

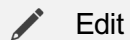
Please see the **Quick Reference Guide: User Management** to learn more about assigning user permissions to active MSIS users.

## Admin Permissions

|                      | User Management | LEA Management | School Management |
|----------------------|-----------------|----------------|-------------------|
| Primary & Secondary  |                 | <br>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.



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## School-Based Permissions

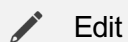
|                                | MSIS ID Requests          | Student Ownership         | Data Quality Dashboard                                  | Accreditation Dashboard                                       | Reports (Data Analytics)                                | Certify Data   | Non-Public Student Entry  | File Upload & Status                                    |
|--------------------------------|---------------------------|---------------------------|---|---|---|--|---|---|
| <b>Primary &amp; Secondary</b> |                           |                           |   |   |   |  |   |   |
| <b>Other District Users</b>    | <br>Assigned schools only | <br>Assigned schools only | <br>Assigned corresponding data domain permissions only | <br>Assigned <b>Accreditation</b> data domain permission only | <br>Assigned corresponding data domain permissions only | <br>Assigned <b>Can Certify</b> data domain permissions only | <br>Assigned <b>Special Ed or CTE</b> data domain permission only | <br>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, MSIS ID, or Student Ownership** to any user with at least one school assigned in Student Data.



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