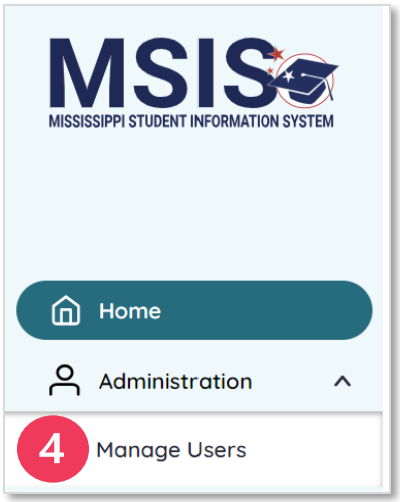
QUICK REFERENCE GUIDE

Manage Users

1. You should have previously registered for access to MSIS.
2. Only the MSIS Primary or Secondary with Admin rights (assigned by MDE) will be able to access the Manage Users screen.
3. Login to MSIS: https://msis.mdek12.org/login.



4. From the navigation menu, select the arrow next to Administration, then select **Manage Users**.

5. Select to edit or to deactivate or to activate the user.

User Status

1. Select the username to view the user profile.
2. View the current status of the user.
3. Select the desired action for a user.

Active = user account has been assigned permissions.

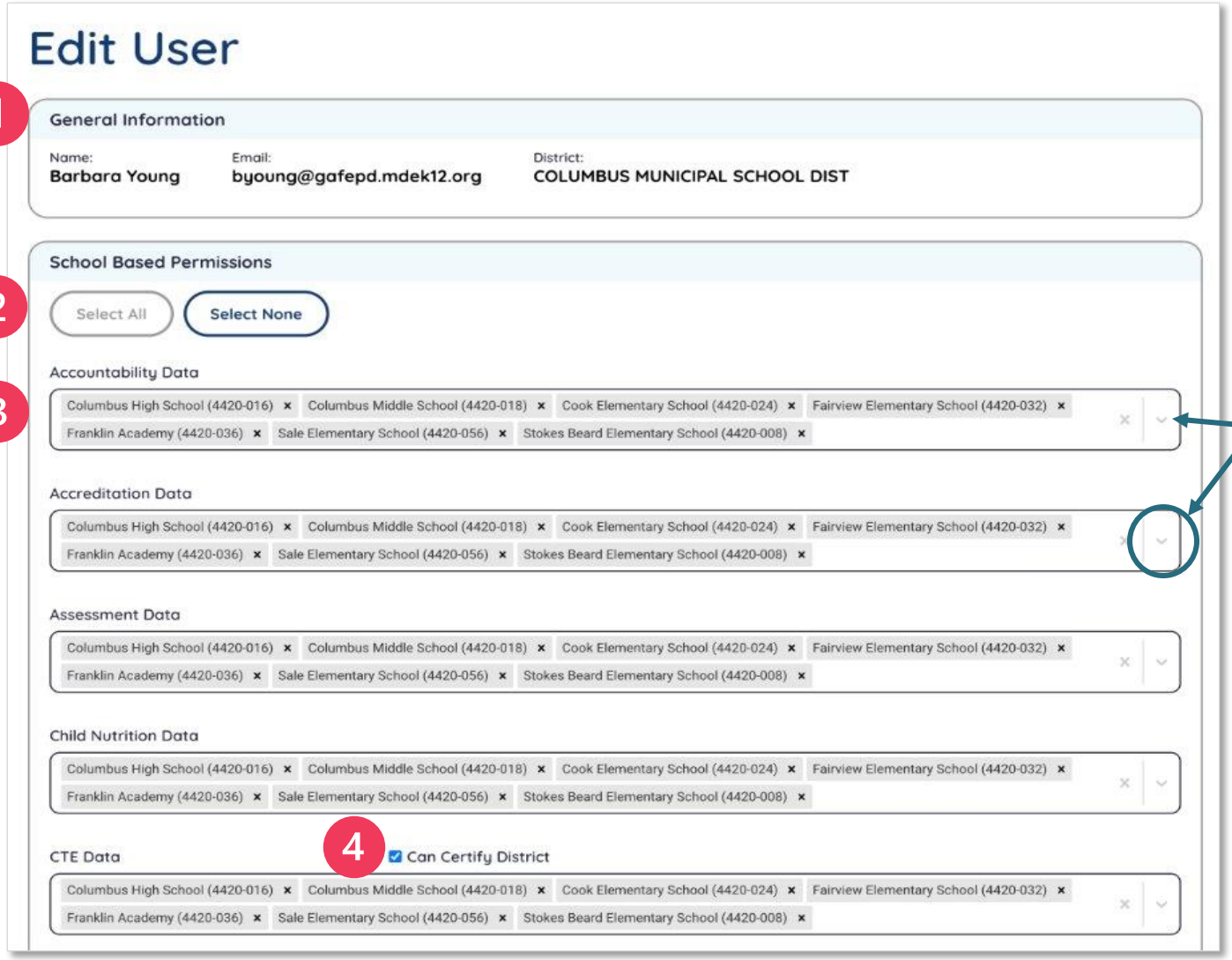
Inactive = user has NOT been assigned permissions or the account has been deactivated.

Activate user = user has completed registration but is not yet active.

Deactivate user = permissions will be deactivated, but the account will NOT be deleted.

Edit user = view profile, permissions and change existing permissions.

User Permissions



1. **General** must be changed in your district tenant.

2. **Select** All to select all schools for all data domains or **Select None** deselect all schools for all data domains.

3. Click in the field for a particular data domain if you want to **Select All** schools for district access or type the name/number or click the dropdown to choose specific schools for school-only access.

4. Check the **Can Certify District** or **Can Certify School(s)** to allow the user to certify data for the selected school(s).

Notes: Other data domains not shown above are: Discipline Data, Federal Programs Data*, Finance Data*, Personnel Data*, Special Education Data*, and Student Data**. Also, Data domains with * Can Certify District data, and ** **Can Certify District** and/or **Can Certify School(s)**.