DISTRICT MSIS CONTACT MAINTENANCE FORM
(FORM MSIS-1: SUBMIT ONE FORM PER SCHOOL DISTRICT)
(PLEASE PRINT OR TYPE INFORMATION)

School District Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Superintendent's Name: _____
Superintendent's Signature: _____
(This must be an original Superintendent's Signature)

Primary MSIS District Contact:
Name: _____
Title: _____
Phone: _____
Authorized Signature: _____
(This must be an original new Primary Contact Signature)

Secondary MSIS District Contact:
Name: _____
Title: _____
Phone: _____
Authorized Signature: _____
(This must be an original new Secondary Contact Signature)

Send Completed Form To: _____

OTSS Office Use Only:
Approved By: _____

**OATH OF CONFIDENTIALITY AND
NON-DISCLOSURE OF RELEASED INFORMATION
(MUST be completed by ALL Users)**

I understand that data maintained by the systems listed below in the **Application Section**, hereinafter referred to as **MDE Systems**, is sensitive and confidential. I acknowledge the access to and release of information from MDE Systems is governed by the Family Educational Rights and Privacy Act of 1974 and Section 37-15-1, *et seq.* of the Mississippi Code of 1972, Annotated, as amended. I further acknowledge that this data may only be accessed and used for legitimate educational interests and is **sensitive, confidential, and not subject to disclosure.**

I agree that I shall not release MDE Systems data unless authorized to do so according to applicable laws, rules and regulations, neither shall I access and use the information contained therein except for legitimate educational interests.

I acknowledge that I fully understand that the release by me of this information to any unauthorized person could subject me to disciplinary action including termination and/or criminal and civil penalties imposed by law.

Application Section:
Mississippi Student Information System (MSIS)
Mississippi Alternate Assessment of Extended Curriculum Framework (MAAECF)

SIGNATURE: _____
(Please sign in blue ink)

PRINTED NAME: _____
(Please print in blue ink)

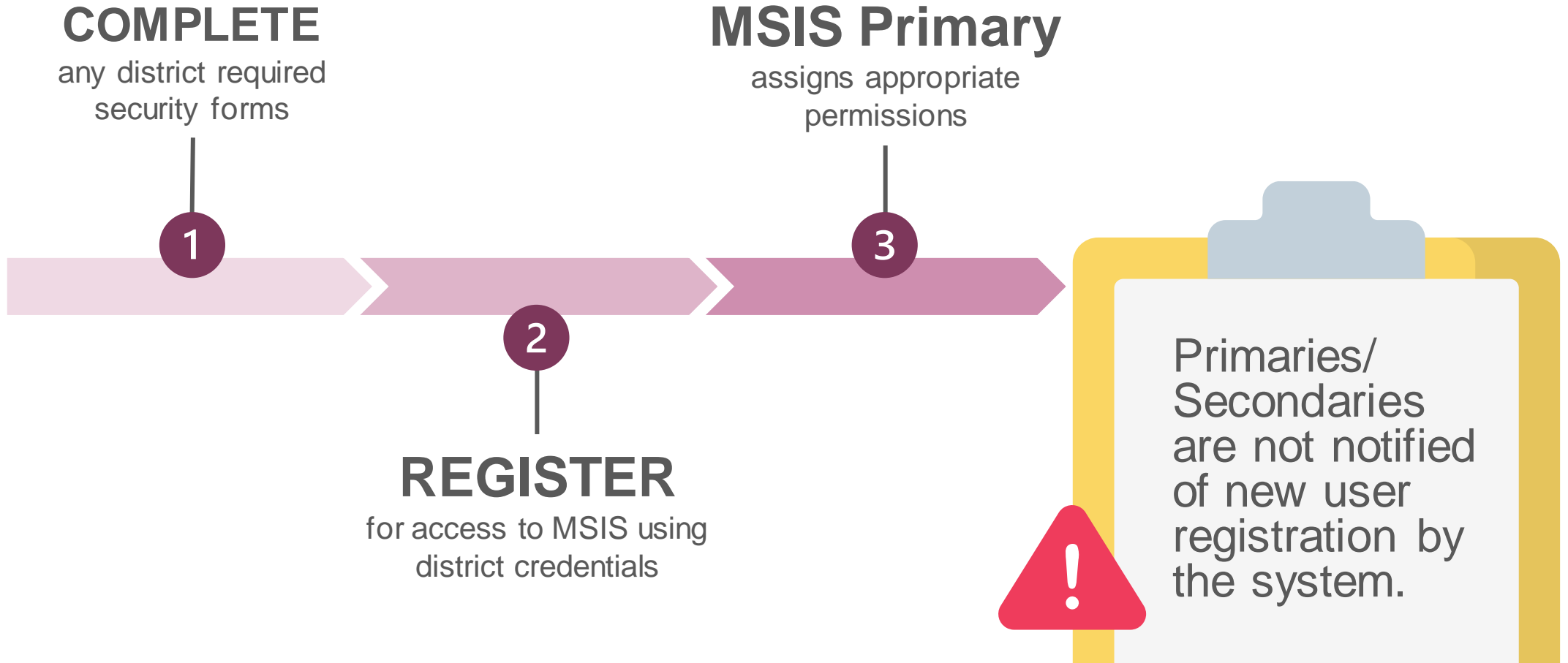
TITLE: _____

DISTRICT/SCHOOL: _____

DATE: _____

- **Complete** School District Maintenance Form to change or update MSIS Primary or Secondary information.
- **Complete** the Oath of Confidentiality.
- **Submit** both forms to mdeapps@mdek12.org.

NEW District Users





Questions?

Basic Navigation





- 1 Navigation*
- 2 User name and log out
- 3 Upload files
- 4 Actions needed
- 5 Upcoming deadlines

**Options may differ based on permissions*

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome Melissa Banks

1:52 PM Tuesday, October 10, 2023

- 1 Home
- 2 Administration
- 3 Data Submission
- 4 Reports
- 5 Students
- Data Input

No uploaded files

Upload a file

Ownership conflict to review

Review

Your data has errors

Review

Deadlines Up Next

Saturday, December 9, 2023

Personnel Data

Melissa Banks

QRG

mdek12.org/msis2.0/resources

User Management

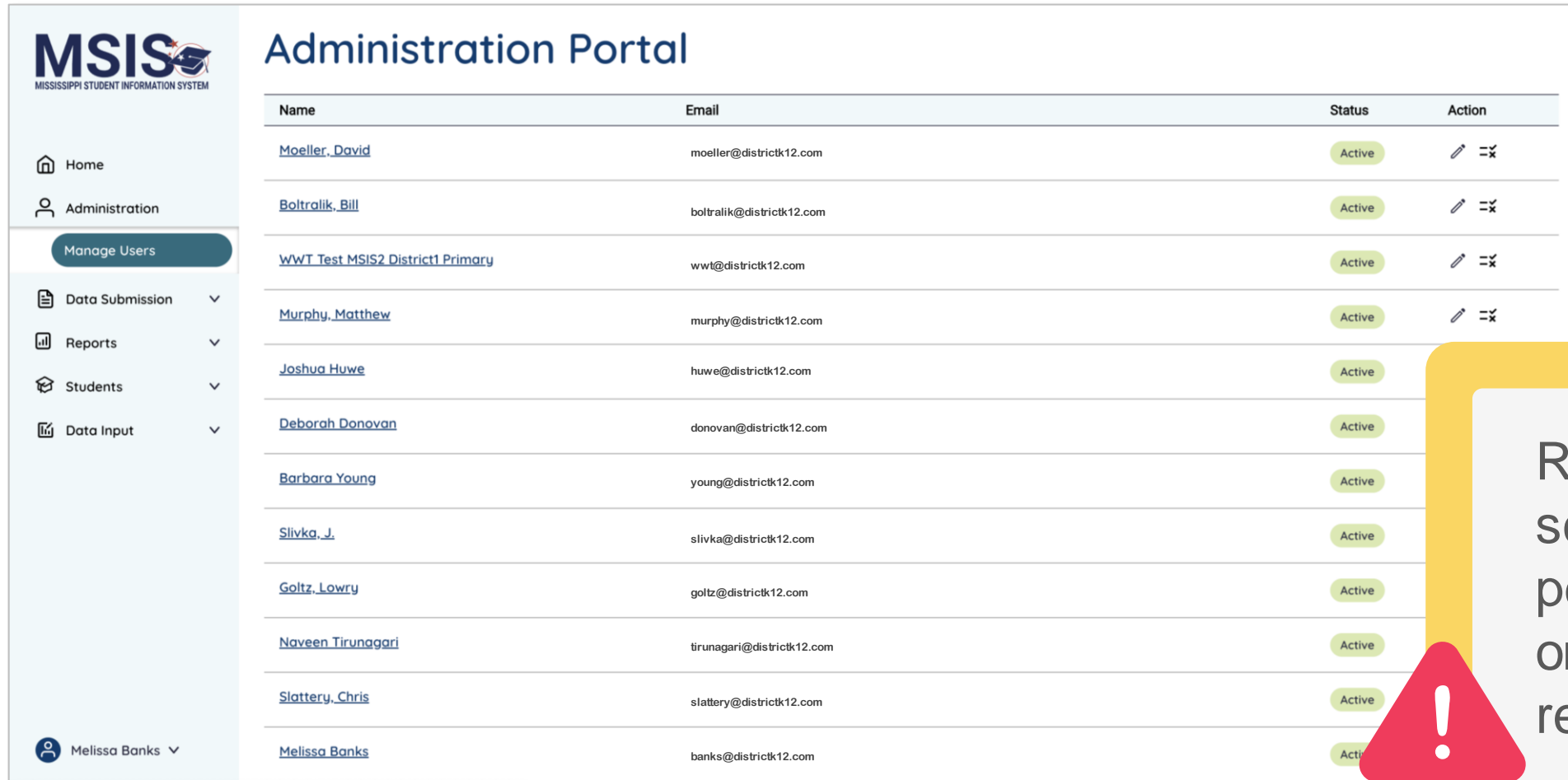




Permission: Admin

(Primaries & Secondaries Only)

MSIS Primary or Secondary assigns new user permissions



The screenshot shows the MSIS Administration Portal interface. On the left is a navigation sidebar with the MSIS logo and menu items: Home, Administration (with a 'Manage Users' button), Data Submission, Reports, Students, and Data Input. The main content area is titled 'Administration Portal' and contains a table of users. The table has four columns: Name, Email, Status, and Action. The 'Status' column shows 'Active' for all users. The 'Action' column contains edit and delete icons. A red warning triangle is overlaid on the bottom right of the table.

Name	Email	Status	Action
Moeller, David	moeller@districtk12.com	Active	
Boltralik, Bill	boltralik@districtk12.com	Active	
WWT Test MSIS2 District1 Primary	wwt@districtk12.com	Active	
Murphy, Matthew	murphy@districtk12.com	Active	
Joshua Huwe	huwe@districtk12.com	Active	
Deborah Donovan	donovan@districtk12.com	Active	
Barbara Young	young@districtk12.com	Active	
Slivka, J.	slivka@districtk12.com	Active	
Goltz, Lowry	goltz@districtk12.com	Active	
Naveen Tirunagari	tirunagari@districtk12.com	Active	
Slattery, Chris	slattery@districtk12.com	Active	
Melissa Banks	banks@districtk12.com	Active	

Refresh the screen to see pending users once they have registered.

Administration Portal

Name	Email	Status	Action
Moeller, David 2	moeller@districtk12.com	3 Active	4
Boltralik, Bill	boltralik@districtk12.com	InActive	
WWT Test MSIS2 District1 Primary	wwt@districtk12.com	Active	
Murphy, Matthew	murphy@districtk12.com	Active	
Joshua Huwe	huwe@districtk12.com	Active	
Deborah Donovan	donovan@districtk12.com	Active	
Barbara Young	young@districtk12.com	Active	
Slivka, J.	slivka@districtk12.com	Active	
Goltz, Lowry	goltz@districtk12.com	Active	
Naveen Tirunagari	tirunagari@districtk12.com	Active	
Slattery, Chris	slattery@districtk12.com	Active	

- 1** Manage Users*
Primaries/Secondaries Only
- 2** District Users
- 3** User Status
- 4** User actions



Inactive

User has NOT been assigned permissions or the account has been deactivated.

Active

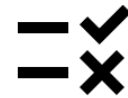
User account has been assigned permissions.





Activate User

Activate the user.



Deactivate

**User permissions will be deactivated,
but the user account will NOT be deleted.**

If a user logs in to MSIS while their account is deactivated, they will see the home screen with a message that says “Currently, you do not have permissions to access any data.”



Edit User Access

Edit user permissions.







Choose your own path!

Name
<u>User, Fake</u>

Opens User Profile

Status	Action
Active	 

Opens User Permissions or displays deactivation warning.

< [Back](#)

Barbara Young

1 Active

5 [Edit User](#)

2 General Information

Email:
byoung@gafepd.mdek12.org

District:
Gray County School District

6 [Deactivate User](#)

Global Permissions

Permission

Student Data

School Permissions 3

Permission	School(s)	Can Certify District	Can Certify School(s)
------------	-----------	----------------------	-----------------------

Accountability Data	Gray County Elementary School (0001-100), Gray County Upper Elementary School (0001-101), Gray County Junior High School (0001-102), Gray County High School (0001-103)	True	
---------------------	---	------	--

Accreditation Data	Gray County Elementary School (0001-100), Gray County Upper Elementary School (0001-101)		
--------------------	--	--	--

User Profile

1 User name and status

2 General information

3 Current data domain and school permissions

4 Certification permission

5 Edit user permissions

6 Deactivate user

< [Back](#)

Barbara Young

Active

Edit User

General Information

Email:
byoung@gafepd.mdek12.org

District:
Gray County School District

Deactivate User

Global Permissions

Permission

Student Data

School Permissions

Permission	School(s)
------------	-----------

Accountability Data	Gray County Elementary School (0001-100), Gray County Upper Elementary School (0001-101), Gray County Junior High School (0001-102), Gray County High School (0001-103)
---------------------	---

Accreditation Data	Gray County Elementary School (0001-100), Gray County Upper Elementary School (0001-101), Gray County Junior High School (0001-102), Gray County High School (0001-103)
--------------------	---

General information about a user is not editable. These changes must be made in the **DISTRICT'S TENANT.**

< Back

Barbara Young

Active

1

Edit User

General Information

Email: **byoung@gafepd.mdek12.org**

District: **Gray County School District**

Deactivate User

Global Permissions

Permission

Student Data

School Permissions

Permission	School(s)	Can Certify District	Can Certify School(s)
Accountability Data	Gray County Elementary School (0001-100), Gray County Upper Elementary School (0001-101), Gray County Junior High School (0001-102), Gray County High School (0001-103)	True	
Accreditation Data	Gray County Elementary School (0001-100), Gray County Upper Elementary School (0001-101)		

1

Click **Edit User**.

2

Select All to insert all schools into all data domains.

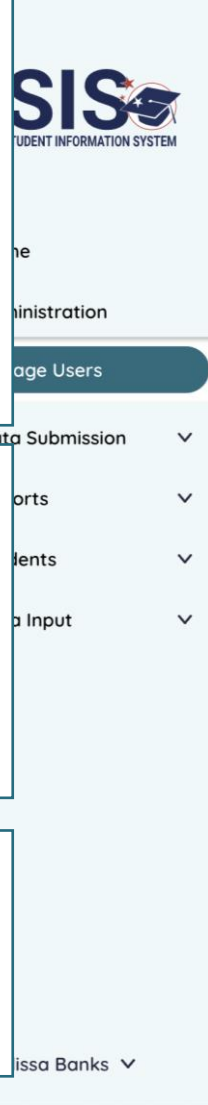
Select None to remove all schools from all data domains.

3

Select the down arrow to open a drop-down list of all schools in the district, or type the school number or name.

4

Some Data Domains have checkboxes to indicate that users can certify data.



School Based Permissions

2

Accountability Data 3

Accreditation Data

Assessment Data

Child Nutrition Data

CTE Data Can Certify District 4



- Home
- Administration

Manage Users

Data Submission

Reports

Students

Data Input

Melissa Banks

5

Click **Reset** to discard any unsaved changes.

6

Click **Update User** to save any changes to user permissions.

Federal Programs Data

Can Certify District

Gray County Elementary School (0001-100) x Gray County Upper Elementary School (0001-101) x Gray County Junior High School (0001-102) x
 Gray County High School (0001-103) x

Finance Data

Can Certify District

Gray County Elementary School (0001-100) x Gray County Upper Elementary School (0001-101) x Gray County Junior High School (0001-102) x
 Gray County High School (0001-103) x

Personnel Data

Can Certify District

Gray County Elementary School (0001-100) x Gray County Upper Elementary School (0001-101) x

Special Education Data

Can Certify District

Student Data

Can Certify District

Can Certify School(s)











Reset

5

Update User

6

Admin Permissions

	User Management	LEA Management	School Management	MSIS ID Request	Student Ownership
Primary & Secondary		Limited 			
Other District Users					

Admin User Permissions

MSIS Primary and Secondary

- Admin Permissions assigned by MDE.
- Provides access to these features.
- Cannot be assigned to other district users.



Data Domain School-Based Permissions:

- Accountability Data
- Accreditation Data
- Assessment Data
- Child Nutrition Data
- CTE Data
- Discipline Data
- Federal Programs Data
- Finance Data
- Personnel Data
- Special Education Data
- Student Data

MSIS Primary or Secondary:













Must assign themselves all schools in all data domains as well as certification permissions.

Can assign other district users permissions to school(s) in each data domain as needed.

Can assign **Certify District** to any user in an applicable data domain if all schools are assigned.

Can assign **Certify School** to any user with at least one school assigned in Student Data.

School-Based Permissions

	Data Quality Dashboard	Accreditation Dashboard	Reports (Data Analytics)	Certify Data	Non-Public Student Entry	File Upload & Status
Primary & Secondary						
Other District Users	 Assigned corresponding data domain permissions only	 Assigned Accreditation data domain permission only	 Assigned corresponding data domain permissions only	 Assigned Can Certify data domain permissions only	 Assigned Special Ed or CTE data domain permission only	 Assigned corresponding data domain permissions only



- Home
- Administration

Manage Users

- Data Submission
- Reports
- Students
- Data Input

Melissa Banks

< Back

Barbara Young

Active

Edit User

General Information

Email: **byoung@gafepd.mdek12.org**

District: **Gray County School District**

Deactivate User

Global Permissions

Permission

Student Data

School Permissions

Permission	School(s)
Accountability Data	Gray County Elementary School (0001-100), Gray County Upper Elementary School (0001-101), Gray County Junior High School (0001-102), Gray County High School (0001-103)
Accreditation Data	Gray County Elementary School (0001-100), Gray County Upper Elementary School (0001-101), Gray County Junior High School (0001-102), Gray County High School (0001-103)

Users should log out and log back in to see new permissions.



**Complete
this process
for **ALL** users.**

No bulk process is available.



Questions?

User Permission Report





JULY & AUGUST

MSIS Security Listing



Permission:

Admin

(Primaries & Secondaries Only)

1

Click on the down arrow beside **Reports** in the left navigation.

Select **Data Analytics**.

2

Available tabs will display at the top.

Select **Reports** tab.

3

Select **User Permission Report**.

The screenshot shows the MSIS (Mississippi Student Information System) interface. On the left is a navigation sidebar with the MSIS logo at the top. Below the logo are menu items: Home, Administration (with a dropdown arrow), Data Submission (with a dropdown arrow), Reports (with a dropdown arrow and a red circle '1' next to it), Data Analytics (highlighted in a dark teal bar), Students (with a dropdown arrow), Data Input (with a dropdown arrow), and Provide Feedback (highlighted in a yellow bar). At the bottom of the sidebar is a user profile for Melissa Banks (with a dropdown arrow). The main content area is titled 'Data Analytics' and has a top navigation bar with tabs: Other Certification Reports, Profiles, Reports (underlined and highlighted with a red circle '2'), and Certification Reports. Below the tabs are several report categories: 'User Permission Report' (with a red circle '3' next to it), 'Enrollment and Attendance Reports' (containing 'Average Daily Attendance Report' and 'Enrollments & Transfers Report'), 'Enrollment and Transfers' (containing 'Five or More Absences Report' and 'Summer Activity'), and 'General Reports'.

1

District: All School: All User Name: Multiple selections User Type: All

1 Report filters

2 Report name

3 User list

- One user per row
- Click + to expand columns
- Click – to collapse columns

2

3

User Name	User Email	User Type	Last Login	Date Added	District	Permission	School
Barbara Young	byoung@gafepd.mdek12.org	District	4/9/2024 1:32 PM	3/8/2024 4:14 PM	Gray County School District - 0001		
Melissa Banks	mebanks@mdek12.org	District	3/11/2024 8:55 PM	2/28/2024 11:10 PM	Gray County School District - 0001	Student	Gray County Elementary School (0001-100) Gray County Upper Elementary (0001-101) Gray County Junior High School (0001-102)

LEA & School Management





MONTHLY DATA REVIEW

LEA & School
Demographics



Permission: Admin

(Primaries & Secondaries Only)

1

Click on the down arrow beside **Data Input** in the left navigation.

Select **District & School Info**

2

Available Manual Input tabs will display at the top.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Charter Schools LEA Management District Sharing School Management

Home
Administration
Data Submission
Reports
Students
Data Input **1**
District & School Info
Student
Provide Feedback
Melissa Banks

District & School Info

LEA Management + Add New

LEA Name	LEA Type	LEA Identifier	LEA Operational Status	Actions
DeSoto District	Charter	1234	Open	
Dekalb District	Public	9876	Changed Boundary	

3

Click the LEA*
Management tab.

Available LEAs
will be displayed.

4

Click on the
pencil to view and
edit the LEA
information.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Charter Schools **LEA Management** District Sharing School Management

LEA Management + Add New

LEA Name	LEA Type	LEA Identifier	LEA Operational Status	Actions
DeSoto District	Charter	1234	Open	
Dekalb District	Public	9876	Changed Boundary	

Home
Administration
Data Submission
Reports
Students
Data Input
District & School Info
Student
Provide Feedback
Melissa Banks

*LEA = Local Education Agency (also known as School District)

5

LEA Information is view only.

Data will be prepopulated from SIS/MDE. Changes to this data must be made in the SIS or by MDE.



Home

Administration

Data Submission

Reports

Students

Data Input

District & School Info

Student

Provide Feedback

Melissa Banks

LEA Management

Board Members Building Information Charter School LEA Management District Sharing Salary Scale School Management Summer Sch

LEA Management

* Required Field Cancel Save

LEA Information

5

* LEA Name

Gray County School District

Organization Type

K12 School

* LEA Type

Regular

* LEA Identifier

0001

NCES Identifier

00000001

* LEA Operational Status

Open

* Operational Status Effective Date

10-23-2022

Charter School:

Yes No

Pre-K Eligibility

Pre-K Eligibility Ages for Non-IDEA Students

Website

www.graycounty.com

Telephone Number

555-555-5555

* Grades

Select All IT Pre-K K 1
 2 3 4 5 6

6

District Admins can edit the following:

- MSIS Primary Information
- MSIS Secondary Information

7

Click **Cancel** to remove any edits.

Click **Save** to save any edits.

The screenshot displays the MSIS (Mississippi Student Information System) interface for LEA Management. On the left is a navigation sidebar with the MSIS logo and menu items: Home, Administration, Data Submission, Reports, Students, and Data Input. Below these are buttons for 'District & School Info', 'Student', and 'Provide Feedback'. The user's name 'Melissa Banks' is shown at the bottom of the sidebar. The main content area is titled 'LEA Management' and includes a breadcrumb trail: Board Members > Building Information > Charter School > LEA Management > District Sharing > Salary Scale > School Management > Summer Sch. The 'LEA Management' section contains three form panels: 'MSIS Primary Information', 'MSIS Secondary Information', and 'Physical Address'. Each panel has fields for First Name, Last Name, Email Address, and Telephone Number. A red circle with the number '6' is placed over the 'MSIS Primary Information' panel. At the top right of the form area, there are buttons for 'Cancel' and 'Save', with a red circle and the number '7' next to the 'Save' button. A red asterisk indicates that the 'Telephone Number' fields are required.

8

Click the School Management tab.

Available Schools will be displayed.

9

Click on the **pencil** to view the School information.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

School Management

Board Members Building Information Charter School District Management District Sharing Salary Scale **School Management** Summary

+ Add New

LEA	School Name	School Identifier	School Type	School Operational Status	Actions
DeSoto District	Charter	123456789	Hennepin	Open	
Dekalb District	Public	987654321	Ramsey	Closed	

District & School Info

Student


✓ Provide Feedback

Melissa Banks

10

School Information is view only.

Data will be prepopulated from SIS/MDE. Changes to this data must be made in the SIS or by MDE.



School Management

Board Members Building Information Charter School District Management District Sharing Salary Scale School Management Summe

3

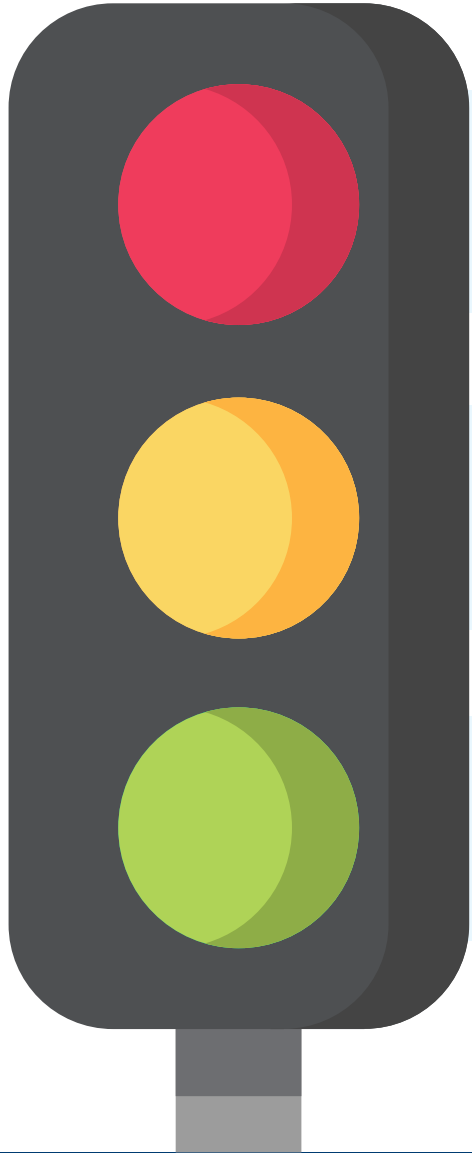
* Required Field Cancel Save

School Information

* Name of Institution	* School Identifier	* LEA Identifier
Gray County Elementary School	0001-100	en 0001
* School Type	* Reported Federally	ACT Identifier
Regular	<input type="radio"/> Yes <input type="radio"/> No	
* Charter School:	* Charter School Type	* School Operational Status
<input type="radio"/> Yes <input type="radio"/> No		Open
Website		* Operational Status Effective Date
www.graycounty.com		10-23-2022
* Grades		Magnet School:
<input type="checkbox"/> Select All	<input type="checkbox"/> IT <input type="checkbox"/> Pre-K <input type="checkbox"/> K <input type="checkbox"/> 1	<input type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11	Virtual School:
<input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> AE		<input type="radio"/> Yes <input type="radio"/> No

4

Reflections & Final Questions



RED Process/procedure that needs to change

YELLOW Topic(s) to investigate further

GREEN Positive or exciting change(s)



Questions?



MSIS Team

msis2@mdek12.org

mdek12.org



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