# Manage Users

**MSIS**

**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.

**MSIS**
MISSISSIPPI STUDENT INFORMATION SYSTEM

🏠 Home

👤 Administration ⌃
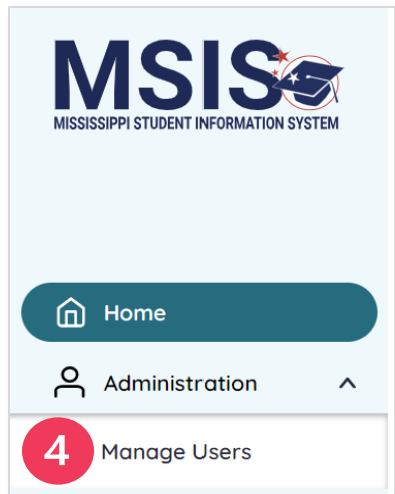
**4** Manage Users

**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.

## Administration Portal **5**

| Name | Email | Status | Action |
|---|---|---|---|
| Jane Doe | jane@districtk12.org | Active | ✏️ ✕ |
| John Doe | john@districtk12.org | Active | ✏️ ✕ |

# User Status

**MSIS**

## Administration Portal

| Name ① | Email | ② Status | Action ③ |
|---|---|---|---|
| Jane Doe | jane@districtk12.org | Active | ✏ ≡✗ |
| John Doe | john@districtk12.org | Active | ✏ ≡✗ |

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

**MSIS**
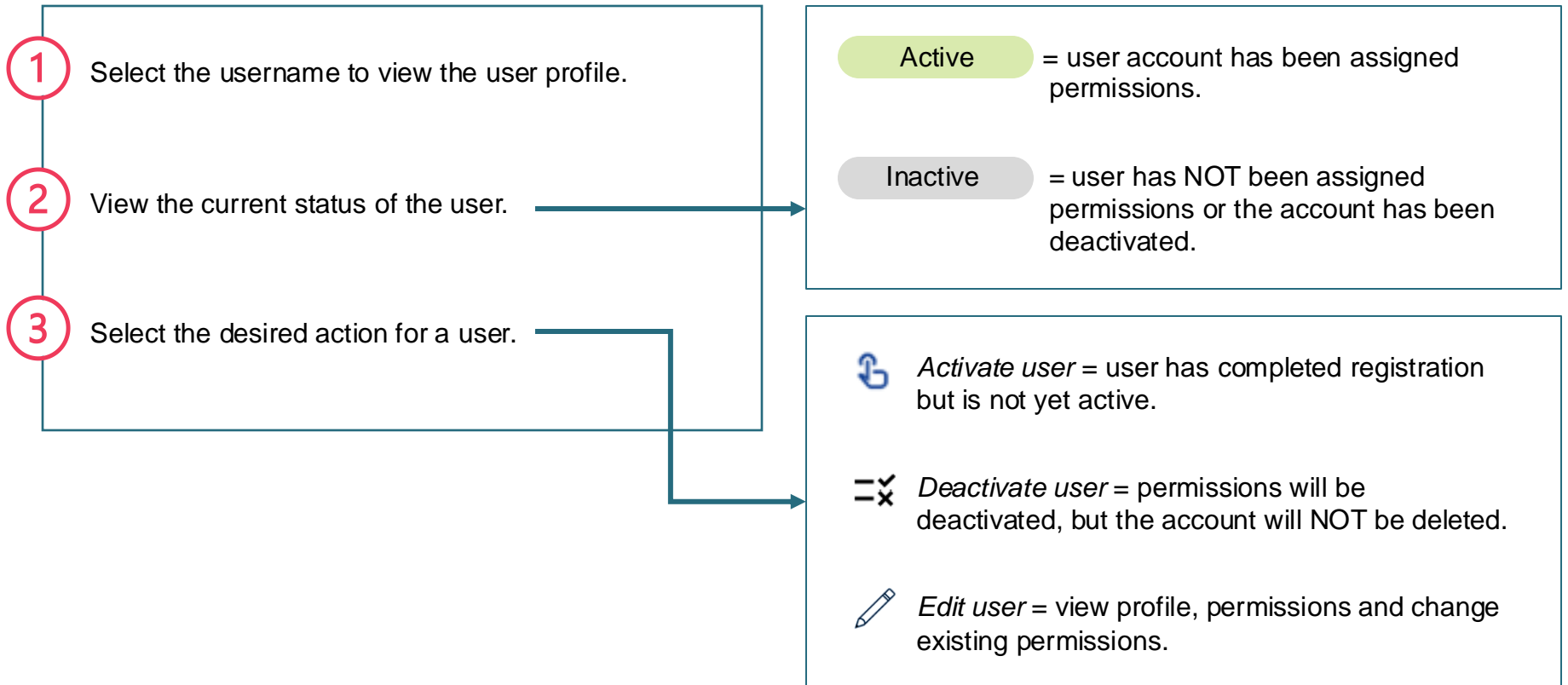
## Edit User

**① General Information**

Name:
Melissa Banks

Email:
mebanks@mdek12.org

District:
Faulkner City School District

**School Based Permissions**

**②** [ Select All ] [ Select None ]

**③**

**Accountability Data**

Archie Manning Elementary School (9920-008) × | Fannie Lou Hamer Elementary School (9920-006) × | Faulkner City Alternative School (9920-011) × | Faulkner City Alternative School (9920-018) × | Faulkner City Central Office (9920-019) × | Faulkner City CTE Center (9920-017) × | Faulkner City School District (9920-001) × | Howlin Wolf Middle School (9920-013) × | James Earl Jones Elementary School (9920-015) × | Jerry Rice Elementary (9920-014) × | Jim Henson Elementary School (9920-007) × | John Grisham Middle School (9920-012) × | Medgar Evers High School (9920-004) ×

**Accreditation Data**

Archie Manning Elementary School (9920-008) × | Fannie Lou Hamer Elementary School (9920-006) × | Faulkner City Alternative School (9920-011) × | Faulkner City Alternative School (9920-018) × | Faulkner City Central Office (9920-019) × | Faulkner City CTE Center (9920-017) × | Faulkner City School District (9920-001) × | Howlin Wolf Middle School (9920-013) × | James Earl Jones Elementary School (9920-015) × | Jerry Rice Elementary (9920-014) × | Jim Henson Elementary School (9920-007) × | John Grisham Middle School (9920-012) × | Medgar Evers High School (9920-004) ×

**Assessment Data**

Archie Manning Elementary School (9920-008) × | Fannie Lou Hamer Elementary School (9920-006) × | Faulkner City Alternative School (9920-011) × | Faulkner City Alternative School (9920-018) × | Faulkner City Central Office (9920-019) × | Faulkner City CTE Center (9920-017) × | Faulkner City School District (9920-001) × | Howlin Wolf Middle School (9920-013) × | James Earl Jones Elementary School (9920-015) × | Jerry Rice Elementary (9920-014) × | Jim Henson Elementary School (9920-007) × | John Grisham Middle School (9920-012) × | Medgar Evers High School (9920-004) ×

**Child Nutrition Data**

Archie Manning Elementary School (9920-008) × | Fannie Lou Hamer Elementary School (9920-006) × | Faulkner City Alternative School (9920-011) × | Faulkner City Alternative School (9920-018) × | Faulkner City Central Office (9920-019) × | Faulkner City CTE Center (9920-017) × | Faulkner City School District (9920-001) × | Howlin Wolf Middle School (9920-013) × | James Earl Jones Elementary School (9920-015) × | Jerry Rice Elementary (9920-014) × | Jim Henson Elementary School (9920-007) × | John Grisham Middle School (9920-012) × | Medgar Evers High School (9920-004) ×

**CTE Data** **④** ☑ Can Certify District

Archie Manning Elementary School (9920-008) × | Fannie Lou Hamer Elementary School (9920-006) × | Faulkner City Alternative School (9920-011) × | Faulkner City Alternative School (9920-018) × | Faulkner City Central Office (9920-019) × | Faulkner City CTE Center (9920-017) × | Faulkner City School District (9920-001) × | Howlin Wolf Middle School (9920-013) × | James Earl Jones Elementary School (9920-015) × | Jerry Rice Elementary (9920-014) × | Jim Henson Elementary School (9920-007) × | John Grisham Middle School (9920-012) × | Medgar Evers High School (9920-004) ×

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

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

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*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)**.

## Discipline Data

Select... ▾

## Federal Programs Data    ☐ Can Certify District

Select... ▾

## Finance Data    ☑ Can Certify District

Archie Manning Elementary School (9920-008) ✕  Fannie Lou Hamer Elementary School (9920-006) ✕  Faulkner City Alternative School (9920-011) ✕  Faulkner City Alternative School (9920-018) ✕  Faulkner City Central Office (9920-019) ✕  Faulkner City CTE Center (9920-017) ✕  Faulkner City School District (9920-001) ✕  Howlin Wolf Middle School (9920-013) ✕    ✕ ▾

## Personnel Data    ☑ Can Certify District

Archie Manning Elementary School (9920-008) ✕  Fannie Lou Hamer Elementary School (9920-006) ✕  Faulkner City Alternative School (9920-011) ✕  Faulkner City Alternative School (9920-018) ✕  Faulkner City Central Office (9920-019) ✕  Faulkner City CTE Center (9920-017) ✕  Faulkner City School District (9920-001) ✕  Howlin Wolf Middle School (9920-013) ✕    ✕ ▾

## Special Education Data    ☑ Can Certify District

Archie Manning Elementary School (9920-008) ✕  Fannie Lou Hamer Elementary School (9920-006) ✕  Faulkner City Alternative School (9920-011) ✕  Faulkner City Alternative School (9920-018) ✕  Faulkner City CTE Center (9920-017) ✕  Faulkner City School District (9920-001) ✕  Howlin Wolf Middle School (9920-013) ✕  James Earl Jones Elementary School (9920-015) ✕  Jerry Rice Elementary (9920-014) ✕    ✕ ▾

## Student Data    ☑ Can Certify District    ☑ Can Certify School(s)    ☑ MSIS ID Request    ☑ Student Ownership

Archie Manning Elementary School (9920-008) ✕  Fannie Lou Hamer Elementary School (9920-006) ✕  Faulkner City Alternative School (9920-011) ✕  Faulkner City Alternative School (9920-018) ✕  Howlin Wolf Middle School (9920-013) ✕  James Earl Jones Elementary School (9920-015) ✕  Jerry Rice Elementary (9920-014) ✕  Oprah Winfrey Middle School (9920-005) ✕  SPED NON-PUBLIC (9920-500) ✕    ✕ ▾

Reset    Update User

**5** For Student data, check the **MSIS ID** box to allow the user to request MSIS IDs for students in the selected school(s).

**6** For Student data, check the **Student Ownership** box to allow the user to view student ownership conflicts for students in the selected school(s).