

User Roles and Responsibilities

MSIX is used by personnel at the district, region, state, and national levels. MSIX is used mainly by the front-line educators that need migrant student data to make time-sensitive and appropriate decisions on enrollment, grade or course placement, and accrual of credits. These users are typically the local school registrars and counselors, or Migrant Education Program (MEP) specialists.

State MEP users also require access to MSIX; some of these users directly interface with migrant students and others provide administrative and technical support to the MEP. U.S. Department of Education (ED) personnel are also MSIX users; however, ED requires MSIX for national trend and statistical analysis purposes only.

The table below identifies the specific user roles and responsibilities for MSIX. It includes a description of the user's MSIX job responsibilities, role functions available within the system, and the potential kinds of individuals who may perform in each role. A second table follows that provides essentially the same information but in a snapshot, abbreviated form.

MSIX User Roles and Responsibilities			
User Role	Description	Functions Allowed	Potential Users
School and District Level Roles			
MSIX Primary	MSIX Primary Users can query student records in all states. This user can also initiate the merge and split process for student records in his or her state.	<ul style="list-style-type: none"> • Search, display, and print student records for students in all states • Initiate merge and split of student records • Email notification of an arrival or departure of a student • Export Student Records to File 	<ul style="list-style-type: none"> • Guidance Counselors • MEP Data Entry Staff • Recruiters • Registrars • Teachers
MSIX Secondary	MSIX Secondary Users can query student records in all states.	<ul style="list-style-type: none"> • Search, display, and print student records for students in all states • Email notification of an arrival or departure of a student 	<ul style="list-style-type: none"> • Guidance Counselors • MEP Data Entry Staff • Recruiters • Registrars • Teachers
District Data Administrator	District Data Administrators can validate or reject near matches, merges and splits of student records. This user can also initiate the merge and split process for student records in his or her district.	<ul style="list-style-type: none"> • Search, display, and print student records for students in all states • Generate Reports • Initiate merge and split of student records • Validate or reject record near matches, merges and splits • Resolve data quality issues • Respond to escalation requests • Email notification of an arrival or departure of a student • Export Student Records to File 	<ul style="list-style-type: none"> • State MEP Administrators • MEP Data Entry Staff
Regional Level Roles			
Regional Data Administrator	Regional Data Administrators can validate or reject near matches, merges and splits of student records. This user can initiate the merge and split process for student records in his or her region. This user will also serve as the secondary point of contact for escalation issues.	<ul style="list-style-type: none"> • Search, display, and print student records for students in all states • Generate Reports • Initiate merge and split of student records • Validate or reject record near matches, merges and splits • Resolve data quality issues • Respond to escalation requests • Email notification of an arrival or departure of a student • Export Student Records to File 	<ul style="list-style-type: none"> • State MEP Administrators • MEP Data Entry Staff
Regional User Administrator	Regional User Administrators establish and manage user accounts for users in their region.	<ul style="list-style-type: none"> • Create User accounts • Assign User Role(s) • Update User account information • Deactivate User accounts • Reset passwords 	<ul style="list-style-type: none"> • State-identified
State Level Roles			
State Data Administrator	State Data Administrators can validate or reject near matches, merges and splits of student records. This user can initiate the merge and split process for student records in their state. He or she can also resolve data quality issues and serve as the primary point of contact for	<ul style="list-style-type: none"> • Search, display, and print student records for students in all states • Generate Reports • Initiate merge and split of student records • Validate or reject record near matches, merges and splits • Resolve data quality issues • Respond to escalation requests • Email notification of an arrival or departure of a student 	<ul style="list-style-type: none"> • State MEP Administrators • MEP Data entry staff

MSIX User Roles and Responsibilities			
User Role	Description	Functions Allowed	Potential Users
	escalation issues.	<ul style="list-style-type: none"> • Export Student Records to File 	
State User Administrator	State User Administrators establish and manage user accounts for users in their state.	<ul style="list-style-type: none"> • Create User accounts • Assign User Role(s) • Update User account information • Deactivate User accounts • Reset passwords 	<ul style="list-style-type: none"> • State-identified
State Region Administrator	State Region Administrator establishes and maintains the regional structure and associated districts for states that choose to use regions.	<ul style="list-style-type: none"> • Enable and disable regional structure • Create new regions • Associate districts to regions • Edit regions 	<ul style="list-style-type: none"> • State MEP Administrators • MEP Data entry staff
U.S. Department of Education (ED) User Roles			
Government Administrator	Government Administrators can generate summary level standard and ad hoc queries on a State, Regional, or National level.	<ul style="list-style-type: none"> • Generate Reports 	<ul style="list-style-type: none"> • OME
OME User Administrator	OME User Administrators establish and manage user accounts for all State User Administrators.	<ul style="list-style-type: none"> • Create user accounts • Assign State User Administrator role • Update user account information • Deactivate user accounts • Reset passwords 	<ul style="list-style-type: none"> • OME
Privacy Act Administrator	Privacy Act Administrators can enter statements provided by students and parents that formally dispute the data contained in a student's MSIX record. They can also query and view student records from all states.	<ul style="list-style-type: none"> • Search, display, and print student records • Enter dispute statements into a student's MSIX record 	<ul style="list-style-type: none"> • OME

Table 1.1: MSIX User Roles and Responsibilities

Function	Primary User	Secondary User	District Data Admin	Regional Data Admin	State Data Admin	State Region Admin	Regional User Admin	State User Admin
My Account	X	X	X	X	X	X	X	X
Search, Display & Print Student Records in all States	X	X	X	X	X			
Export Student Records to File	X		X	X	X			
Generate Reports			X	X	X			
Send Student Move Notices	X	X	X	X	X			
Initiate Student Merges and Splits	X		X	X	X			
Validate / Reject Student Merges and Splits			X	X	X			
Access District Worklist Items			X					
Access Region Worklist Items				X				
Access State Worklist Items					X			
Create / Modify State User Level Accounts								X
Create / Modify Regional Level User Accounts							X	X
Create / Modify School or District Level User Accounts							X	X
Reset Passwords							X	X
Enable Regional Functionality						X		
Create / Modify Regions						X		

Table 1.2: MSIX User Roles and Responsibilities – A Snapshot View

User Application for Access to MSIX

STEP 1: Applicant Information

- The Applicant completes the Applicant Information and signs the form.
- The Applicant forwards the form to a Verifying Authority. This should be the Applicant's direct supervisor or an individual that is above the direct supervisor in an official reporting structure. The Applicant must provide appropriate identification (such as state/district identification badge, passport, driver's license, etc.) to verify their identity.

STEP 2: Identification Verification and Attestation

- The Verifying Authority completes his/her own information, reviews the entire application for completeness and accuracy, confirms the Applicant's identification, attests to the Applicant's need of an MSIX account, and confirms the right level of access.
- Upon completion, the Verifying Authority returns the form to the Applicant.

STEP 3: Forward Form to Approving Authority

- The Applicant locates his/her State/Regional Authority for final approval by going to the MSIX website: <https://msix.ed.gov>.
- The Applicant clicks on the link labeled "[How Do I Get An Account?](#)" to access the contact information for their state.
- The Applicant forwards the form to the State/Regional Authority for final approval.

STEP 4: State/Regional Authority Approval

- The State/Regional Authority reviews the Applicant and Verifying Authority portions of the application for completeness, completes his/her own information, signs the form, and files it in his/her local records.
- The State/Regional Authority creates an MSIX account for the Applicant.
- The Applicant receives two emails: one with his/her MSIX User Name and the other with his/her initial Password.

Applicant - Instructions to the Applicant

Applicant Information

- Complete the applicant information below and sign the form.
- Forward the form to a Verifying Authority. This should be your direct supervisor or an individual that is above the direct supervisor in an official reporting structure. Provide appropriate identification information.

First Name		Last Name		
Title				
Work Address	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Work Email		Work Telephone	XXX-XXX-XXXX - -	Ext.
Region (if applicable)		School District (if applicable)		

MSIX Account Information

MSIX Role(s)	<input type="checkbox"/> MSIX Primary User <input type="checkbox"/> MSIX Secondary User	<input type="checkbox"/> Regional User Administrator <input type="checkbox"/> State User Administrator	<input type="checkbox"/> District Data Administrator <input type="checkbox"/> Regional Data Administrator <input type="checkbox"/> State Data Administrator	<input type="checkbox"/> State Region Administrator
--------------	--	---	---	---

Signature

I certify that this information is accurate and complete to the best of my knowledge. I will only use MSIX in accordance with the MSIX Rules of Behavior.

Signature: _____ Date: _____

The Privacy Act of 1974 (5 U.S.C. § 552a)

Verifying Authority - Instructions to the Verifying Authority

Identification Verification and Attestation

- As the Verifying Authority, you should be the Applicant's direct supervisor or an individual that is above the direct supervisor in an official reporting structure.
- Review the entire application for completeness and accuracy.
- Complete the information below, confirm the Applicant's identification, attest to his/her need of an MSIX account, and confirm that the Applicant has the right level of access.
- Upon completion, file the form in your local records and return this form to the Applicant.

Verifying Authority First Name		Verifying Authority Last Name	
Title			
Work Email		Work Telephone	XXX-XXX-XXXX - - Ext.
Organization		Applicant Identity Verification Method	<input type="checkbox"/> State Driver's License <input type="checkbox"/> State / District ID <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____
Account Effective Date (optional)		Account End Date (optional)	

Signature

I certify that: 1) I have verified the identity of the above applicant; 2) I have determined that he or she has a need for MSIX information; and 3) the above-mentioned individual is requesting the appropriate MSIX role(s).

Signature: _____ Date: _____

Final Approving Authority - Instructions to the Final Approving Authority

State/Regional Authority Approval

- Review the Applicant and Verifying Authority portions of the application for completeness.
- Complete the information below, sign, and file the form in your local records.
- Create an MSIX account for the Applicant.

Approving Authority First Name		Approving Authority Last Name	
Title			Role <input type="checkbox"/> Regional User Administrator <input type="checkbox"/> State User Administrator
Work Address	Street	City	State Zip
Work Email		Work Telephone	XXX-XXX-XXXX - - Ext.

Signature

I certify that this information is accurate and complete to the best of my knowledge and I hereby grant to the above-mentioned individual the MSIX role for which they have applied.

Signature: _____ Date: _____

The Privacy Act of 1974 (5 U.S.C. § 552a)

Privacy Act Statement

The Department of Education (Department) will use the information that you provide on the attached MSIX User Application Form to promote secure and appropriate access to the Migrant Student Information Exchange (MSIX) system. The Department owns the MSIX system, including the data stored therein, which has a significant value and is an integral part of the infrastructure that supports the Department's mission, goals and critical operations. It is essential that information in the MSIX system is properly secured and protected against information security related threats and dangers. MSIX has incorporated access controls to protect it against inappropriate or undesired user access. The process of granting and controlling access begins with the completion of the MSIX User Application Form, and the granting of rights and privileges. The MSIX User Application Form serves an integral part of the Department's system to identify and verify authorized users for access to MSIX, assign roles to authorized users of MSIX, tie actions taken within MSIX to a specific user, control access to MSIX and ensure authorized users only have access to MSIX that is needed to perform the actions required by their positions, prevent the inappropriate release of information in MSIX, and document that MSIX users understand the MSIX rules of behavior.

The Department requests the information on the attached Form under the authority provided by section 1308(b)(2) of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act of 2001 (20 U.S.C. Section 6398(b)(2)). Your disclosure of information is voluntary, but if you do not submit the requested information, either on this form or, in a State form, if applicable, that requests that you provide the same information, then you will not be granted access to use the MSIX system.

Without your consent, the Department may disclose information provided to entities under a published "routine use." Under such a routine use, we may disclose information to a third party contractor that we have hired to perform any function that requires disclosure of records in this system to employees of the contractor; to a researcher if an appropriate official of the Department determines that the individual or organization to which the disclosure would be made is qualified to carry out specific research related to functions or purposes of the MSIX system; to the U.S. Department of Justice (DOJ) or the Office of Management and Budget (OMB) if the Department concludes that disclosure is desirable or necessary to determine whether particular records are required to be disclosed under Freedom of Information Act or the Privacy Act; or to appropriate agencies, entities, and persons when (a) it is suspected or confirmed that the security or confidentiality of information in MSIX User Application Form has been compromised; (b) the Department has determined that as a result of the suspected or confirmed compromise, there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of MSIX User Application Form or other systems or programs (whether maintained by the Department or by another agency or entity) that rely upon the compromised information; and, (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist the Department in responding to the suspected or confirmed compromise and in helping the Department prevent, minimize, or remedy such harm.

If the federal government, the Department, or an employee of the Department is involved in litigation or alternative dispute resolution (ADR), we may send your information to the Department of Justice, a court or adjudicative body, or parties, counsel, representatives and witnesses, if the disclosure is relevant and necessary to the litigation or ADR. We may disclose your information to a member of Congress if you have asked for their assistance in addressing an issue related to your access to the MSIX. In addition, we may send your information to a foreign, federal, state, or local enforcement agency responsible for enforcing, investigating, or prosecuting violations of administrative, civil, or criminal law or regulation if your information is relevant to any enforcement, regulatory, investigative, or prosecutorial responsibility within the receiving entity's jurisdiction. In the event that the information that you submit, alone or in connection with other information, indicates a violation or potential violation of any applicable statute, regulation, or order of a competent authority, the Department may disclose your information to the agency that has the responsibility for investigating or prosecuting the violation or enforcing or implementing the statute, regulation, or order. Finally, we may disclose your records to the DOJ to the extent necessary for obtaining DOJ advice on any matter relevant to an audit, inspection, or other inquiry related to the Migrant Education Program.