

# **OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES**



## **ASSIGN DISTRICT/SCHOOL USERS MANUAL**



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## How to create a MSIS User

- This screen is accessed by going to SECURITY>ASSIGN DISTRICT/SCHOOL USERS. Only MSIS Primary and Secondary Contacts can assign employees' access to MSIS.
- To assign the Primary or Secondary a login name you must email the MSIS security forms (MSIS-1) to [mdeapps@mde.k12.ms.us](mailto:mdeapps@mde.k12.ms.us).
- **To see your users or if you have any questions about MSIS user login name or roles please print/view your Security Listing Report (Security>Security Listing Report) in MSIS.**
- **All employees must be setup as an employee (General Schedule Entry screen>District Info tab) in MSIS. For new and modified employee please run the Roll Schedule/Employee Data at the beginning of the school year.**
- Remember when creating new users in MSIS the user is assign a system generated temporary password. You will need to email [mdeapps@mdek12.org](mailto:mdeapps@mdek12.org) for the password if you don't know it. The system will say that the user password has expired and for them to enter the old password the system generated temporary password and then enter a new password. The format should be 7 alpha characters and 1 numeric character for example "aaaaaaa2". Or the user may change their password by selecting the options Security/Change User Password from the menu.

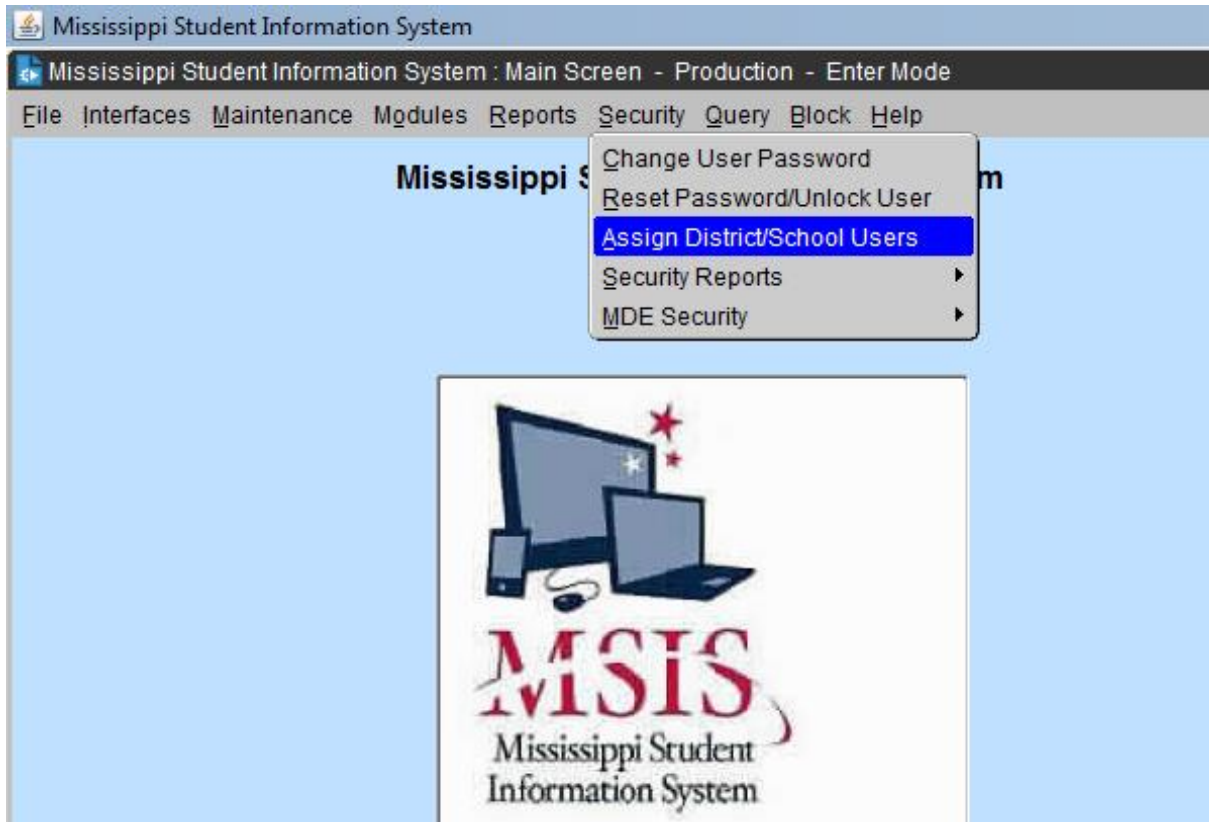
If you reset the user account to the system generated temporary password the system will alert you the message 'FRM-40735: WHEN-BUTTON-PRESSED trigger raised unhandled exception ORA-01936'. This means that you are resetting the account with the system generated temporary password. You will need to reset the user account to another password other than the system generated temporary password. Then have the user change their password by selecting the options Security/Change User Password from the menu.

**NOTE:** if the user that is currently logged in to the application and only has 1 district assign, once this screen is displayed it will start with the employees tab instead of the district tab.

**NOTE:** The only 2 tabs that will be available is: the Roles tab would be available when an user is created for that particular employee or the user for that particular employees already exists, the School tab would be available when a user creates a School user type or the School user type already exists.

## Assign District/School Users

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# Create District User

**Employees tab:** This tab show all the employees in your district.

Mississippi Student Information System  
Select Employee

An Oath of Confidentiality must be signed by the user before you grant access to MSIS.  
The form must be kept in your district for audit purposes.

[User District]

District Name  
2587 CENTRAL MS SERVICE DELIVERY AREA

[Employee]


Last Name	First Name	SSN	MI	School	Active

[User]

Login Name User Ind Add User ID  
Delete User ID Unlock/Expire User ID

The employees tab has the following features.



- Use the magnifying glass  to display one or all of the fields to performing a search for an employee, if you want to search by SSN you need to use the % symbol alone with the last 4 numbers of the SSN.
- When there is a user displayed in the User block the button Add User ID is disable and the buttons Delete User ID and Unlock/Expire User ID are enable.
- When there is no user displayed in the User block the button Add User ID is enable and the buttons Delete User ID and Unlock/Expire User ID are disable.

**You can create a district type user only if the major school number is 001 or 09% on the General/Schedule Employee Data>District Info tab.**

In order to create a user, enter the employee's login name and press the Add User ID Button. **“PLEASE DO NOT USE SPECIAL CHARACTERS IN THE LOGIN NAME”** Messages that may display:

## Assign District/School Users

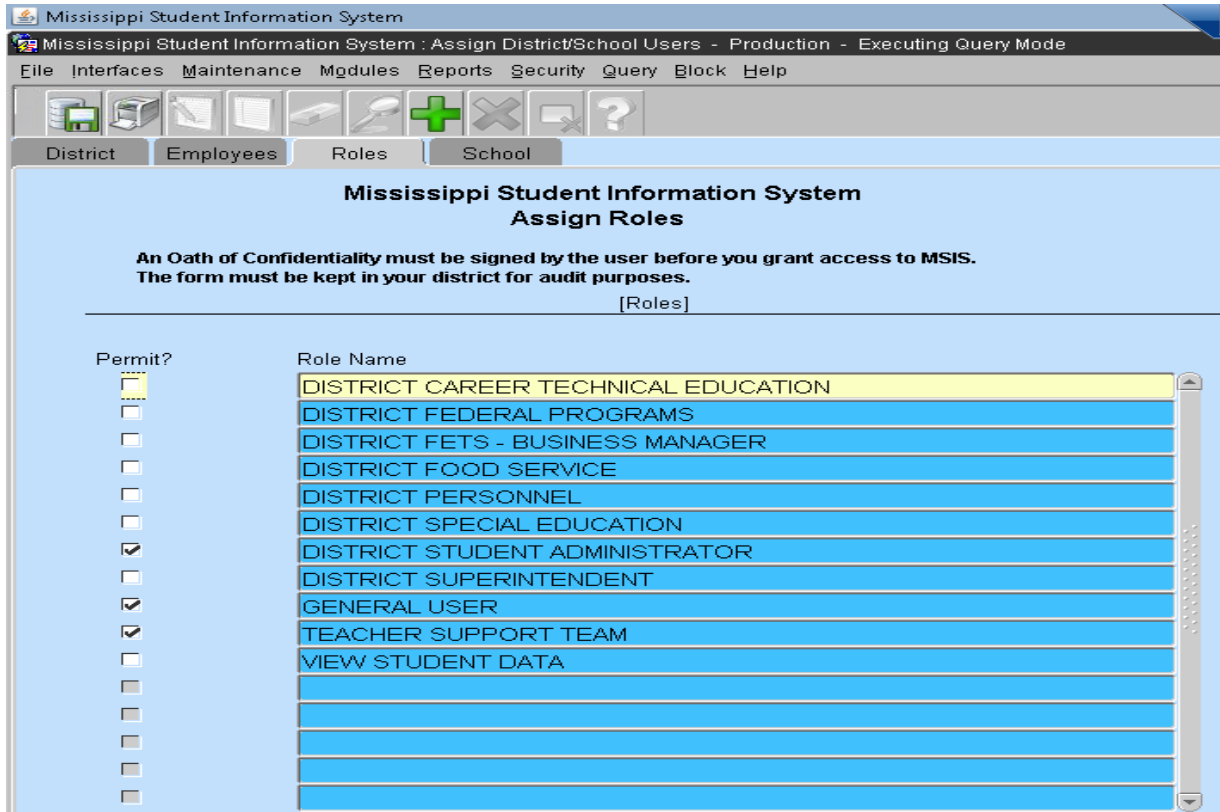
- If Login name already exist an alert will display “User \_\_\_\_\_ account already exists”. The login name will be removed.
- If Login name does not exist an alert will display “User \_\_\_\_\_ account is added”.

The login name is created and the field User ID will have the word **DISTRICT**.

**NOTE:** If you are assigning **DISTRICT PERSONNEL** role and your superintendent does not want the person to **see salaries**, please send an email to [mdeapps@mdek12.org](mailto:mdeapps@mdek12.org) and list the employee(s) with NO SALARIES.

### The next step is to add the role(s).

**Roles tab:** The roles tab will show up once a user is created (also this will apply if the user already exists).



This tab will display the roles that belong to the district type user. The General User role will be set to default. This role is assigned once the user is created and cannot be removed.

In this tab you can select the roles to be accessed, in some case there are restriction for the following roles.

## *Assign District/School Users*

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**For example**, if you select the role District Student Administrator you cannot select View Student Data, instead this is the error message that the user will get:

- “User \_\_\_\_\_ Can’t be assigned Administrator role, user has the View role” or “User \_\_\_\_\_ Can’t be assigned View Student Data role, user has the Administrator role”.

**Another example**, if you select the role District Special Education you cannot select Teacher Support Team, instead this is the error message that the user will get:

- “User \_\_\_\_\_ Can’t be assigned Special Education role, user has the Support role” or “User \_\_\_\_\_ Can’t be assigned Support role, user has the Special Education role”.

Click ok and the role will be unchecked.

To change the role you must remove the one and add the other.

Once you have selected at least one role to be assign (or all the roles that the user can access) the save button becomes enable so that you can save the changes. Message that will display:

- “User \_\_\_\_\_ changes in role assignments are saved”.

Click ok and the role(s) will be added.

After saving the changes the save button will be disable.

**NOTE:** the save button will be enable only when there are changes to save in the Roles tab.

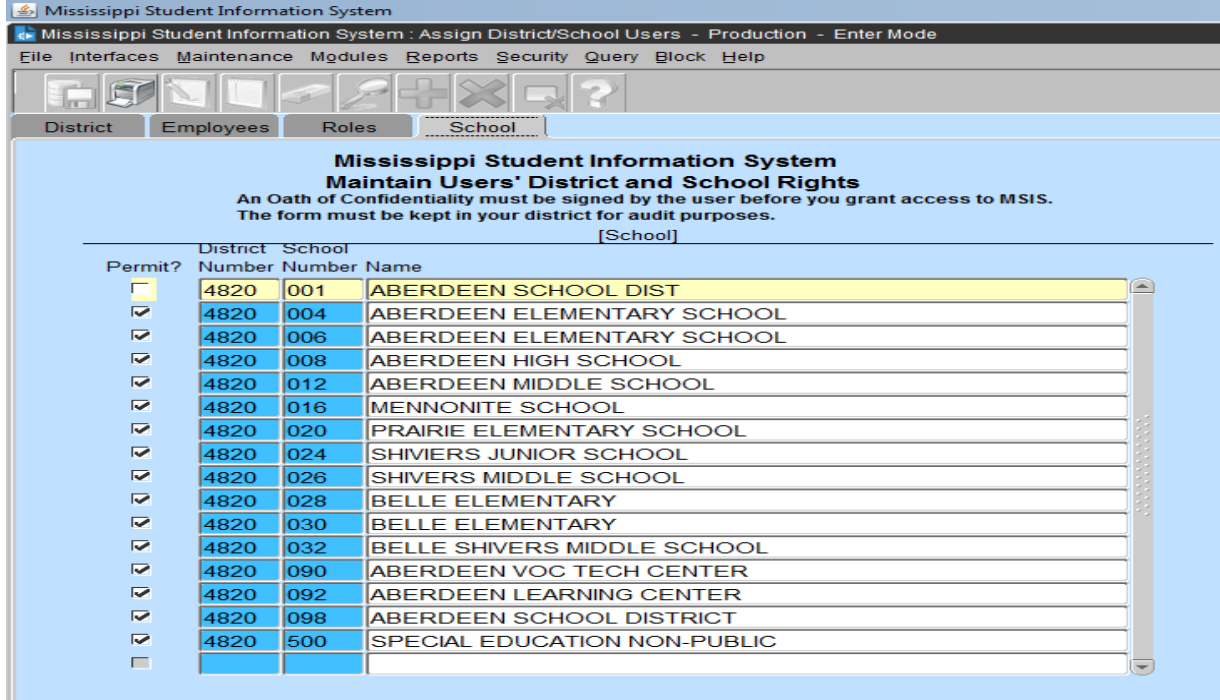
This saving message is also display if the user did not use the save button to save the changes in the roles tab and exit the screen.

**The next step is to add the school(s) number.**



## Assign District/School Users

**School tab:** The School tab will display all the school assigned in you district.



In this tab there is **NO** modification to the schools that are checked and they **CAN NOT** be unchecked. School 001 will be unchecked.

All users are automatically set with a system generated temporary password. You will need to email [mdeapps@mdek12.org](mailto:mdeapps@mdek12.org) for the password if you don't know it. The system will say that the user password has expired and for them to enter the old password the system generated temporary password and then enter a new password. The format should be 7 alpha characters and 1 numeric character for example "aaaaaaa2". Or they may change their password by selecting the options Security/Change User Password from the menu

# Create School User


To create a school type user are those employee that are **NOT** assigned to school number 001 or 09% (from Employee District Data).

**Employees tab:** This tab show all the employees in your district.

Last Name	First Name	SSN	MI	School	Active

The employees tab has the following features.



- Use the magnifying glass  to display one or all of the fields to performing a search for an employee, if you want to search by SSN you need to use the % symbol alone with the last 4 numbers of the SSN.
- When there is a user displayed in the User block the button Add User ID is disable and the buttons Delete User ID and Unlock/Expire User ID are enable.
- When there is no user displayed in the User block the button Add User ID is enable and the buttons Delete User ID and Unlock/Expire User ID are disable.

## Assign District/School Users

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In order to create a user, enter the employee's login name and press the Add User Id Button. **"PLEASE DO NOT USE SPECIAL CHARACTERS IN THE LOGIN NAME"**

Messages that may display:

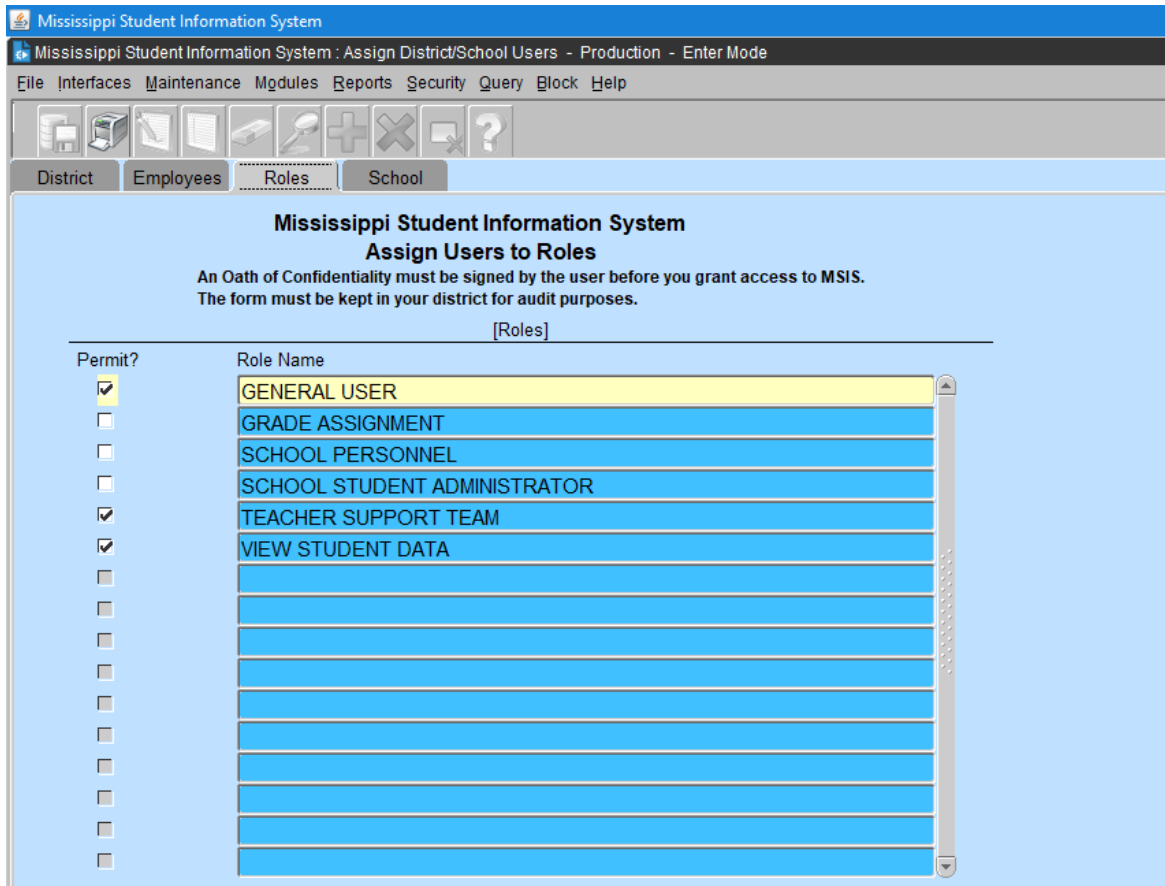
- If Login name already exist an alert will display "User \_\_\_\_\_ account already exists". The login name will be removed.
- If Login name does not exist an alert will display "User \_\_\_\_\_ account is added".

The login name is created and the field User Id will have the word SCHOOL.

### **The next step is to add the role(s).**

**Roles tab:** The roles tab will show up once a user is created (also this will apply if the user already exists).

This tab will display the roles that belong to the school type user and General User will be the role set as default, this role is assigned once the user is created and this role cannot be removed.



## *Assign District/School Users*

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This tab will display the roles that belong to the school type user. The General User role will be set to default. This role is assigned once the user is created and this role cannot be removed.

In this tab you can select the roles to be accessed, in some case there are restriction for the following roles.

**For example**, if you select the role School Student Administrator you cannot select View Student Data, instead this is the error message that the user will get:

- “User \_\_\_\_\_ Can’t be assigned Administrator role, user has the View role” or “User \_\_\_\_\_ Can’t be assigned View role, user has the Administrator role”.

**Another example**, if you select the role Grade Assignment and the user is not a Counselor, this is the error message that the user will get:

- “User \_\_\_\_\_ Can’t be assigned Grade Assignment role, user is not a Counselor”.

Click ok and the role will be unchecked.

Once you have selected at least one role to be assign (or all the roles that the user can access) the save button becomes enable so that you can save the changes. Message that will display:

- “User \_\_\_\_\_ changes in role assignments are saved”.

Click ok and the role(s) will be added.

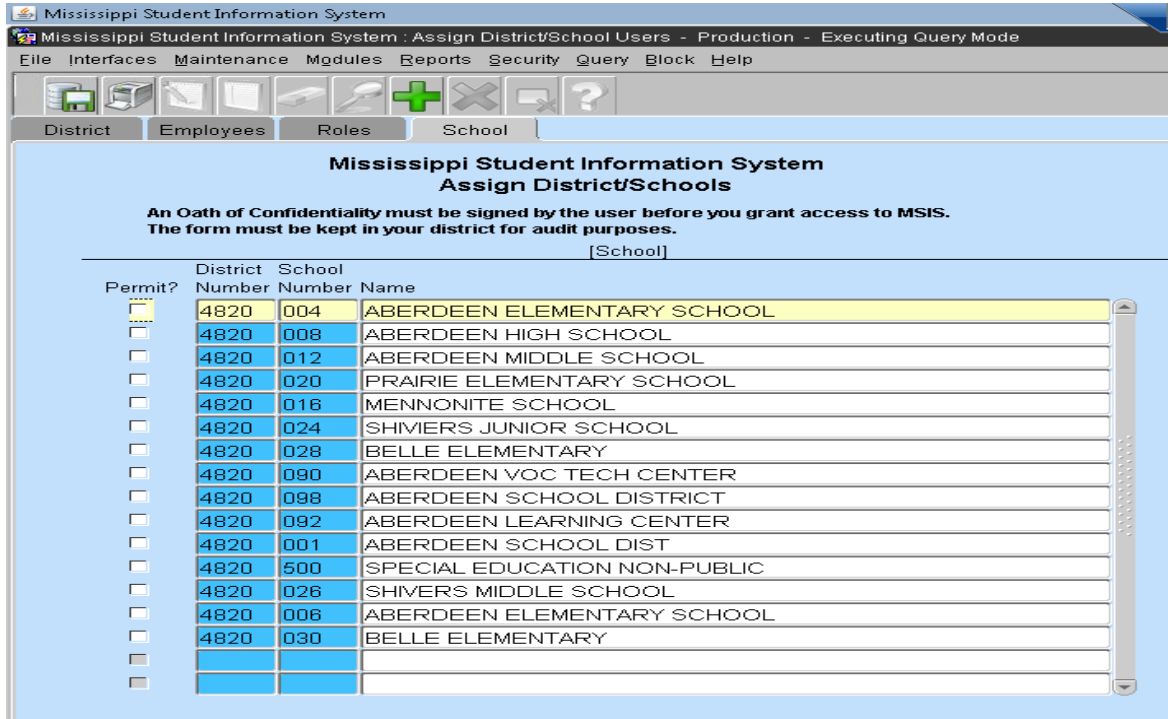
After saving the changes the save button will be disable.

**NOTE:** the save button will be enable only when there are changes to save in the Roles tab.

**The next step is to add the school(s) number.**

## Assign District/School Users

**School tab:** The School tab will display all the schools that belong to your district, so the user can assign the schools that the school type user will have access.



For this type of user, in the School tab the user can assign all the school except the school number 001, if the user that is currently log in in the application attempts to select the school 001 for a school type user, the system won't allow you to select this school number because it belongs to a district type user.

Select all the schools that the school type user will need access to.

Once the application detects a change in the tab the save button will be enable in order to allow the user save the changes and the button is pressed a save message will show up and the save button will be disable.

**NOTE:** All users are automatically set with a system generated temporary password. You will need to email [mdeapps@mdek12.org](mailto:mdeapps@mdek12.org) for the password if you don't know it. The system will say that the user password has expired and for them to enter the old password the system generated temporary password and then enter a new password. The format should be 7 alpha characters and 1 numeric character for example "aaaaaaa2". Or they may change their password by selecting the options Security/Change User Password from the menu

## Modify District/School User

The user major school on the General Schedule Employee Entry>District Info tab must be the correct school. You may have to delete the user login name and reset them up in MSIS.

To make the change to the major school you should make the correction on the Modules>Personnel>General/Schedule Entry>District info tab.

Follow the same steps to modify a district or school type user as you did to create a district or school type users

**Employees tab:** Select the employees in your district.

**Roles tab:** modify the existing role(s) on the district or school type users.

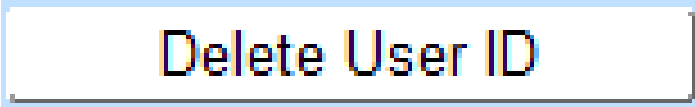
**School tab:** modify the existing school(s) school type users ONLY.

## Delete District/School User

**Employees tab:** Select the employee in your district or perform a query on either the employee Name, SSN and/or school number (example - Margaret L. Dixon, xxx-xx-0159, 001), then execute the query to see the result.

**NOTE:** If you delete a user before you roll the employees to the current school year the employee will be removed from the Employees tab.

In order to delete a user, select the employee and press the Delete User ID button.

A rectangular button with a blue border and a light blue background. The text "Delete User ID" is centered on the button in a bold, black, sans-serif font.

Messages that will display:

- "User \_\_\_\_\_ account is deleted".

After deleting the user the Roles tab will be hidden.

## Unlock/Expire User ID

This option expires your locked account.

**Employees tab:** Select the employee in your district or perform a query on either the employee Name, SSN and/or school number (example - Margaret L. Dixon, xxx-xx-0159, 001), then execute the query to see the result.

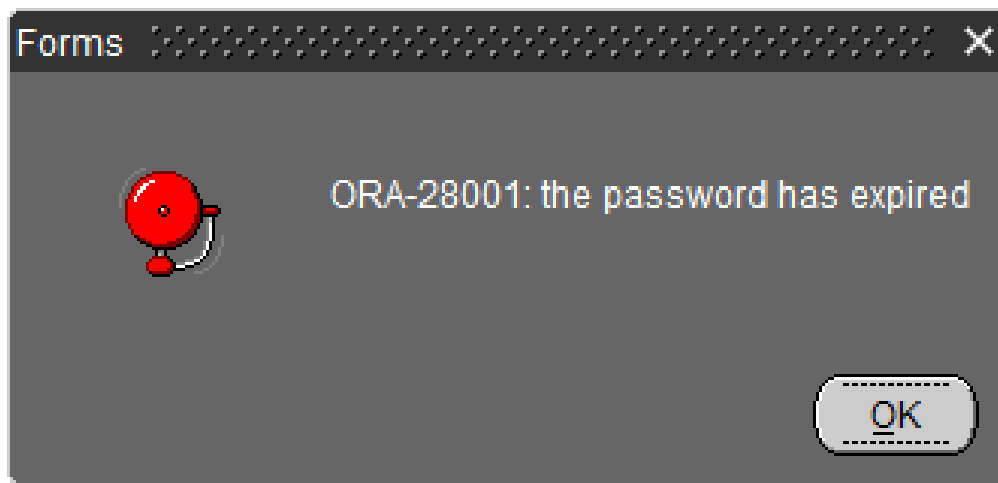
In order to unlock/expire a user id, select the employee and press the Unlock/Expire User ID button.

## Unlock/Expire User ID

Messages that will display:

- “User \_\_\_\_\_ account is unlocked”.

After unlocking the user account. The system will expire your password and have you to change your old password.

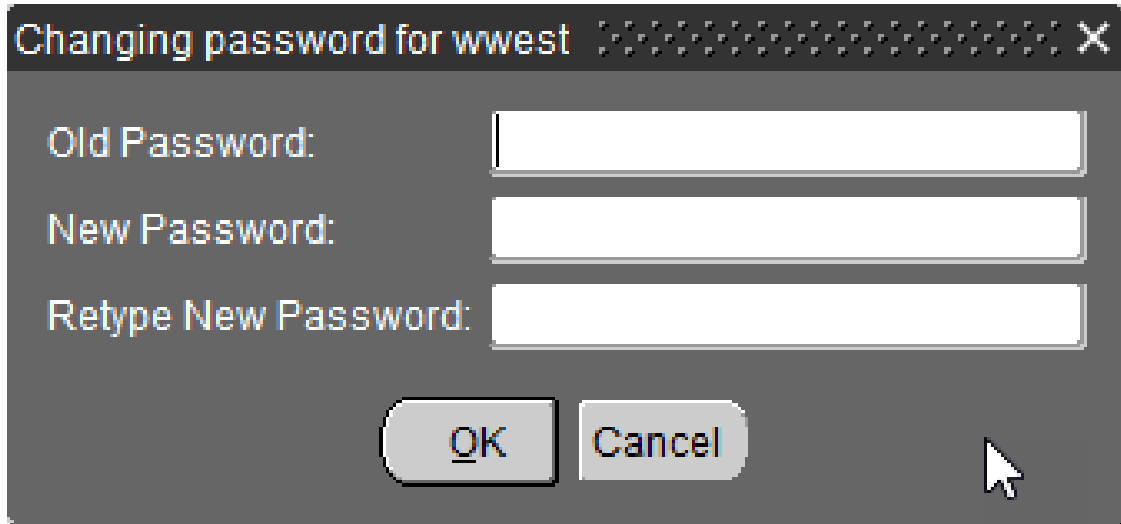


## Assign District/School Users

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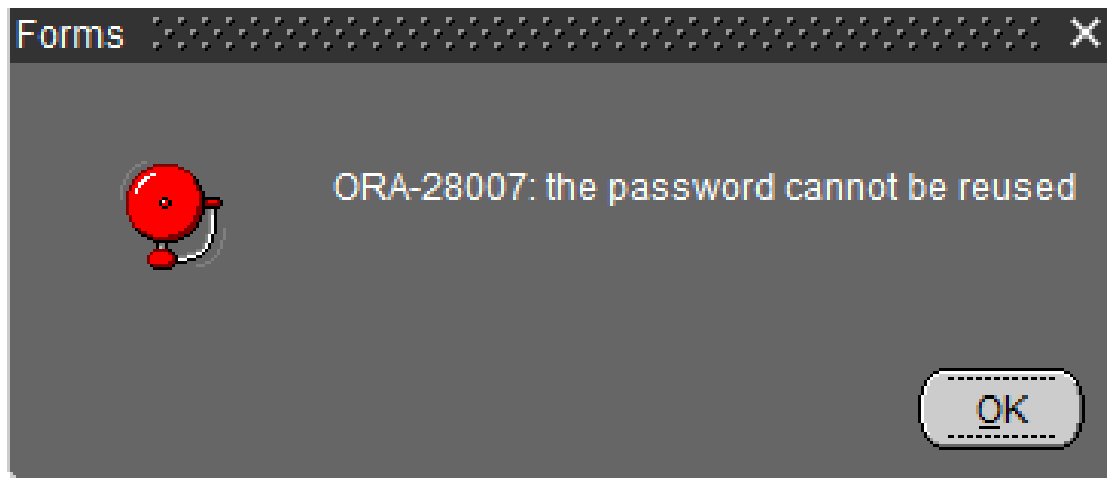
The old password must be enter and the new password enter twice.

The new password requires a minimum of 8, first character must be an alpha character and you must have at least 1 numeric character "a2345678910a" with no special characters.



A screenshot of a Windows-style dialog box titled "Changing password for wwest". The dialog box has a dark gray background and a title bar with a close button (X) on the right. It contains three text input fields stacked vertically, each preceded by a label: "Old Password:", "New Password:", and "Retype New Password:". Below the input fields are two buttons: "OK" and "Cancel". A mouse cursor is visible over the "Cancel" button.

You can not use a previous used password.



A screenshot of an error message dialog box titled "Forms". The dialog box has a dark gray background and a title bar with a close button (X) on the right. On the left side, there is a red bell icon. The main text of the dialog box reads "ORA-28007: the password cannot be reused". At the bottom right, there is an "OK" button.



## Change User Password

All users have the ability to change his/her password (**Security=>Change User Password**) in MSIS.



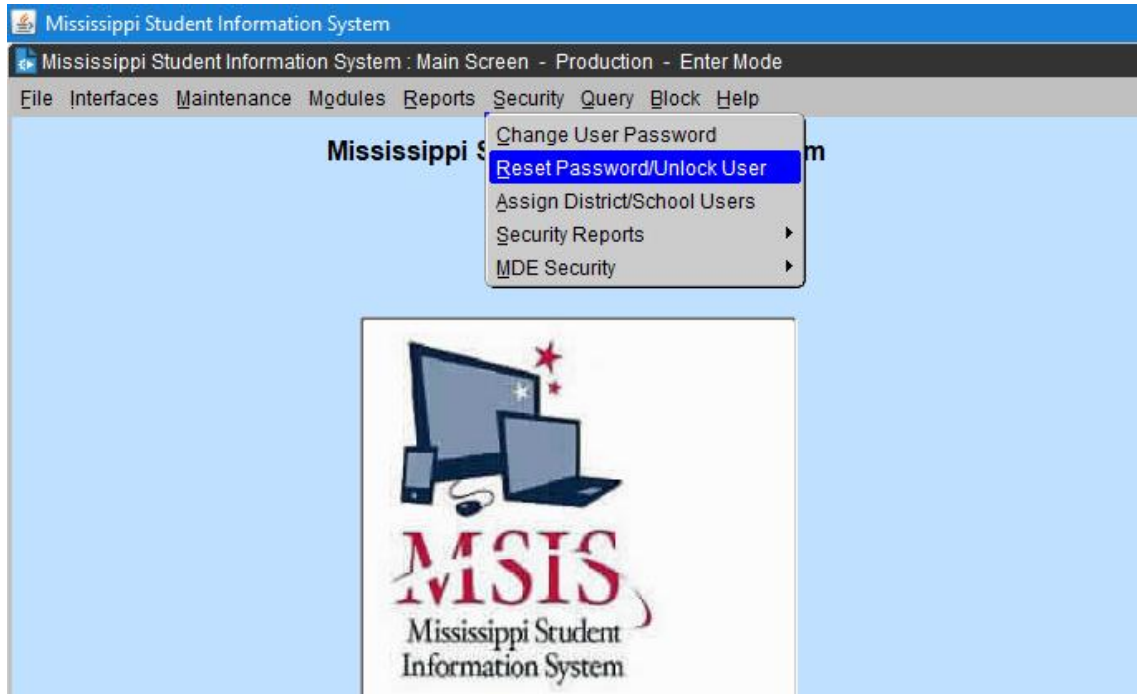
When the form comes up, Enter your old password and then enter your new password twice. Click ok.

A screenshot of the "Change User Password" dialog box. The dialog box has a title bar with a close button. It contains the following fields and buttons:

- Login Name**: A text input field.
- Old Password**: A text input field.
- New Password**: A text input field.
- Re-Enter New Password**: A text input field.
- OK**: A button.
- Cancel**: A button.

## Reset a Password or Unlock a MSIS Account

To reset a password or unlock an account:  
**SECURITY=>Reset Password/Unlock User**



When the form comes up, Click the tab (Authorized Users). It may take a few minutes.

You will only see your district and school authorized users.

District users will have a check in the box beside their name. Highlight the person's name.

## Assign District/School Users

Mississippi Student Information System  
Authorized Users in District

District: 4820 Name: ABERDEEN SCHOOL DIST

Last Name	First Name	District Access
		<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>

The second box will show you all the roles assigned to the user.

Roles Assigned

- GENERAL USER
- TEACHER SUPPORT TEAM
- VIEW STUDENT DATA

The last box will show you their login name. Highlight the name in the first box (list of all users) then click **RESET PASSWORD** button or **UNLOCK ACCOUNT** button.

Highlight the Name then click the reset button or Unlock Account button.  
You can only reset the password and unlock accounts for users that have a LOGIN Name.  
\* Note: If you do not see a login name, you will have to submit security forms to setup a new user.

Login Name:

The new password requires a minimum of 8, first character must be an alpha character and you must have at least 1 numeric character "a2345678910a" with no special characters.