

MSIN User Roles and Menu Options

Introduction

The Migrant Student Information Network (MSIN) supports a variety of users, at the State, subgrantee, and district levels. Each MSIN user is assigned one or more roles to provide them with the appropriate level of access, as determined by local managers.

At the subgrantee level, user accounts are managed by designated staff known as Regional User Approvers. Each subgrantee was initially set-up with at least one Regional User Approver when MSIN 6.0 was launched in 2016, based on the staff selection(s) made by local Migrant Education Program (MEP) Directors. Subsequently, MEP Directors can request support from the MSIN Service Desk to edit or add Regional User Approver assignments.

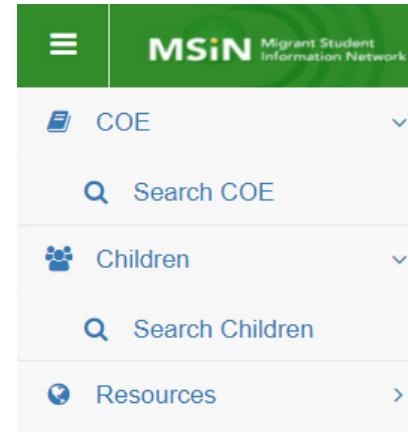
In addition to managing existing accounts, Regional User Approvers also play an important role in the account request process, which consists of a two-level review. The first level is carried out by the subgrantee Regional User Approver(s) and includes a review of the account request, consultation with local managers to determine the correct level of access for the new user, and the selection of the appropriate role(s). The second level is a final review and approval by a State User Approver, who is either a WestEd or CDE designated staff.

The purpose of this document is to help Regional User Approvers and local management teams decide which role, or combination of roles, is appropriate for their local staff. As a rule, users should be given the lowest level of access that allows them to perform their assigned duties.

Menus and Access

The following screenshots show the menu items each user role will see, and the callout notes describe what the user role can do. They begin with the lowest level of access and end with the highest level of access.

Viewer: Read-only user. Can only search COEs and children. Non-MEP users (e.g., Mini Corps, HEP, CAMP) must be assigned this role.

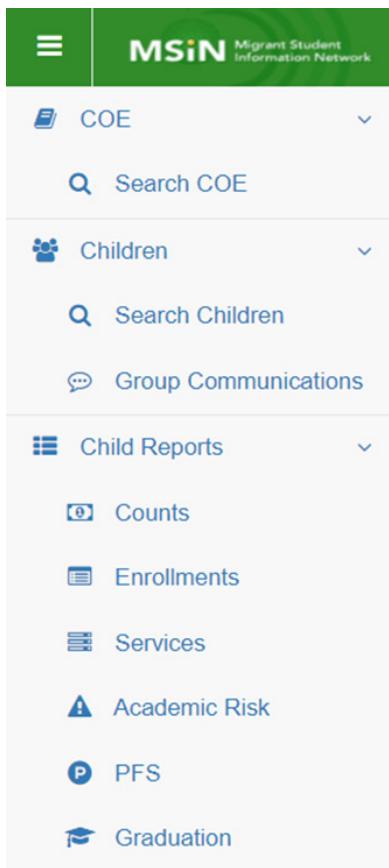


COE: *Search* and *View* COEs.

Children: *Search* and *View* child(ren) records.

Resources: *View* resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).

General User: MEP support staff at regional and district offices. Can enter Communication Events and view most reports.



COE: *Search and View* COEs.

Children: *Search and View* child(ren) records. *Enter* and *Edit* Communication Events.

Reports: *Search and View* Child Reports (except Communication Events and INA/ILP reports).

General User (cont.):

Data Monitoring Reports >

○ Grade Age Alignment

○ R Enroll, No SSID

○ Missing W Date

○ Missing SE Date

○ R Enroll, Not EIP

○ N Enroll, Not EIP

○ EIP, Not Enrolled

○ QAD Age Eligible

○ Dup. Enrollment Line

○ Duplicate Service

○ No DD, Not Serviced S/I

○ EIP/Enr, Not Served

Resources >

Schools >

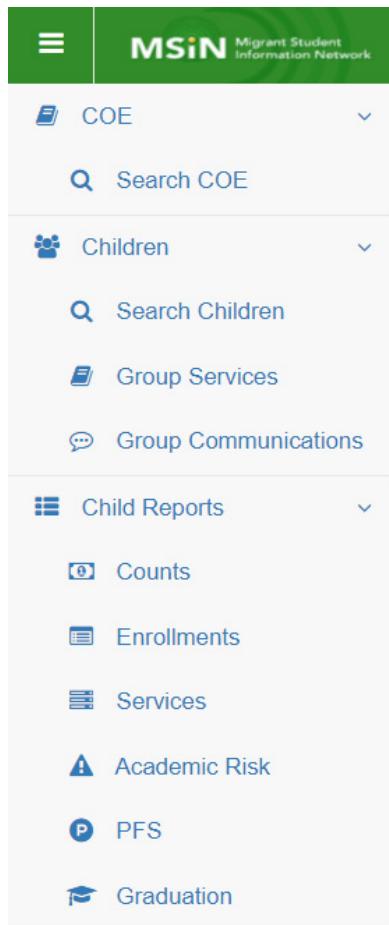
Reports: *Search and View*

Data Monitoring Reports.

Resources: *View* resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).

Schools: *Search and View* schools.

Student Services: MEP staff who enter migratory child services. Can view most reports and service setup information.



COE: *Search and View* COEs.

Children: *Search and View* child(ren) records. *Enter* and *Edit* Communication Events. *Enter* and *Edit* services.

Reports: *Search and View* Child Reports (except Communication Events and INA/ILP reports).

Student Services (cont.):

Data Monitoring Reports

- Grade Age Alignment
- R Enroll, No SSID
- Missing W Date
- Missing SE Date
- R Enroll, Not EIP
- N Enroll, Not EIP
- EIP, Not Enrolled
- QAD Age Eligible
- Dup. Enrollment Line
- Duplicate Service
- No DD, Not Serviced S/I
- EIP/Enr, Not Served

Resources

Reports: *Search and View*

Data Monitoring Reports.

Resources: *View* resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).

Schools

Search Schools

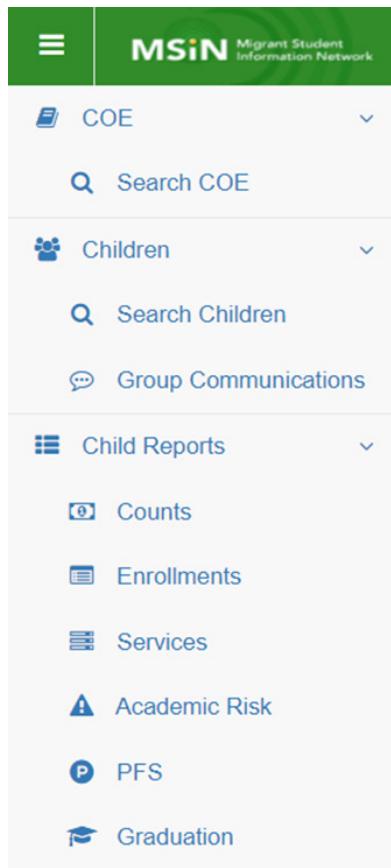
System

Administer Services

Schools: *Search and View* schools.

Services: *Search and View* services.

INA/ILP Support: MEP staff who enter INA/ILP forms. Can view most reports.



COE: *Search and View* COEs.

Children: *Search and View* child(ren) records. *Enter* and *Edit* Communication Events. *Enter* and *Edit* INA/ILPs via the Child Record Modal (INA/ILP tab).

Reports: *Search and View* Child Reports (except Communication Events and INA/ILP reports).

INA/ILP Support (cont.):

Data Monitoring Reports

- Grade Age Alignment
- R Enroll, No SSID
- Missing W Date
- Missing SE Date
- R Enroll, Not EIP
- N Enroll, Not EIP
- EIP, Not Enrolled
- QAD Age Eligible
- Dup. Enrollment Line
- Duplicate Service
- No DD, Not Serviced S/I
- EIP/Enr, Not Served

Resources

Schools

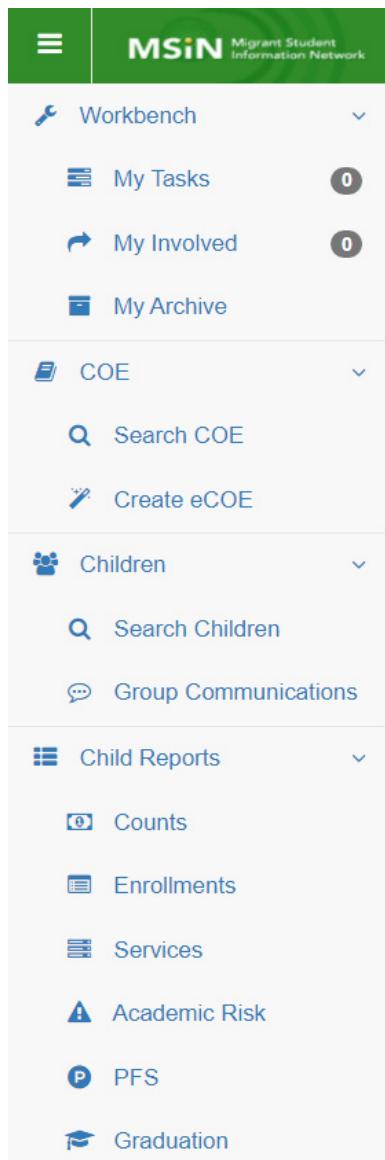
Reports: Search and View

Data Monitoring Reports.

Resources: View resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).

Schools: Search and View schools.

Recruiter: MEP staff who identify and recruit migratory children by completing COEs. Can view most reports.



Workbench: **Search, View** and **Edit** COE Workflow to manage their own electronic COEs.

COE: **Search and View** COEs. **Enter** and **Edit** electronic COEs (eCOE).

Children: **Search and View** child(ren) records. **Enter** and **Edit** Communication Events.

Reports: **Search and View** Child Reports (except Communication Events and INA/ILP reports).

Recruiter (cont.):

● Data Monitoring Reports ▾

○ Grade Age Alignment

○ R Enroll, No SSID

○ Missing W Date

○ Missing SE Date

○ R Enroll, Not EIP

○ N Enroll, Not EIP

○ EIP, Not Enrolled

○ QAD Age Eligible

○ Dup. Enrollment Line

○ Duplicate Service

○ No DD, Not Serviced S/I

○ EIP/Enr, Not Served

● Resources ▾

● Schools ▾

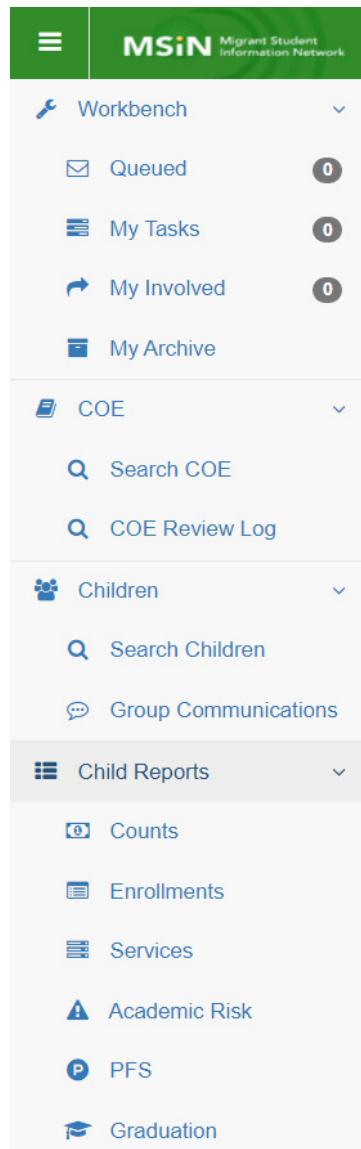
○ Search Schools

Reports: Search and View
Data Monitoring Reports.

Resources: **View** resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).

Schools: **Search and View** schools.

Designated SEA Reviewer: MEP staff who are designated to review COEs to ensure all eligibility criteria were met. Can view most reports.



The image shows the MSiN (Migrant Student Information Network) Workbench navigation menu. The menu items are:

- Workbench
- Queued (0)
- My Tasks (0)
- My Involved (0)
- My Archive
- COE
 - Search COE
 - COE Review Log
- Children
 - Search Children
 - Group Communications
- Child Reports
 - Counts
 - Enrollments
 - Services
 - Academic Risk
 - PFS
 - Graduation

Workbench: **Search, View** and **Edit** COE Workflow to manage their own COE worklist items.

COE: **Search and View** COEs. **Search and View** COE Review Log.

Children: **Search and View** child(ren) records. **Enter** and **Edit** Communication Events.

Reports: **Search and View** Child Reports (except Communication Events and INA/ILP reports).

Designated SEA Reviewer (cont.):

Data Monitoring Reports

- Grade Age Alignment
- R Enroll, No SSID
- Missing W Date
- Missing SE Date
- R Enroll, Not EIP
- N Enroll, Not EIP
- EIP, Not Enrolled
- QAD Age Eligible
- Dup. Enrollment Line
- Duplicate Service
- No DD, Not Serviced S/I
- EIP/Enr, Not Served

Resources

Schools

Search Schools

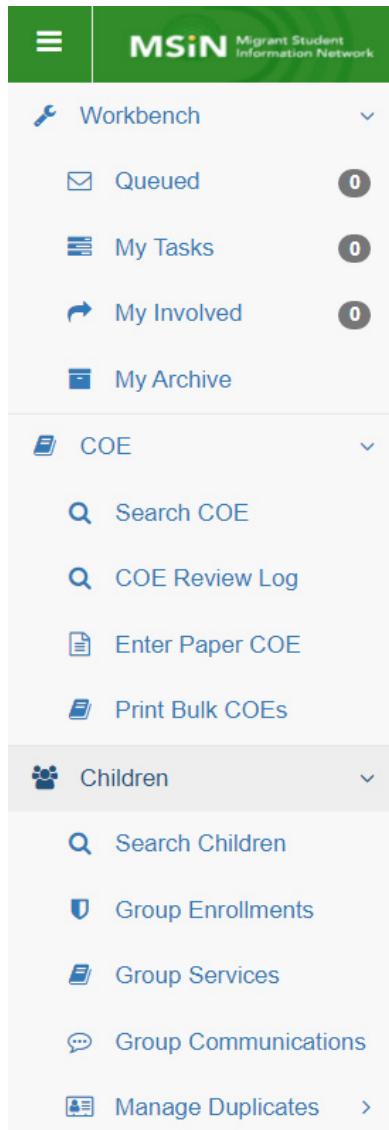
Reports: **Search and View**

Data Monitoring Reports.

Resources: **View** resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).

Schools: **Search and View** schools.

Data Specialist: MEP staff who manage child records by entering and editing data. Can view most reports and can resolve duplicate child records.



The image shows the MSiN (Migrant Student Information Network) Workbench interface. The left sidebar is a navigation menu with the following structure:

- Workbench**
 - Queued (0)
 - My Tasks (0)
 - My Involved (0)
 - My Archive
- COE**
 - Search COE
 - COE Review Log
 - Enter Paper COE
 - Print Bulk COEs
- Children**
 - Search Children
 - Group Enrollments
 - Group Services
 - Group Communications
 - Manage Duplicates >

Workbench: *Search, View and Edit* Paper COE Workflow to manage their own entered paper COEs.

COE: *Search and View* COEs. *Search and View* COE Review Log. *Enter and Edit* paper COEs. *Print* Bulk COEs.

Children: *Search, View, and Edit* child(ren) records. *Enter and Edit* Enrollments, Services, Communication Events, and Course History. *Resolve* duplicate child(ren) records.

Data Specialist (cont.):

- Child Reports
- Counts
- Enrollments
- Services
- Academic Risk
- PFS
- Communication Events
- Graduation

Reports: Search and View

Child Reports, including Communication Events and INA/ILP reports.

Data Specialist (cont.):

-  Data Monitoring Reports 
-  Grade Age Alignment
-  R Enroll, No SSID
-  Missing W Date
-  Missing SE Date
-  R Enroll, Not EIP
-  N Enroll, Not EIP
-  EIP, Not Enrolled
-  QAD Age Eligible
-  Dup. Enrollment Line
-  Duplicate Service
-  No DD, Not Serviced S/I
-  EIP/Enr, Not Served
-  Resources 
-  Schools 
-  Search Schools
-  System 
-  Administer Services

Reports: **Search** and **View** Data Monitoring Reports.

Resources: **View** resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).

Schools: **Search** and **View** schools.

Services: **Search**, **View**, **Enable/Disable** and **Add** services (cannot edit).

Regional User Approver: MEP staff at the subgrantee level who is designated by the MEP Director to approve access into the MSIN system. Part 1 of 2-step approval. Can view most reports.

The screenshot shows the MSIN Workbench interface. The left sidebar includes sections for Workbench (Account Requests, Queued, My Tasks, My Involved, My Archive), COE (Search COE), Children (Search Children, Group Communications), Child Reports (Counts, Enrollments, Services, Academic Risk, PFS, Graduation), and a Reports section. The main area displays account requests with columns for Status, Student Name, and Action.

Status	Student Name	Action
Workbench	John Doe	Approve
Queued	Jane Smith	Approve
My Tasks	Mike Johnson	Approve
My Involved	Alice Brown	Approve
My Archive	Bob Green	Approve

Workbench: *Search, View and Edit* Account Request
Workflow to manage their new account requests.

COE: *Search and View* COEs.

Children: *Search and View* child(ren) records. *Enter* and *Edit* Communication Events.

Reports: *Search and View* Child Reports (except Communication Events and INA/ILP reports).

Regional User Approver (cont.):

The screenshot shows the MSIN Reports interface. The left sidebar includes sections for Data Monitoring Reports (Grade Age Alignment, R Enroll, No SSID, Missing W Date, Missing SE Date, R Enroll, Not EIP, N Enroll, Not EIP, EIP, Not Enrolled, QAD Age Eligible, Dup. Enrollment Line, Duplicate Service, No DD, Not Serviced S/I, EIP/Enr, Not Served), Resources (Resources), Schools (Search Schools), System (Accounts, Search Accounts, Login Audits), and Accounts (Search Accounts, Login Audits).

Report Type	Report Name
Data Monitoring Reports	Grade Age Alignment
Data Monitoring Reports	R Enroll, No SSID
Data Monitoring Reports	Missing W Date
Data Monitoring Reports	Missing SE Date
Data Monitoring Reports	R Enroll, Not EIP
Data Monitoring Reports	N Enroll, Not EIP
Data Monitoring Reports	EIP, Not Enrolled
Data Monitoring Reports	QAD Age Eligible
Data Monitoring Reports	Dup. Enrollment Line
Data Monitoring Reports	Duplicate Service
Data Monitoring Reports	No DD, Not Serviced S/I
Data Monitoring Reports	EIP/Enr, Not Served
Resources	Resources
Schools	Search Schools
System	Accounts
System	Search Accounts
System	Login Audits

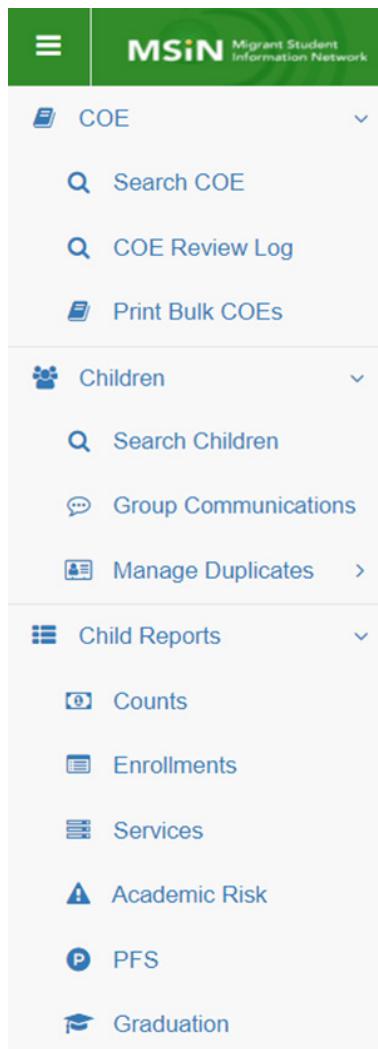
Reports: *Search and View* Data Monitoring Reports.

Resources: *View* resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).

Schools: *Search and View* schools.

Accounts: *Search, View, and Edit* local user accounts. *Search and View* Login Audits.

I&R Manager: Subgrantee Manager or Coordinator responsible for Identification and Recruitment functions, supervision, and training.



COE: *Search and View* COEs. *Search and View* COE Review Log. *Print* Bulk COEs.

Children: *Search and View* child(ren) records. *Enter* and *Edit* Communication Events. *Resolve* duplicate child(ren) records.

Reports: *Search and View* Child Reports (except INA/ILP Report).

I&R Manager (cont.):

- Data Monitoring Reports
 - Grade Age Alignment
 - R Enroll, No SSID
 - Missing W Date
 - Missing SE Date
 - R Enroll, Not EIP
 - N Enroll, Not EIP
 - EIP, Not Enrolled
 - QAD Age Eligible
 - Dup. Enrollment Line
 - Duplicate Service
 - No DD, Not Serviced S/I
 - EIP/Enr, Not Served
- Resources
 - Schools
 - Search Schools
 - System
 - Accounts
 - Login Audits
 - Administer Services

Reports: *Search and View* Data Monitoring Reports.

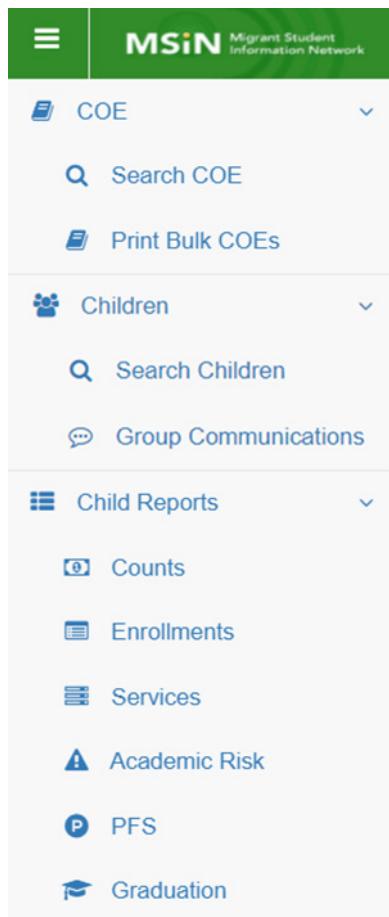
Resources: *View* resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).

Schools: *Search and View* schools.

Accounts: *Search and View* Login Audits.

Services: *Search and View* services.

Program Manager: Subgrantee Manager or Coordinator responsible for development and coordination of MEP services.



COE: *Search and View* COEs.
Print Bulk COEs.

Children: *Search and View* child(ren) records. **Enter** and **Edit** Communication Events.

Reports: *Search and View* Child Reports (except Communication Events Report).

Program Manager (cont.):

- ➊ Data Monitoring Reports
- ➋ Grade Age Alignment
- ➋ R Enroll, No SSID
- ➋ Missing W Date
- ➋ Missing SE Date
- ➋ R Enroll, Not EIP
- ➋ N Enroll, Not EIP
- ➋ EIP, Not Enrolled
- ➋ QAD Age Eligible
- ➋ Dup. Enrollment Line
- ➋ Duplicate Service
- ➋ No DD, Not Serviced S/I
- ➋ EIP/Enr, Not Served

Reports: *Search and View* Data Monitoring Reports.

Program Manager (cont.):

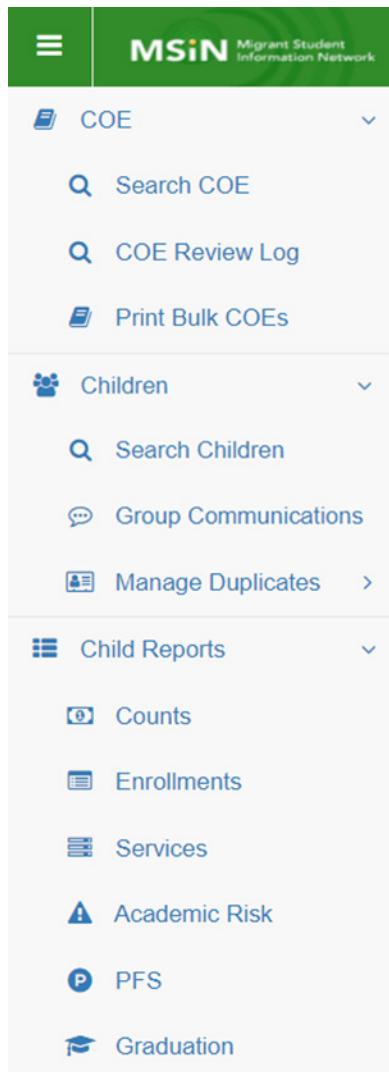
The screenshot shows the Program Manager interface with a navigation menu on the left. The menu items are:

- SSDP Reports
 - MPO 1.0
 - MPO 2.0
 - MPO 7.0
 - MPO 8.0
 - MPO 9.0
 - MPO 9.1
 - MPO 11.0
 - MPO 13.0
 - MPO 13.1
- Resources
 - Schools
 - Search Schools
- System
 - Accounts
 - Login Audits
- Administer Services

Callout boxes with arrows point to specific menu items:

- An arrow points to the "SSDP Reports" section with the text: **Reports: Search and View** SSDP Reports.
- An arrow points to the "Resources" section with the text: **Resources: View** resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).
- An arrow points to the "Schools" section with the text: **Schools: Search and View** schools.
- An arrow points to the "Accounts" section with the text: **Accounts: Search and View** Login Audits.
- An arrow points to the "Administer Services" section with the text: **Services: Search, View, Enable/Disable and Add** services (cannot edit).

Regional Administrator: Subgrantee Director who manages the MEP at the regional or direct-funded district level, assisting in development of support programs, coordinating staff, and monitoring compliance.



Regional Administrator (cont.):

- Data Monitoring Reports ▾
- Grade Age Alignment
- R Enroll, No SSID
- Missing W Date
- Missing SE Date
- R Enroll, Not EIP
- N Enroll, Not EIP
- EIP, Not Enrolled
- QAD Age Eligible
- Dup. Enrollment Line
- Duplicate Service
- No DD, Not Serviced S/I
- EIP/Enr, Not Served

Reports: Search and View
Data Monitoring Reports.

Regional Administrator (cont.):

The screenshot shows the Regional Administrator interface with a navigation menu on the left. The menu items are:

- SSDP Reports
 - MPO 1.0
 - MPO 2.0
 - MPO 7.0
 - MPO 8.0
 - MPO 9.0
 - MPO 9.1
 - MPO 11.0
 - MPO 13.0
 - MPO 13.1
- Resources
 - Schools
 - Search Schools
- System
 - Accounts
 - Login Audits
- Administer Services

Callout boxes with arrows point to specific menu items with descriptive text:

- Reports: Search and View**
SSDP Reports.
- Resources: View** resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).
- Schools: Search and View**
schools.
- Accounts: Search and View**
Login Audits.
- Services: Search, View, Enable/Disable and Add**
services (cannot edit).