



Steps for Becoming an Authorized User for the Michigan Student Data System (MSDS)

Please do not return the instruction pages with your security agreement form.

Obtaining access to the Michigan Student Data System (MSDS) is a two-step process:

1. Individuals must first request access to the application through their Single Sign-On (SSO) accounts.

Note: If you do not already have an SSO account, you may register for one online at: <https://sso.state.mi.us/> by clicking the Register button and following the on-screen directions.

2. Individuals must send the appropriate security access form to CEPI, signed by the district superintendent or chief administrator.

Access to the application will be granted only when both of the above steps have been completed and verified by CEPI.

Requesting Permission Through Your SSO Account

To request access to the MSDS, log in to the SSO application at <https://sso.state.mi.us/> and follow these steps:

1. Click the "Subscribe to Applications" link in the bottom left-hand corner of the screen.
2. You will be taken to a new screen with drop-down menus. Select CEPI in the first drop-down and Michigan Student Data System (MSDS) from the second. Click **Next**.
3. You will be taken to a subscription page for the application. Review the information and click **Confirm**.

State of Michigan Single Sign On

SUBSCRIPTION

Please Select from the list

CEPI

Select App

Select App

EEM Q/A

Educational Entity Master (EEM)

Michigan Student Data System (MSDS)

SDS Q/A

Next Back

4. You will receive a confirmation message (both on the screen and by e-mail) stating your subscription request was submitted successfully. If you have not already done so, you should now fax your signed security form to CEPI.



Completing Your Access Agreement for the Michigan Student Data System (MSDS)

You may complete this form on your computer by tabbing through the designated fields and typing the required information. If you do not have access to a computer, please print clearly in the spaces provided.

The first step is to indicate the entity for which you are selecting access.

Step 1: Enter the entity information for which you are requesting access.

1 Entity Name: Happy Valley School District 2 Entity Code: 12345

- Entity Name.** In most cases, this will be the name of the local educational agency (LEA), intermediate school district (ISD), or public school academy (PSA) district. If the access request is for a non-school recipient or a PSA authorizing agency, enter the applicable name of the entity.
- Entity Code.** Enter the entity code that corresponds to the entity to which you are requesting access. In the case of a district, this is the district code. In the case of another entity, this is the building/agreement code.

Next, provide the name and contact information of the individual who is requesting access.

Step 2: Enter the name of the individual who will be authorized to submit/edit MSDS data for the entity indicated above.

1 Requester Name: John Smith 2 E-mail: jsmith@school.edu
 3 Single Sign-On ID: smithj2000 4 Phone: (517) 888-4444

- Requester Name.** Enter the full name of the individual who is requesting access.
- E-mail.** Enter the e-mail address of the individual who is requesting access.
- Single Sign-On ID.** Enter the Single Sign-On ID of the individual requesting access. This user ID must match the ID that was used to subscribe to the application in SSO. The requester will be notified at the e-mail address provided in his/her SSO profile when the security agreement has been processed.
- Phone.** Enter the phone number where the individual requesting access can be reached.

The next step is to select the role(s) the user will perform within the application. Individuals may have more than one role; however, they cannot have more than one function type within each role. For example, an individual can have a single resolution role and must choose between request or view access. The following roles are available in the MSDS:

Role Name	Choose from the selections below. An individual may have more than one role but only <u>one type</u> per role.			
UIC Resolver	<input type="checkbox"/>	Request	<input type="checkbox"/>	View
Certifier	<input type="checkbox"/>	Edit	<input type="checkbox"/>	View
Supplemental Nutrition	<input type="checkbox"/>	Edit	<input type="checkbox"/>	View
Uploader	<input type="checkbox"/>	Edit	<input type="checkbox"/>	View
Quality Reviewer	<input type="checkbox"/>	Edit	<input type="checkbox"/>	
Auditor	<input type="checkbox"/>	Edit	<input type="checkbox"/>	
Student Search	<input type="checkbox"/>	View	<input type="checkbox"/>	

Resolution Roles

The resolution process ensures that every student in the state is assigned a 10-digit Unique Identification Code (UIC).

- **Resolver – Request**

- ✓ Core field updates in staging area
- ✓ Download staging area data
- ✓ Request creation of UICs
- ✓ View resolution and staging reports
- ✓ View summary information and detail
- ✓ Resolve UICs

- **Resolver – View**

- ✓ View resolution reports
- ✓ View staging reports
- ✓ View summary information and detail

Certification Roles

Certification is the process wherein a responsible user reviews and ratifies data within a collection, indicating that, to the best of his/her knowledge, the data are accurate and complete. This process includes the opportunity for the user to review summary reports and/or data portraits. The act of "certifying" a collection officially submits the data to the State for the collection.

- **Certifier - Edit**

- ✓ Certify data
- ✓ Decertify data (Phase 2)
- ✓ Download certified data (Phase 2)
- ✓ Download staging-area data
- ✓ Online data corrections in staging area (non-core data fields)
- ✓ View certified reports
- ✓ View certified data (Phase 2)
- ✓ View staging reports
- ✓ View summary information and detail

- **Certifier - View**

This role is intended to grant review and download privileges to an individual other than the person(s) with the authority to certify a collection. This may be someone who is not a direct employee of the entity, e.g., a representative of the ISD of an LEA or PSA, or a PSA authorizing agency.

- ✓ Download certified data (Phase 2)
- ✓ Download staging-area data
- ✓ View certified reports
- ✓ View certified data (Phase 2)
- ✓ View staging reports
- ✓ View summary information and detail

Supplemental Nutrition Roles

The supplemental nutrition roles are intended for individuals who need to access the supplemental nutrition field. Individuals granted these roles will also be able to view information about students enrolled in the entity who are directly certified for supplemental nutrition.

- **Supplemental Nutrition - Edit**

- ✓ Edit supplemental nutrition field (Phase 2)
- ✓ View direct certification information

- **Supplemental Nutrition - View**

- ✓ View supplemental nutrition field and direct certification information

Uploader Roles

- **Uploader:** Users with this role will be able to upload student data, view staging-area data and view the data collection status screen.
 - ✓ Online data entry
 - ✓ Upload data
 - ✓ View data collection status screen
 - ✓ View staging reports
 - ✓ View summary information and detail
- **Note:** ISD users who wish to perform as uploaders for one or more of their constituent districts will need to complete a security agreement signed by the lead administrator of the district or PSA.
- **Uploader - View**
 - ✓ View/edit student data screen

Submission Roles

- **Auditor:** Users with audit privileges are authorized to audit Full Time Equivalency (FTE) count data for a specified district or set of districts within an ISD. This role is restricted to users from an intermediate school district. (Note: the audit function will not be available until Phase 2.)
 - ✓ Audit cohort
 - ✓ Audit FTE
 - ✓ Duplicate UIC auditor view
 - ✓ Modify UICs
 - ✓ View staging reports
- **Quality Reviewer - Edit:** Users with this role will review the submitted data for accuracy and ensure that the data meet the business rules for each field. (The quality review process is similar to the error check process of the SRSD.)
 - ✓ Download certified data
 - ✓ Download staging area data
 - ✓ Field validation
 - ✓ File validation
 - ✓ Online data corrections in staging area (non-core data fields)
 - ✓ Online entry
 - ✓ Transfer from certified to staging area
 - ✓ Upload data
 - ✓ View certified reports
 - ✓ View staging reports
 - ✓ View summary information and detail

Other Roles

- **Student Search:** Users with this role will be able to use the student search function of the application to look-up students by UIC or by name to view student demographic data.

After roles have been selected, the individual requesting access must sign the form to confirm his/her responsibility to protect his/her identification and password from improper use (e.g., sharing log-in access with colleagues). Each user of the application should have his/her own SSO account and authorization.

Step 4: For the authorized individual: *Please sign below.*

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

John Smith

Signature of Individual to be Authorized

4/30/2009

Date

The name on the signature line in step 4 must match the name provided on the requester name line in step 2. Otherwise, you will be required to submit a corrected agreement.

Next, the chief administrator of the entity is required to sign the form, acknowledging that the individual indicated will be responsible for the entity's data submission. If the name and title are not provided or are illegible, the form cannot be processed and you will be required to make the necessary revisions.

Step 5: For the superintendent/PSA chief administrator: *Please sign below.*

I attest that the above-named individual is authorized by me to submit data to the Michigan Student Data System for my district and that the data are current and accurate.

Happy Valley School District

Name of Entity

4/30/2009

Date

Jane Doe

Signature of Chief Administrator of Entity

Jane Doe, Superintendent

Name and Title (Printed)

The chief administrator of the entity is the individual listed as the Lead Administrator in the Educational Entity Master (EEM). If the names do not match, you will be asked to either update the EEM for your entity or submit a revised request.

Once the form is completed with the necessary signatures, please fax the form to CEPI customer support at 517-335-0488. CEPI staff will verify that a request has been submitted and that the information provided on the security agreement matches the request. Once verified, permission will be granted and the requester will be notified by e-mail.



Security Agreement to Access the Michigan Student Data System (MSDS)

Please type or print clearly; otherwise, the processing of your form may be delayed. Please do not include the instruction pages.

Step 1: Enter the entity information for which you are requesting access.

Entity Name: _____ Entity Code: _____

Building Level: Check the box to the right and complete the next page **only** if you are requesting access to a subset of the buildings in your district/ISD.

Step 2: Enter the name of the individual who will be authorized to submit/edit MSDS data for the entity indicated above.

Requester Name: _____ E-mail: _____

Single Sign-On ID: _____ Phone: _____

Step 3: From the selection below, select the role(s) which this individual will perform in the MSDS.

Role Name	Choose from the selections below. An individual may have more than one role but only one type per role.				
UIC Resolver	<input type="checkbox"/>	Request	<input type="checkbox"/>	View	<input type="checkbox"/>
Certifier	<input type="checkbox"/>	Edit	<input type="checkbox"/>	View	<input type="checkbox"/>
Supplemental Nutrition	<input type="checkbox"/>	Edit	<input type="checkbox"/>	View	<input type="checkbox"/>
Uploader	<input type="checkbox"/>	Edit	<input type="checkbox"/>	View	<input type="checkbox"/>
Quality Reviewer	<input type="checkbox"/>	Edit	<input type="checkbox"/>	View	<input type="checkbox"/>
Auditor	<input type="checkbox"/>	Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Search	<input type="checkbox"/>	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4: For the authorized individual: Please read and sign below.

I agree to abide by the regulations that govern the use of individual student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99) [link], the Privacy Act of 1974 [link] and the Richard B. Russell National School Lunch Act governing the use of free and reduced-price meal information. I also agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

Signature of Individual to be Authorized

Date

Step 5: For the chief administrator of the entity. Please read and sign below.

I attest that the above-named individual is authorized by me to perform the function identified above and to view/create and download data and reports in the Michigan Student Data System. I understand that these data and reports may include information governed by the Family Educational Rights and Privacy Act, the Privacy Act of 1974 and the Richard B. Russell National School Lunch Act.

Name of Entity

Date

Signature of Chief Administrator of Entity

Name and Title (Printed)

Step 6: Please fax this form to CEPI at: (517) 335-0488

E-mail questions to CEPI at: cepi@michigan.gov

