

## 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

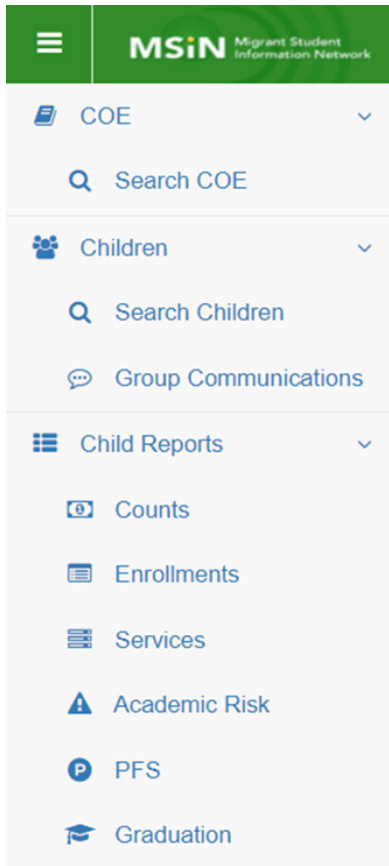
The following screenshots show the menu items each user role will see, and the callout notes describe what the user role can do. They begin with the lowest level of access and end with the highest level of access.

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

The screenshot shows the MSIN Migrant Student Information Network menu. The menu has a green header with the MSIN logo and a hamburger menu icon. Below the header, there are four main menu items: COE, Search COE, Children, Search Children, and Resources. Each item has a corresponding icon and a dropdown arrow. Callout notes are provided for each item:

- 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.

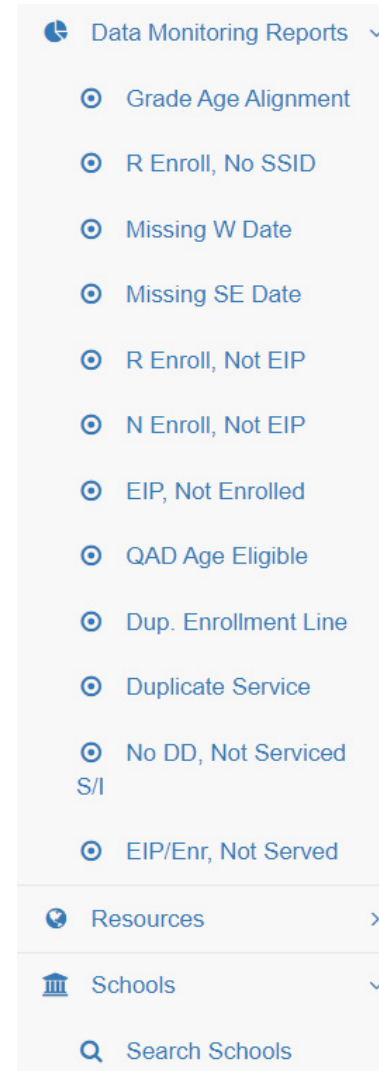


**COE:** *Search* and *View* COEs.

**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.):

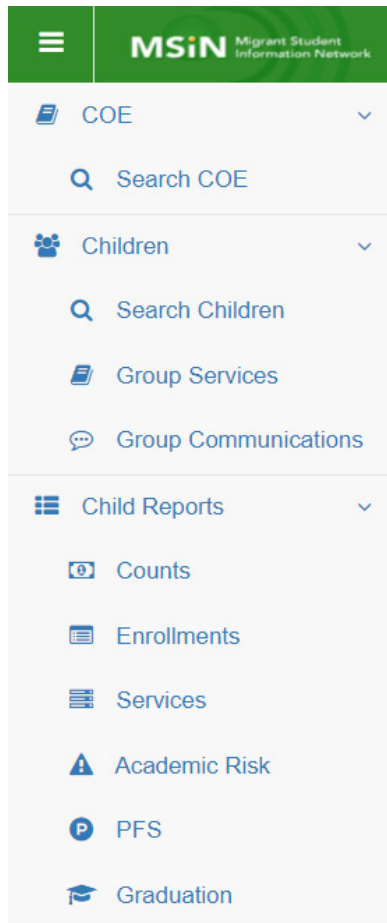


**Reports:** *Search* and *View* Data Monitoring Reports.

**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.

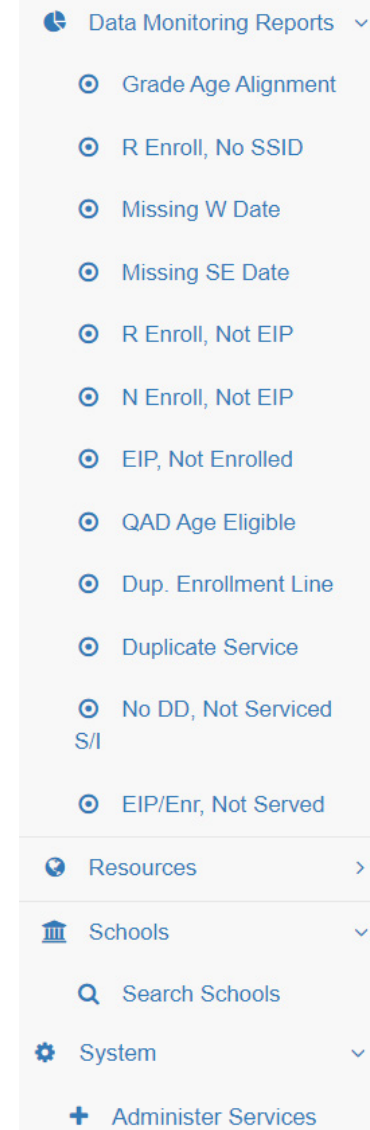


**COE:** *Search* and *View* COEs.

**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.):



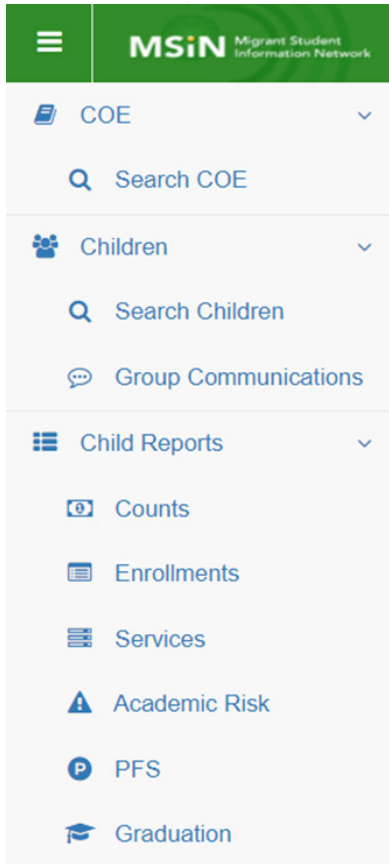
**Reports:** *Search* and *View* Data Monitoring Reports.

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

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

**Services:** *Search* and *View* services.

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

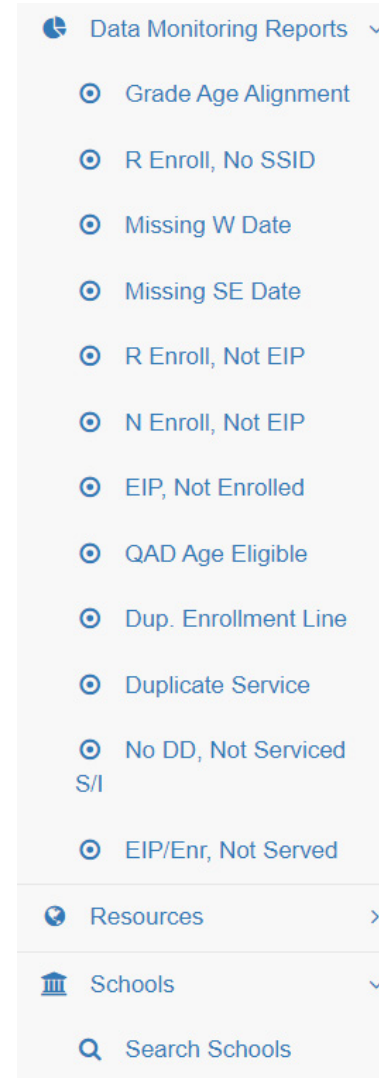


**COE:** *Search* and *View* COEs.

**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.):

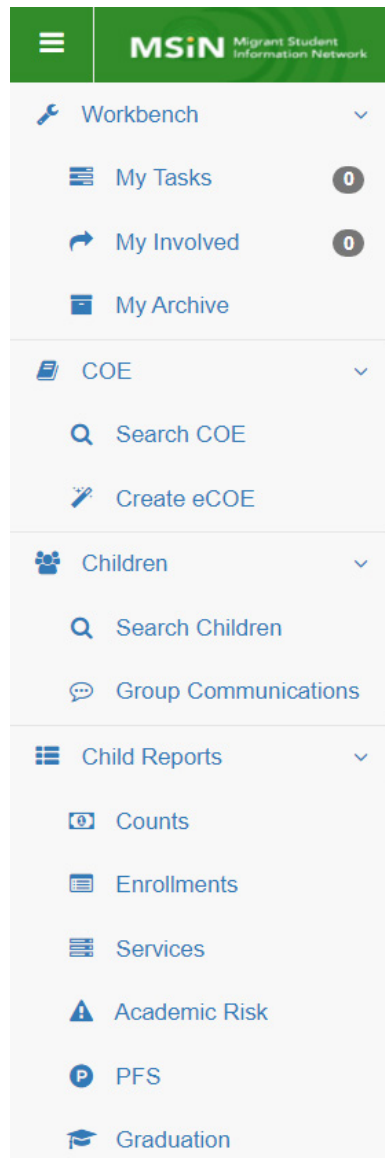


**Reports:** *Search* and *View* Data Monitoring Reports.

**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.



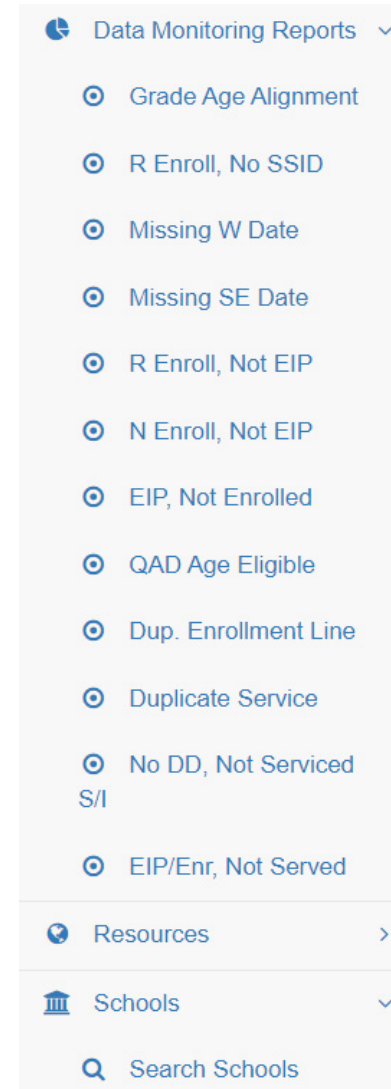
**Workbench:** *Search, View* and *Edit* COE Workflow to manage their own electronic COEs.

**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.):

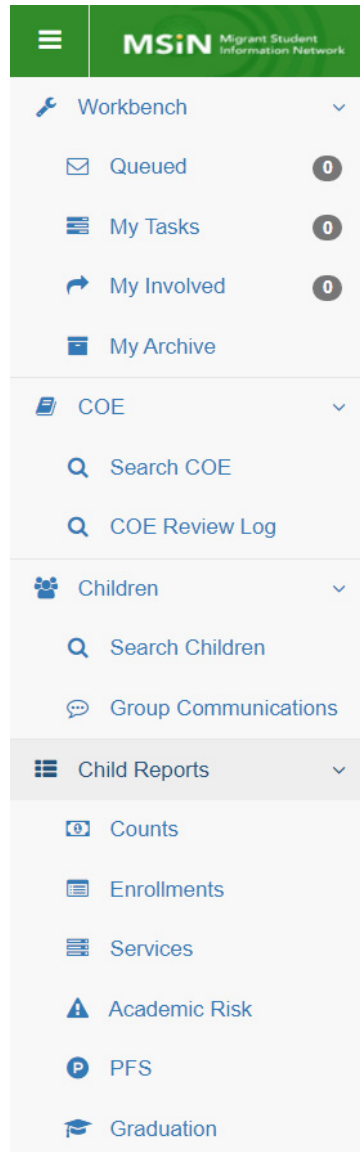


**Reports:** *Search* and *View* Data Monitoring Reports.

**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.



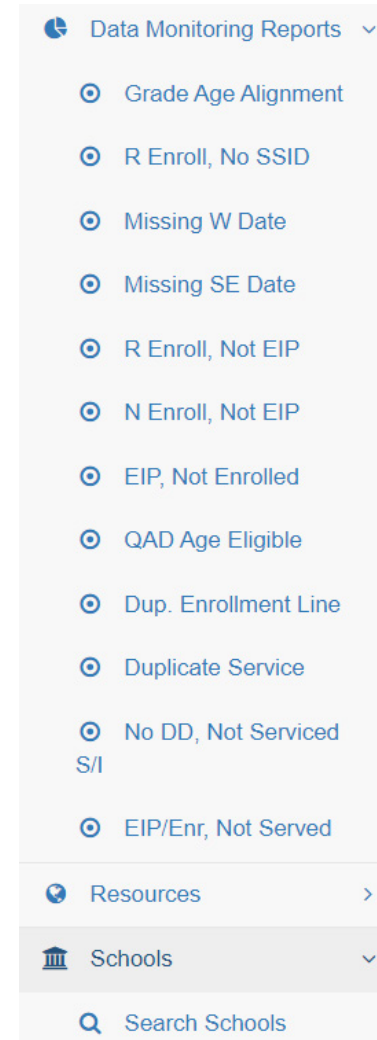
**Workbench:** *Search, View* and *Edit* COE Workflow to manage their own COE worklist items.

**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.):

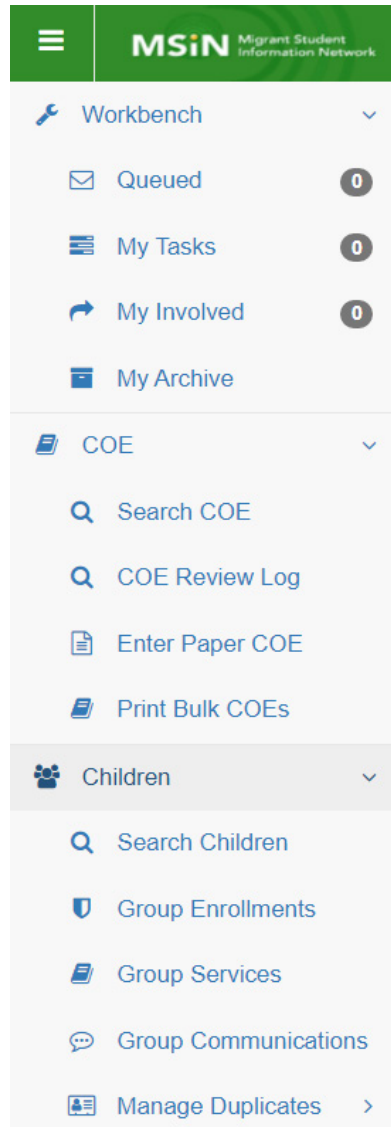


**Reports:** *Search* and *View* Data Monitoring Reports.

**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.

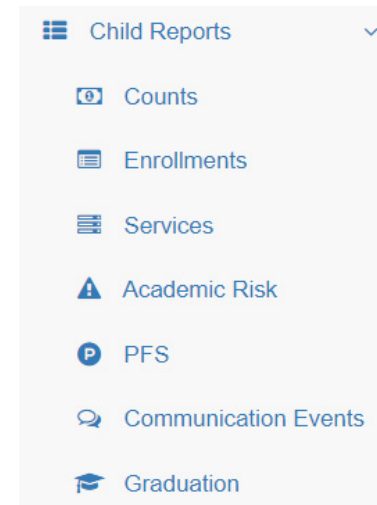


**Workbench:** *Search, View* and *Edit* Paper COE Workflow to manage their own entered paper COEs.

**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.):



**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.

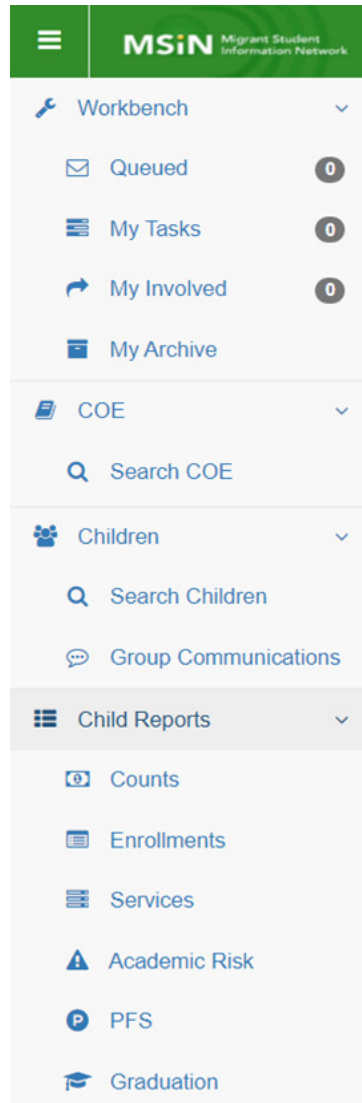
**Resources:** *View* resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).

**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.



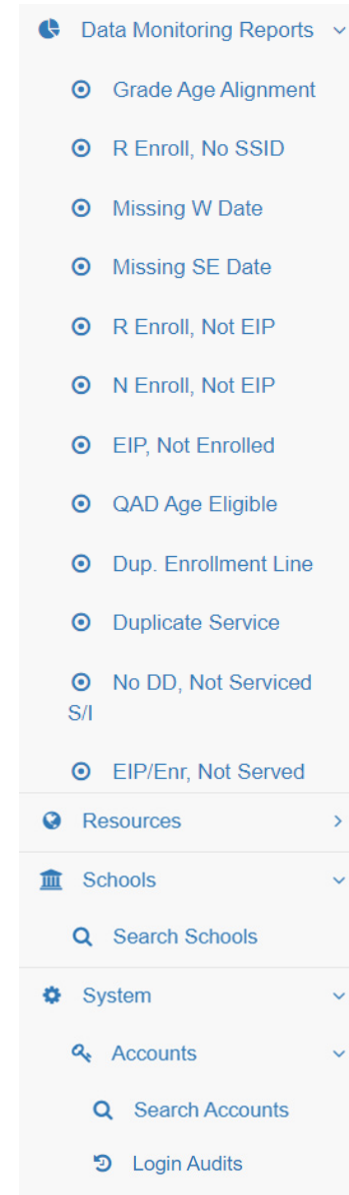
**Workbench:** *Search, View and Edit* Account Request Workflow to manage their new account requests.

**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.):



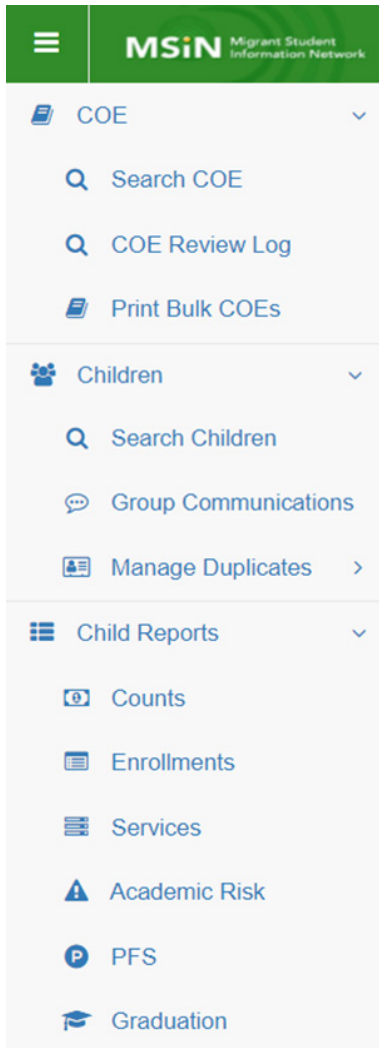
**Reports:** *Search and View* Data Monitoring Reports.

**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.

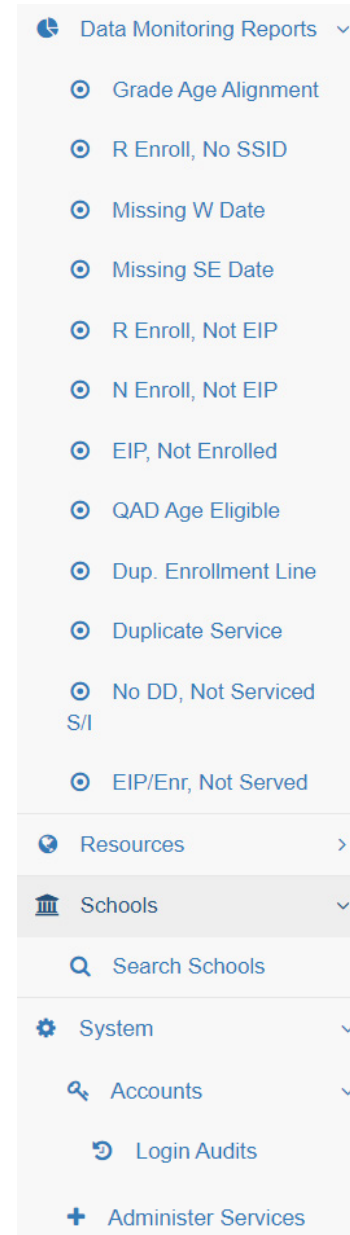


**COE:** *Search* and *View* COEs. *Search* and *View* COE Review Log. *Print* Bulk COEs.

**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.):



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

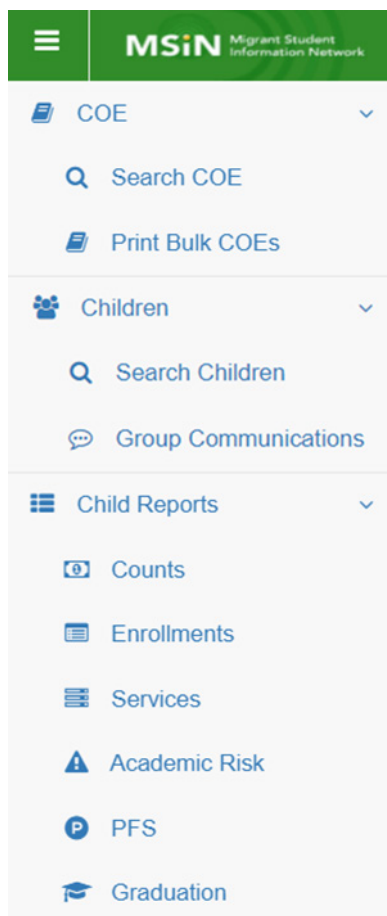
**Resources:** *View* resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).

**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.):

- 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.

## Program Manager (cont.):

The screenshot displays the Program Manager interface with a sidebar menu and five callout boxes providing details for specific sections:

- SSDP Reports** (Folder icon, dropdown arrow):
  - 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

**Reports:** *Search* and *View* SSDP Reports.
- Resources** (Globe icon, right arrow):

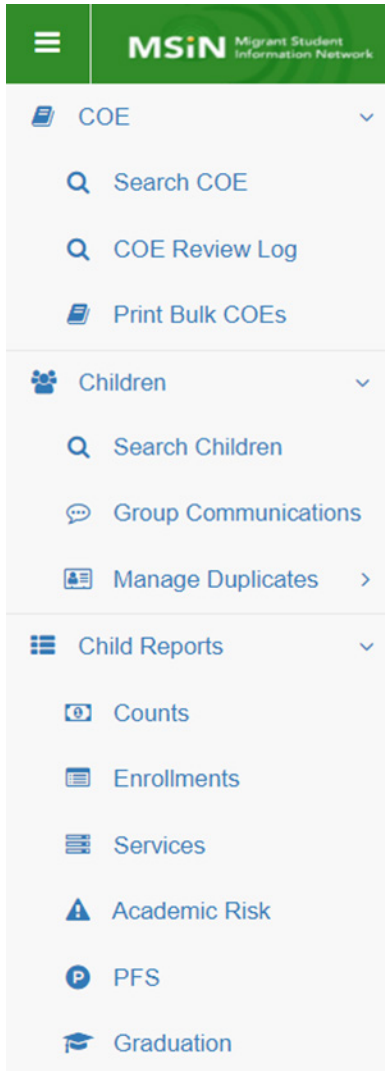
**Resources:** *View* resource links (CDE/MEO, MSIX, Digital Chalkboard, Results).
- Schools** (Building icon, dropdown arrow):
  - Search Schools

**Schools:** *Search* and *View* schools.
- System** (Gear icon, dropdown arrow):
  - Accounts (Magnifying glass icon, dropdown arrow):

**Accounts:** *Search* and *View* Login Audits.
  - Login Audits (Refresh icon)
- Administer Services** (Plus icon):

**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.



**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 Communication Events Report).

## 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 displays the 'Regional Administrator' interface. On the left is a vertical sidebar menu with the following items: 'SSDP Reports' (with a folder icon and a dropdown arrow), 'Resources' (with a globe icon and a right-pointing arrow), 'Schools' (with a schoolhouse icon and a dropdown arrow), 'System' (with a gear icon and a dropdown arrow), and 'Administer Services' (with a plus icon). Under 'SSDP Reports', there is a list of MPO versions: MPO 1.0, MPO 2.0, MPO 7.0, MPO 8.0, MPO 9.0, MPO 9.1, MPO 11.0, MPO 13.0, and MPO 13.1. Under 'Resources', there is a 'Search Schools' option. Under 'System', there is an 'Accounts' section with a dropdown arrow, and under it, 'Login Audits'. A green callout bubble points to the 'SSDP Reports' section, stating: **Reports: Search and View** SSDP Reports. Another green callout bubble points to the 'Resources' section, stating: **Resources: View** resource links (CDE/MEO, MSIX, Digital Chalkboard, Results). A third green callout bubble points to the 'Schools' section, stating: **Schools: Search and View** schools. A fourth green callout bubble points to the 'Accounts' section, stating: **Accounts: Search and View** Login Audits. A fifth green callout bubble points to the 'Administer Services' section, stating: **Services: Search, View, Enable/Disable and Add** services (cannot edit).

**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**

**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).