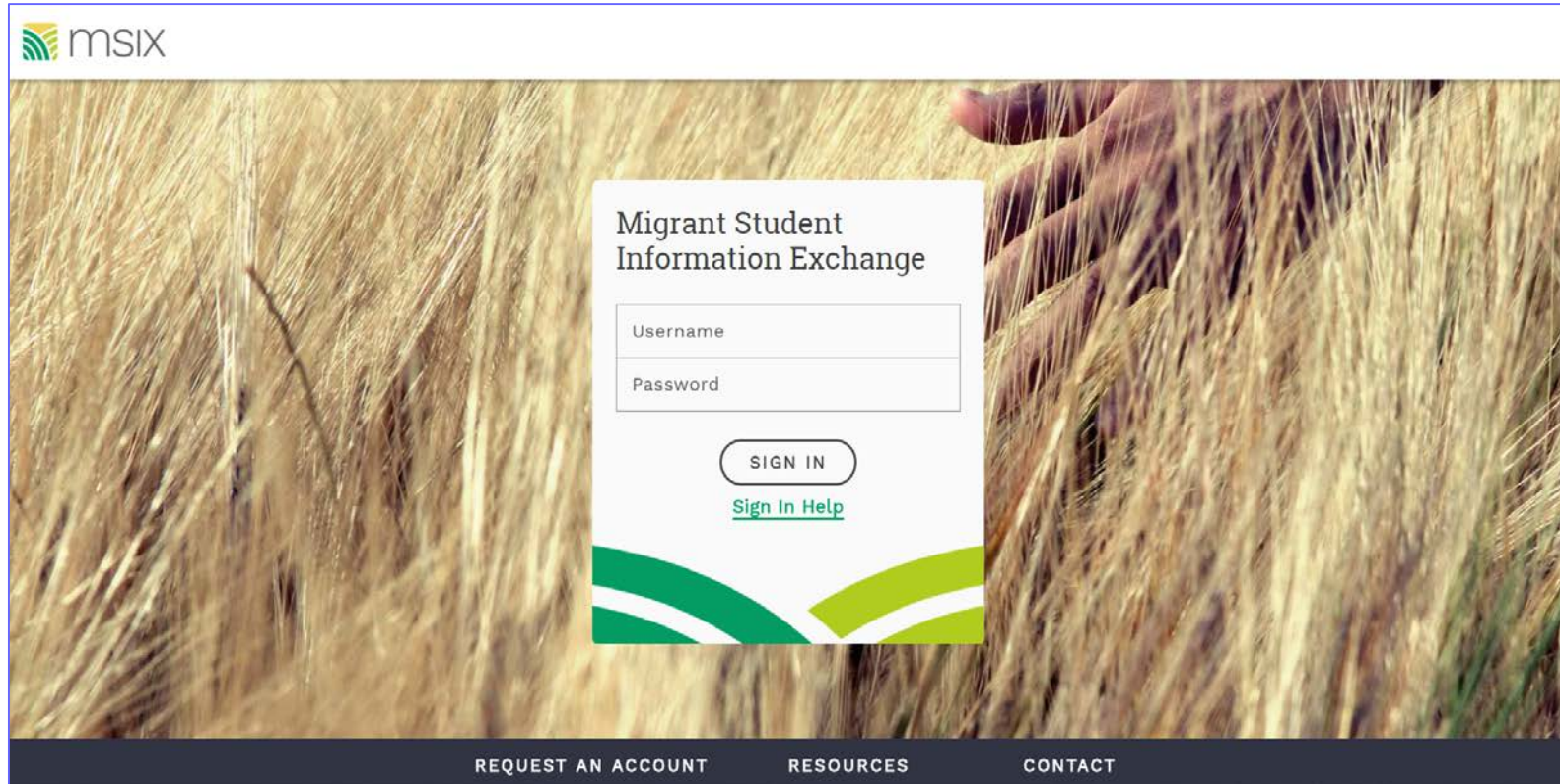


Migrant Student Information Exchange (MSIX)

MSIX Advocate/Liaison User Training



Presentation Purposes

- All student information displayed is fictitious and is used for presentation purposes only.



Today's Objective

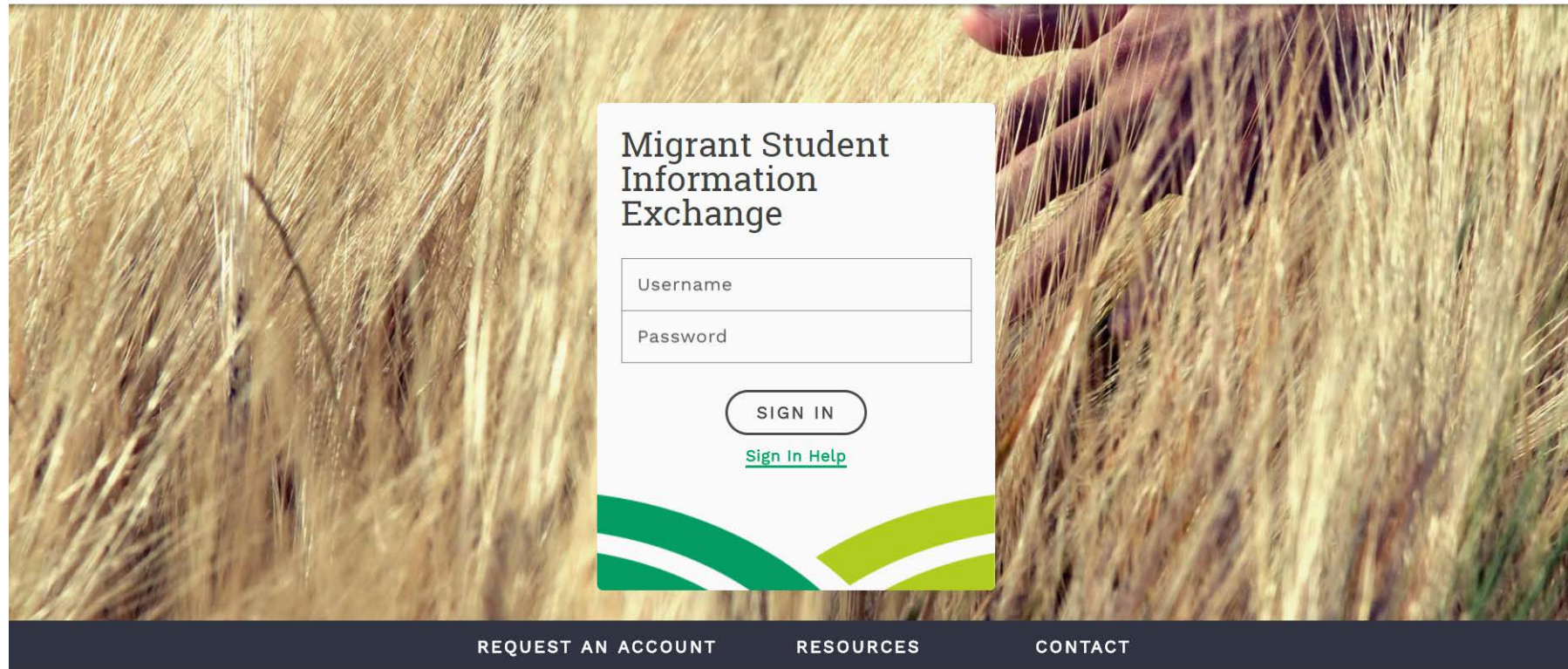
- Login into MSIX
- Review MSIX Advocate/Liaison (Secondary) User Access Capabilities
- MSIX Navigation Elements
- MSIX Search for Students
- Worklist - MSIX Move Notifications
- Worklist - MSIX Data Request/Save Record
- MSIX Consolidated Record
- MSIX Hands on Exercises
- MSIX Polling Questions
- MSIX Evaluation
- Questions & Answers/Closing

MSIX User ID's and Passwords

- **MSIX user ID**
 - Are created by your State User Administrator(s) upon the completion of an MSIX Application. The State user administrator will create an MSIX user account whereby your MSIX user ID is system generated
- **MSIX standards require that a password must have the following criteria:**
 - At least eight characters containing; upper case letter (A-Z), lower case letter (a-z) number (1-9), special character (e.g., @, #, *, &), no spaces, and cannot match any of your previous six (6) passwords
- **Situations where a user must have their password reset**
 - The user is locked out of their account because they tried three times to access it, but failed on all three attempts
 - The user forgot their password

MSIX – Migrant Student Information Exchange

- **MSIX Web link** – <https://msix.ed.gov/>



Login using your MSIX user assigned username and password

MSIX Secondary User Role and Responsibility

MSIX User Role and Responsibilities

User Role	Description	Function Allowed	Potential Users
MSIX Secondary User	MSIX Secondary User can query student records in all states	May send and reply to Data Requests and Move Notifications.	Recruiters Registrars Teachers

Navigational Elements

The MSIX navigational elements are the options on each page that allow you to choose where you wish to go within the MSIX application. The common navigational elements across MSIX are comprised of the **Left-side Navigation Menu** and the **Welcome Drop-down Menu**. These navigational elements will be readily available when using MSIX in desktop view. However, when using MSIX on a tablet or mobile device, users will instead need to click on the **Hamburger Button** (the icon that consists of three parallel horizontal lines, displayed as ☰) in the upper right-hand corner of the screen in order to access the Navigational Elements Menu.

Left-Side Navigational Elements

The links in the Left-side Navigation Menu will vary from user to user based upon their role. The links listed below reflect all the possible menu options.

Dashboard

The Dashboard link navigates you to the Welcome page. Depending on your user role, this page displays quick access points to many MSIX functions including the student record search, the user search, data requests, and saved students.

Search

The Student Search link navigates you to the Student Record Search page. The search page allows you to query for student information.

Saved List

The Saved List link navigates you to the Saved List page. This page serves as a quick access point for the student records that a user has flagged for the saved list.

Help

The Help link navigates you to the searchable MSIX online help and Frequently Asked Questions (FAQs). The MSIX Online Help provides documentation and step-by-step instructions on how to perform various actions within MSIX.

My Account

The My Account link navigates you to your MSIX User Record. You can update your phone number or reset your password on this page. When you reset your password, MSIX will e-mail you a new temporary password that you will change the next time you access MSIX. Note: The Help Desk does not reset passwords, deactivate or disable existing users, nor create new user accounts.

Sign Out

The Sign Out link ends your MSIX session

Navigational Elements (cont.)

Left-Side Navigational Elements

The links in the Left-side Navigation Menu will vary from user to user based upon their role. The links listed below reflect all the possible menu options.

Resources

The Resources link navigates you to the Resources page, which contains various sources of information regarding MSIX policies, the Rules of Behavior, and Technical Reference Materials.

Contact

The Contact link navigates you to the "Contact Us" page, which contains contact information for the MSIX Help Desk along with other useful information. You can reach MSIX support via e-mail (msixsupport@deloitte.com) or the MSIX Help Desk (1.866.878.9525) on Monday thru Friday from 9:30AM to 6:30PM Eastern Time, except federal holidays.

Note: the Help Desk does not reset passwords, create new users, deactivate, or disable existing users.

MSIX supports Basic Searches

- **Basic Search supports the most common searches**
 - Student First
 - Last Name
 - Student Date of Birth
 - MSIX ID
 - State Student ID
 - Alternate ID
- **Enter any additional search criteria into the available fields. The available Advanced Search fields are:**
 - Gender
 - State
 - Female Parent, First Name
 - Female Parent, Last Name
 - Male Parent, First Name
 - Male Parent, Last Name
 - Multi-Birth
 - Birth Country
 - Birth State/Province

Basic and Advanced Search have common features

- **Only specific user roles have access to student search functionality**
 - All user roles have access to student search functionality
- **Some basic information must be provided for each search**
 - Student Name (First or Last)
 - MSIX ID
 - State Student ID
- **Searches can be “Partial” or “Exact”**
 - Partial searches include a “Wild Card” at the end of each search string
 - A Partial search for “Ja%” can yield results such as “Jaan”, “Jaasiel”, and “Jacinto”
 - Exact searches only search for the text specified
 - An Exact search for “Juan” will only yield results of “Juan”

MSIX allows users to send notices of student moves

- **Users can generate move notices to users in other states when a student ...**
 - has just arrived in your school/district/state
 - notifies you that he/she will soon be moving to another school/district/state
- **Student move notifications are generated from the student's Consolidated View page**
- **MSIX sends the notification to the appropriate Data Administrator in the other state based upon ...**
 - the information entered in the Notification
 - the User IDs and Roles established by the other state

MSIX Move Notice

- **Users can generate move notices to users in other states when a student ...**
 - has just arrived in your school/district/state
 - notifies another user the student indicated they will soon be moving/or have moved from our area to your school/district/state
- **MSIX sends the notification to the appropriate Data Administrator in the other state based upon ...**
 - the information entered in the Notification
 - the User IDs and Roles established by the other state

Move Notice ✕

This student is moving from our area to your area

Comments

The student indicated they are moving to your area. The student and their family moved on 05/23/2017 and is currently attending our school.

Questions call Brenda Meyer at 303.866.6744.

185 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Recipient

Select the State, District and School to ensure the move notification is

[Cancel](#) SUBMIT

MSIX Move Notice

This is an MSIX move notice. Please log in to MSIX and navigate to your worklist in order to review this notice.

First 3 Letters of Last Name: MAN

MSIX ID :123456789012

Move Notice Worklist ID: 45678

Comments: The student indicated they are moving to your area. The student and their family moved on 05/23/2017 and is currently attending our school. I am sending you a data request to receive a copy of your COE. *(250 characters)*

This notice was sent to:

State : Kansas

District : Garden City

School : Alta Brown Elem

This notice was sent by:

Brenda Meyer

Phone Number : 3038666744

Email Address: meyer_b@cde.state.co.us

State : Colorado

Role : State Administrator User

Data Request Notice

Data Request

To initiate a data request, please supply comments and assign a recipient.

Comments
I am requesting a copy of your COE. Contact me to discuss how to securely send me the COE. Thank you, Brenda Meyer @ meyer_b@cde.state.co.us. 141 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Recipient
Select the State, District and School to ensure the request for data is sent to the appropriate Data Administrator.

[Cancel](#) **SUBMIT**

Hello Juan Dominguez,

You have received a message related to a Data Request Worklist. Please log in to MSIX and navigate to your Worklist in order to review this request.

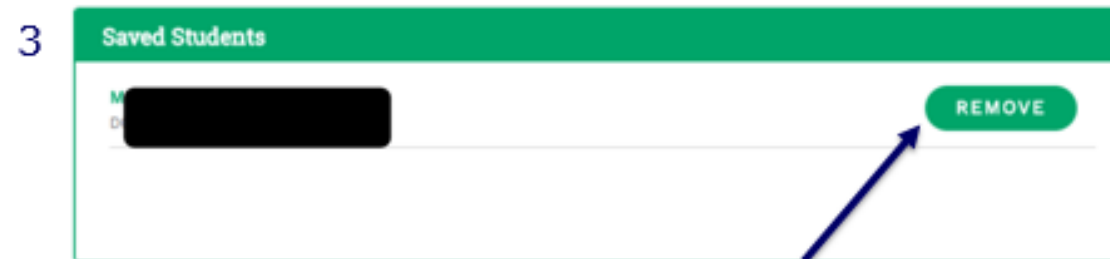
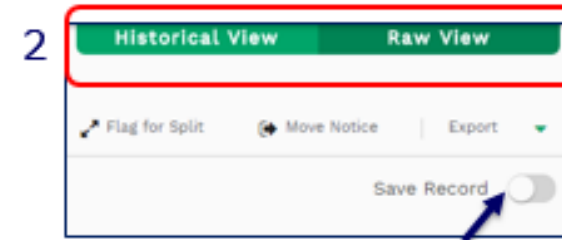
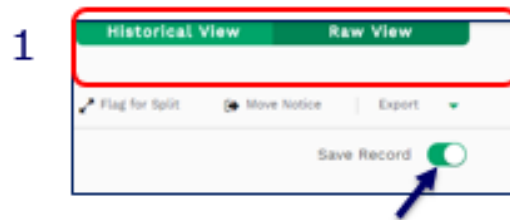
Student Last Name: MAN
Data Request Worklist ID: 148541
Comments: I am requesting a copy of your COE. Contact me to discuss how to securely send me the COE. Thank you, Brenda Meyer @ meyer_b@cde.state.co.us. (250 Characters)

Save Record

The Saved List allows MSIX users to have quick access to student records within MSIX.

Saved List: Steps to Add and Remove Student Records

1. Locate the Student Record you wish to add to your **Saved List** by performing a **Student Record Search**.
2. Open each individual student record by clicking on the **Student Name** from the Results list. This will take you to that student's **Consolidated Student Record View**.
3. In the top right-hand corner of the Consolidated Student Record click on the Save Record toggle until it moves to the right and displays as green.
4. Navigate to the Saved List page by selecting "**Saved List**" from the Left-side Navigation menu.
5. The student record will now be included in your Saved List.
6. When you wish to remove the student from your Saved List, simply click the "**Remove**" button at the end of their student record listing.



Using Student Data Hands-on Exercises



Questions?



Contact Information

Jeff Ojeda
Utah State Board of Education
Migrant Education Program Director
(801) 538-7945
jeff.Ojeda@schools.Utah.gov

(Used by permission)
Presentation created by:
Brenda Meyer
Colorado Migrant Data Consultant
MSIX User Administrator
303.866.6744
meyer_b@cde.state.co.us