## **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.

실 Mississip	pi Stu	dent Info	irmati	on Systen	n										
🧟 Mississip	opi Stu	ident Inf	ormat	ion Syste	m:/	Assign [	Distric	t/School U	sers - Pr	roductior	1 - E	Executin	g Query I	Mode	
Eile Interfa	ices	Mainten	ance	Modules	B	eports	Secu	rity Query	Block Ł	Help					
				e Z	4	7 X		2							
District	E	mploye	es (												
				Miss	siss			ent Info		n Syst	em				
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.															
II —	[User District]														
	District Name														
	2567 CENTRAL MS SERVICE DELIVERY AREA														
[Employee]															
		Last	Nam	e	Fi	irst Nan	ne		SSN		MI	School	Active		
												<u> </u>			
					_								ļ		
											-	. <u> </u>	ļ		
					_ -							<u> </u>	ļ		
					- -							. <u> </u>			
					- -								<u> </u>		
											-				
					╡						-		<u> </u>		
								τU	ser]						
Login Name User Ind															
		L L	3									Add	l User II	D	1
			D	elete Usi	er ID			Unlock/Ex	pire User	r ID					

The employees tab has the following features.

- 2
- Use the magnifying glass is 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.

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).

**<u>Roles tab:</u>** 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.

🛓 Mississippi Student Inform	ation System	
ᡖ Mississippi Student Inform	nation System : Assign District/School Users - Production - Enter Mode	
Eile Interfaces Maintenand	e Modules <u>R</u> eports <u>S</u> ecurity Query <u>B</u> lock <u>H</u> elp	
District Employees	Roles School	
	Mississippi Student Information System Assign Users to Roles Dath of Confidentiality must be signed by the user before you grant access to MSIS. form must be kept in your district for audit purposes.	
	[Roles]	
Permit?	Role Name	
	GENERAL USER	
	GRADE ASSIGNMENT	
	SCHOOL PERSONNEL	
	SCHOOL STUDENT ADMINISTRATOR	
	TEACHER SUPPORT TEAM	
	VIEW STUDENT DATA	

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 assigments 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.

**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.

		-	stem : Assign District/School Users - Production - Executing Query Mode	
le interfaces M	aintenand	e M <u>o</u> du	es Reports Security Query Block Help	
		3		
District Err	ployees	Role	s School	
		Mi	ssissippi Student Information System	
			Assign District/Schools	
An C	ath of Co	nfidentia	ity must be signed by the user before you grant access to MSIS.	
The	form mus	t be kept	in your district for audit purposes.	
	District	<u> </u>	[School]	
Permit?		Number	Name	
	4820	004	ABERDEEN ELEMENTARY SCHOOL	
	4820	004	ABERDEEN HIGH SCHOOL	
	4820	012	ABERDEEN MIDDLE SCHOOL	
	4820	020	PRAIRIE ELEMENTARY SCHOOL	
	4820	016	MENNONITE SCHOOL	
	4820	024	SHIVIERS JUNIOR SCHOOL	
	4820	028	BELLE ELEMENTARY	<u> </u>
	4820	090	ABERDEEN VOC TECH CENTER	
	4820	098	ABERDEEN SCHOOL DISTRICT	
	4820	092	ABERDEEN LEARNING CENTER	
	4820	001	ABERDEEN SCHOOL DIST	
	4820	500	SPECIAL EDUCATION NON-PUBLIC	_
	4820	026	SHIVERS MIDDLE SCHOOL	
	4820	006	ABERDEEN ELEMENTARY SCHOOL	
	4820	030	BELLE ELEMENTARY	

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 <u>mdeapps@mdek12.org</u> 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.