

California MSIX User Account Application Procedure

The following procedure applies to new Migrant Student Information Exchange (MSIX) account applicants as well as users requiring new accounts due to account deactivation.

Steps to be taken by the Applicant

1. Obtain MSIX training on cyber security, functionality, and procedures from the Regional MSIX User Administrator (i.e., the MEP Regional Director or an individual appointed to act as the local verifying authority and to approve MSIX user account applications).
2. Obtain the Part 1 of 2 CA MSIX User Account Application form from your Regional MSIX User Administrator. We encourage using the fillable PDF version so that you can sign the form electronically. Digital signatures are not acceptable since they lock the document before the State User Administrator can sign.
3. Complete all fields in the "Applicant Information" section on the MSIX User application form.
4. Make sure the "Cyber Security Training Date" field on the application falls within the past year. Annual refresher training is required for continued use of the MSIX system.
5. Submit the form to your Regional MSIX User Administrator along with the appropriate identification information.

Steps to be taken by the Regional MSIX User Administrator

1. Review the Part 1 of 2 "Applicant Information" section for completeness and accuracy.
2. Verify Applicant's information and identification.
3. Complete all fields in the "Regional User Administrator Approval" section of Part 2 of 2 (with the exception of the two fields marked "optional"). We encourage signing the form electronically.
4. Submit both Part 1 and 2 of the application to the State MSIX User Administrator via the MSIX Service Desk at ca_msixsupport@wested.org.
Note: Multiple applications may be submitted together, however, they should be scanned as individual PDF files to expedite the review process.
5. File and retain both parts of the original application for official records.