User Permissions

MSIS

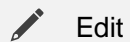Please see the **Quick Reference Guide: User Management** to learn more about assigning user permissions to active MSIS users.

Admin Permissions

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

Admin User Permissions

- MDE assigns Admin Permissions only to MSIS Primaries and Secondaries.
- These permissions provide users access to the above features and **cannot** be assigned to other district users.

✏️ Edit	👆 Access & View	✅ Certify Data	⬆️ File Upload

School-Based Permissions

	Data Quality Dashboard	Accreditation Dashboard	Reports (Data Analytics)	Certify Data	Non-Public Student Entry	File Upload & Status
Primary & Secondary	(Access & View)	(Access & View)	(Access & View)	(Certify Data)	(Edit)	(File Upload)
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

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.

✏️ Edit   👆 Access & View   ✅ Certify Data   ⬆️ File Upload