

User Management

MSIS 

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Virtual Bootcamp, July 2024



VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6





Be an active participant



Share reactions



React

Respond to prompts in the chat



Chat

Ask questions



Q&A

JOIN HUNT FOR
THE

MSSIS  2.0





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





Application in Development ?



Welcome

Sign In



msis.mdek12.org

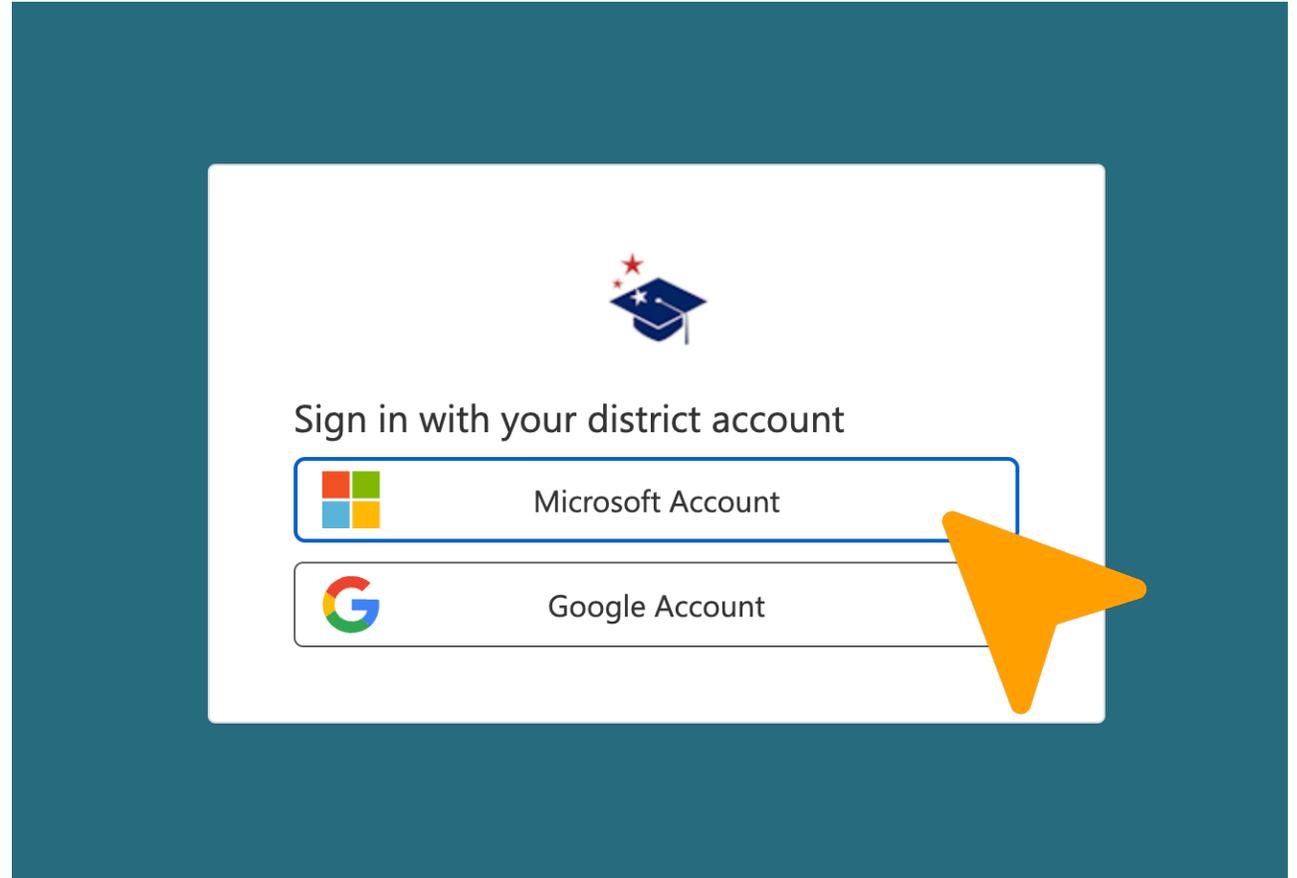




Users will register for MSIS using their district credentials.

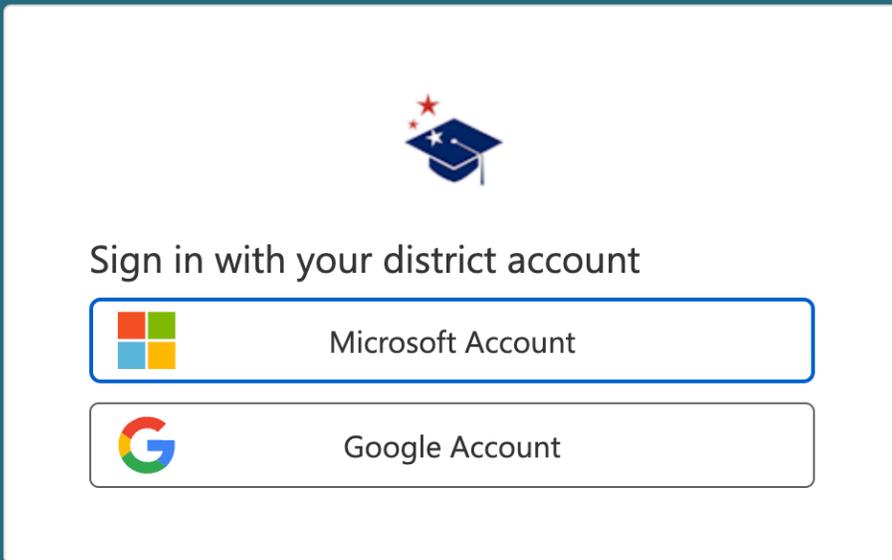
Video tutorials for:

- Microsoft districts
- Google districts



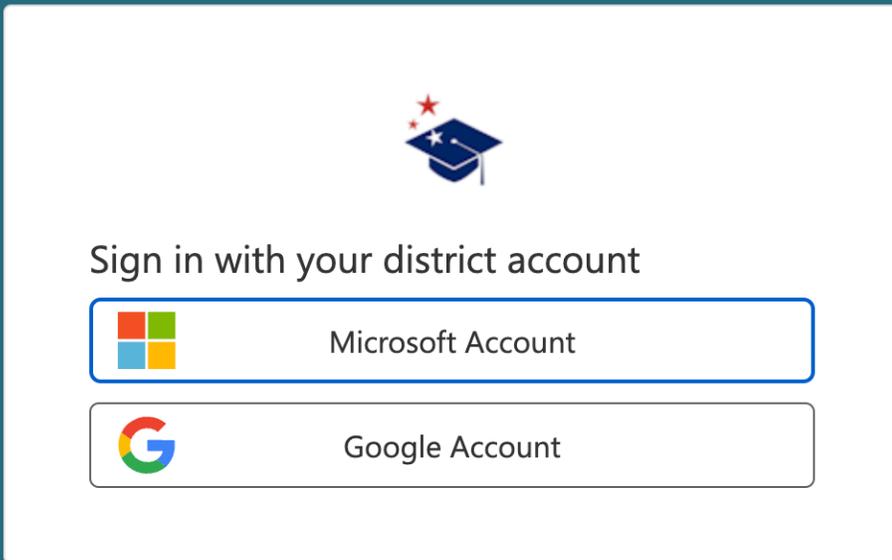
mdek12.org/msis2.0/resources

Users register for MSIS using their district credentials.



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

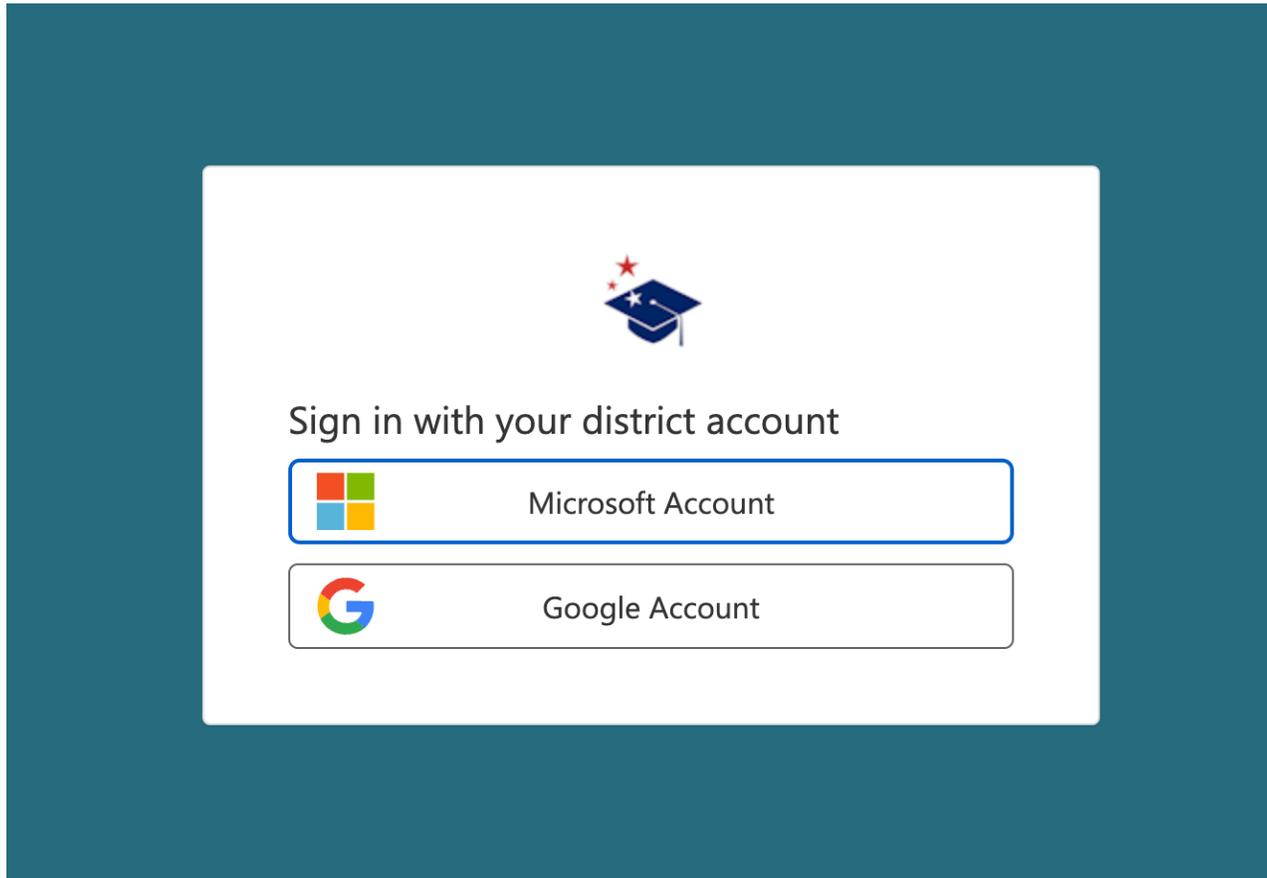
Users register for MSIS using their district credentials.



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

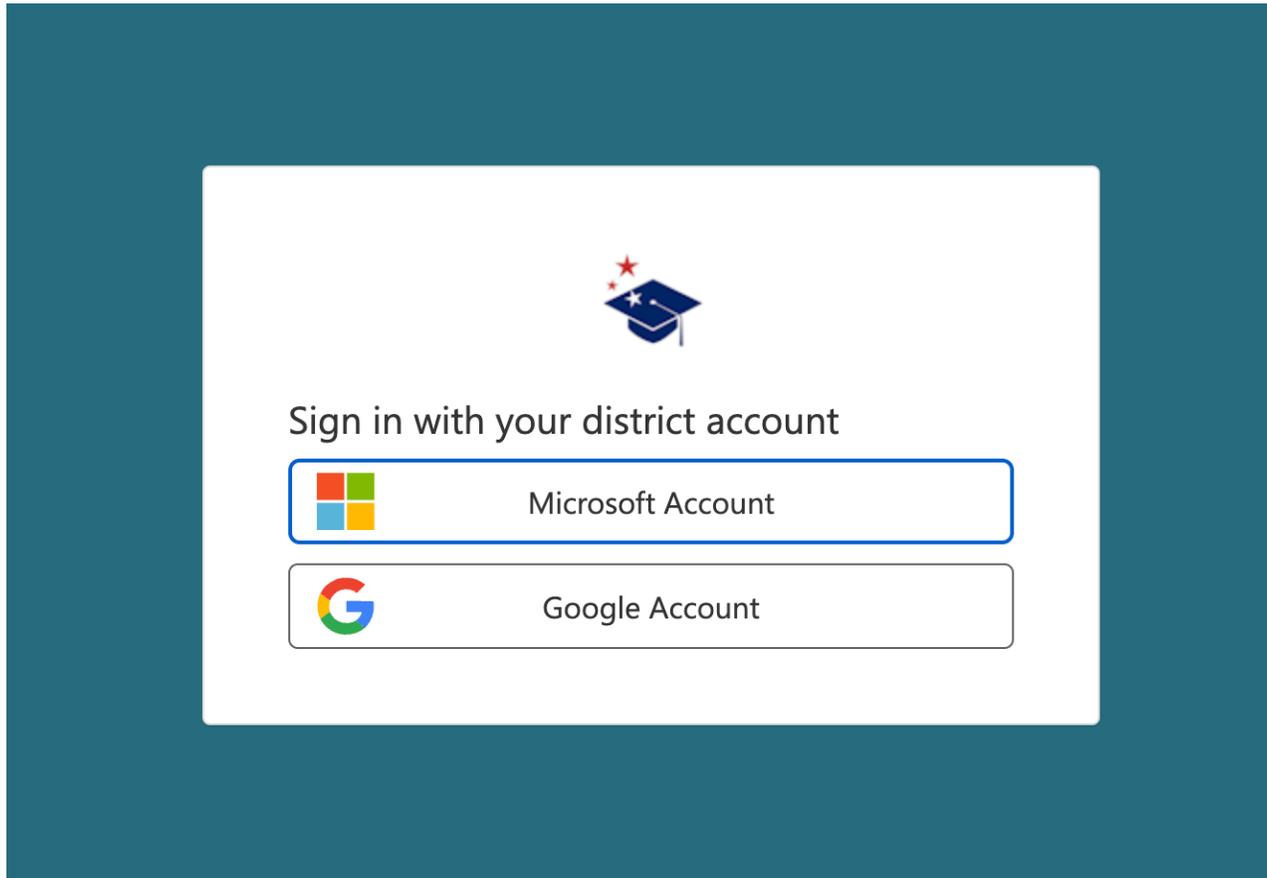
Reach out to your Technology Director if you are unsure if your district is Microsoft or Google.

Users register for MSIS using their district credentials.



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

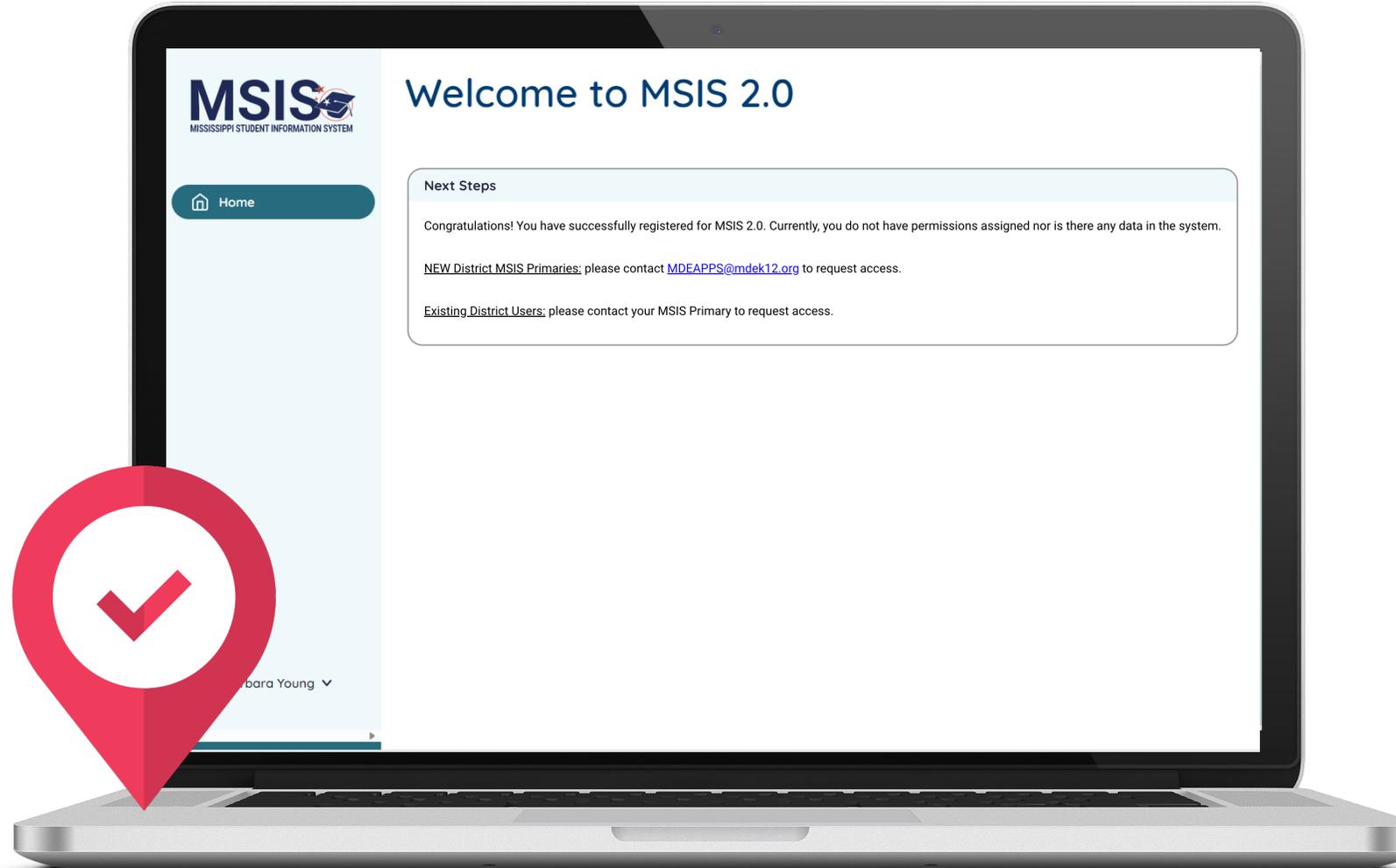
Users register for MSIS 2.0 using their district credentials.



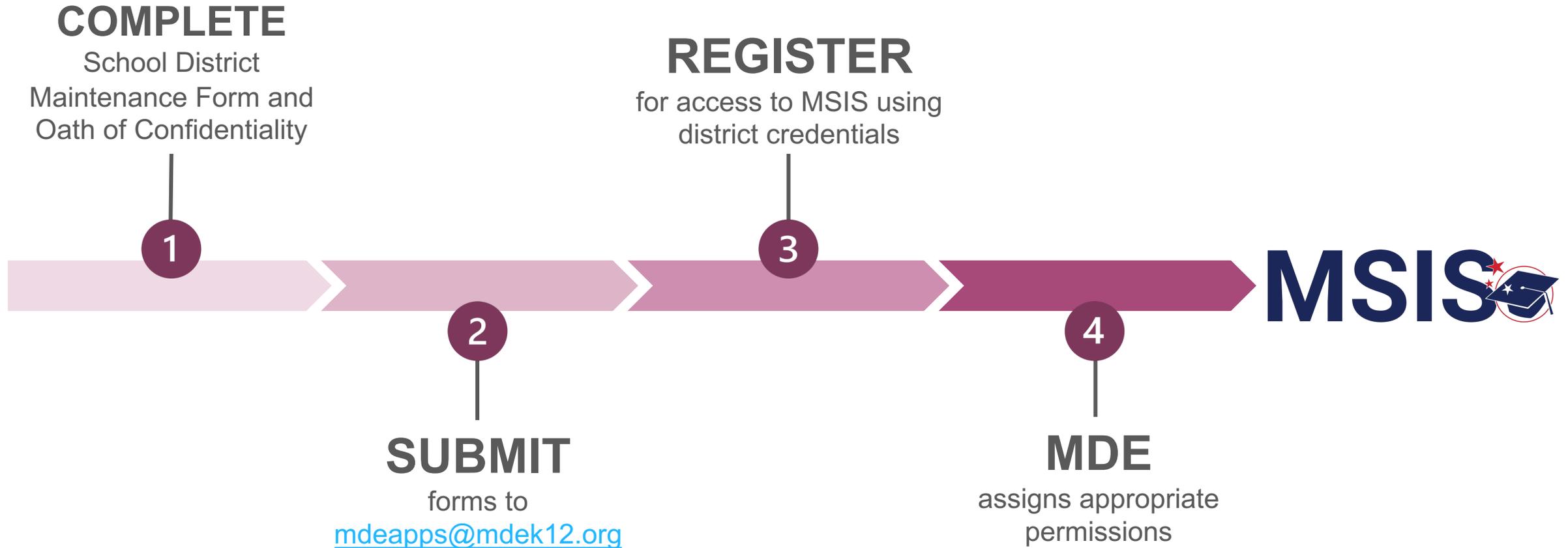
Disabling a user's account in the **DISTRICT TENANT** means they can no longer access MSIS.



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.

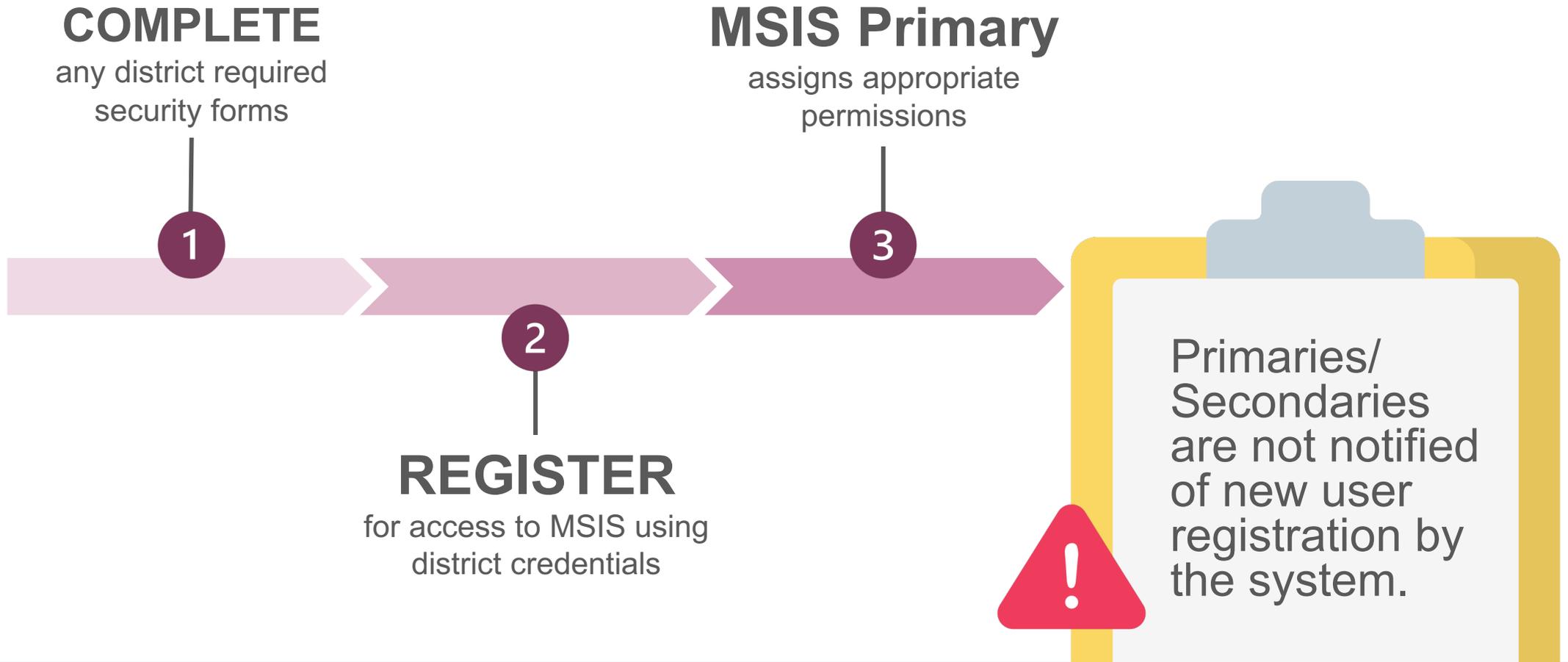
I acknowledge that I fully understand that the release by me of this information to any unauthorized person could subject me to disciplinary action including termination and/or criminal and civil penalties imposed by law.

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





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*

- 1 Home
- Administration ▾
- Data Submission ▾
- Reports ▾
- 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 ▾



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 sidebar with navigation options: Home, Administration, Manage Users (highlighted), Data Submission, Reports, Students, and Data Input. At the bottom of the sidebar is the user profile for Melissa Banks. The main content area is titled 'Administration Portal' and contains a table of users.

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	Act	

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
User, Fake

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

3 School Permissions

4

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)
--------------------	--

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.



- Administration
- Manage Users
- Data Submission
- Reports
- Students
- Data Input
- Mississippi Banks

School Based Permissions

Select All Select None 2

Accountability Data

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 3

Accreditation Data

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

Assessment Data

Child Nutrition Data

CTE Data

Can Certify District 4

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



- 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)

MSIS ID Request

Student Ownership

Reset

5

Update User

6

Admin Permissions

	User Management	LEA Management	School Management
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.



mdek12.org/msis2.0/resources

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, MSIS ID, or Student Ownership** to any user with at least one school assigned in Student Data.

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



- 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.



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 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.



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

District & School Info

Charter Schools LEA Management District Sharing School Management

2

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.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

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

LEA Management * Required Field

MSIS Primary Information

First Name Last Name

Email Address Telephone Number

MSIS Secondary Information

First Name Last Name

Email Address Telephone Number

Physical Address

Physical Address Street Number and Name Apt., suite, unit, building, floor, etc.

Home Administration Data Submission Reports Students Data Input

District & School Info Student Provide Feedback

Melissa Banks

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	

8

9

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

Home

Administration

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Student

Provide Feedback

Melissa Banks

School Information

* Name of Institution: Gray County Elementary School * School Identifier: 0001-100 * LEA Identifier: er 0001

4

* School Type: Regular * Reported Federally: Yes No ACT Identifier: NCES Identifier: 00000001

* Charter School: Yes No * Charter School Type: * School Operational Status: Open * Operational Status Effective Date: 10-23-2022

Website: www.graycounty.com Telephone Number: 555-555-5555

* Grades: Select All IT Pre-K K 1 2 3 4 5 6 7 8 9 10 11 12 13 AE Magnet School: Yes No Virtual School: Yes No





Virtual Trainings



Virtual Bootcamp: MSIS IDs	July 2	9:30 – 11:00 a.m.
Virtual Bootcamp: Discipline	July 2	1:00 – 2:30 p.m.
Virtual Bootcamp: Enrollment & Attendance	July 3	9:30 – 11:00 a.m.
Virtual Bootcamp: Certification Process	July 3	1:00 – 2:30 p.m.
Virtual Bootcamp: Federal Programs & CTE	July 11	9:30 – 11:00 a.m.
Virtual Bootcamp: Personnel	July 11	1:00 – 2:30 p.m.
Virtual Bootcamp: Special Education	July 12	9:30 – 11:00 a.m.
Virtual Bootcamp: Beginning of Year Tasks	July 12	1:00 – 2:30 p.m.

Virtual Office Hours

Wednesdays, 2:30 - 3:30 p.m.
beginning July 3, 2024, until further notice

Join link will be
sent via MSIS Blast





MSIS Team

msis2@mdek12.org

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

