







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
Primary & Secondary		 Limited	 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

	MSIS ID Requests	Student Ownership	Data Quality Dashboard	Accreditation Dashboard	Reports (Data Analytics)	Certify Data	Non-Public Student Entry	File Upload & Status
Primary & Secondary								
Other District Users	 Assigned schools only	 Assigned schools only	 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 **special checkbox permissions** to any user in an applicable data domain.
- Can assign **Certify School** to any user with at least one school assigned in Student Data.



Edit



Access & View



Certify Data



File Upload