

Self-managing Your User Profile

Introduction

The Migrant Student Information Network (MSIN) is an online system for Migrant Education Program (MEP) staff and organizations that work with migratory children and youths. This how-to-guide will explain how to self-manage your own account profile. The same steps apply to both the MSIN 6.0 site and the Training MSIN sister site, which is used to practice entering and retrieving data.

All user roles can perform the following self-management tasks in MSIN 6.0 and Training MSIN:

1. Change your password at any time
2. Change your username
3. Edit your name (first, middle, last)
4. Edit your work email address
5. Edit your work title
6. Edit your work address or add secondary addresses
7. Edit your phone number or add secondary phone numbers

Accessing Your User Profile

To access the “User Profile” page in MSIN 6.0, locate your name on the top right corner of the home page. Click on your name and a drop-down menu with two options will appear, as shown below. Click on “User Profile” to bring up your profile page.



The “User Profile” page has two pencil icons used to edit content, as shown in the screenshot below. The first pencil icon, on the top left, allows you to edit your password. The second pencil icon, on the top right, puts the Contract Information window in edit mode.

User Profile

Username: ramonsosa

Password: *****

Contact Information

Name: Ramon Sosa
Work Title: MEP Support Specialist
Email Address: ramonsosa.msina@msin.com

Addresses

| Active Date | Address Type | Address |
|-------------|--------------|--|
| 12/22/2016 | Work Address | 500 G Street Ste. 500 Sacramento CA, 95814 |

[Past Addresses >](#)

Address Phone Numbers

| Active Date | Phone Type | Phone |
|-------------|------------|--------------|
| 12/22/2016 | Work Phone | 408-500-7922 |

[Past Address Phone Numbers >](#)

Next, we will cover each of these edit functions in detail.

Changing Your Password

As stated earlier, click on the pencil icon next to “Password” to enter edit mode. This will open the “Change Password” page, as shown below.

Change Password

Old Password

New Password

***** Show

Confirm New Password

***** Show

Number, Special character (!@#%&^*~), 8 characters required

Change Password

At this point, you must enter your old password in the first field. Then enter your new password two times, where the second entry serves to confirm that the new password was typed as intended.

As you type, you may see an error if one or more password requirements have not been met, as shown in the screenshot above. The MSIN system includes several password requirements to enhance security, as follows:

1. Your password must be at least **8 characters long**.

2. Your password must include at least one character from each of the four main character classes:
 - a. Uppercase letters (A–Z)
 - b. Lowercase letters (a–z)
 - c. Non-alphanumeric special characters (!, @, #, etc.)
 - d. Numbers (0–9)
3. You may not re-use a **previous password**.
4. Your password must be changed **every 90 days**.
5. Your account will be revoked automatically **after 120 days of inactivity**.

The system will provide a specific message, in red text, to inform you if any of these requirements are missing.

If the new password entries match, a green bar will appear so that you know to proceed. On the other hand, if the password entries do not match you will see an error message. It may be helpful to click on the red buttons labeled “Show” to display your password(s), allowing you to spot spelling inconsistencies.

Once both passwords truly match (and meet all requirements), click on the blue button labeled “Change Password” to save, as shown in the screenshot below.

Editing Your Personal and Contact Information

As we stated earlier, the second pencil icon in your User Profile page (see the screenshot below) is used to put the Contact Information window in edit mode. This allows you to edit your username, work email, name, or work title, as needed. You may also edit your work address(es) and phone number(s).

Next, we will walk through the steps required to edit each of the fields in the Contact Information window.

While in edit mode, the window contents change in appearance (see below) and become editable text boxes. At this point, you can edit any of the text boxes by deleting or overwriting the existing content. Once you finish making changes, click on the green button labeled “Save” on the bottom right corner of the page, as shown in the screenshot below.

User Profile

Username * ⓘ
☒

Work Email * ⓘ
☒

Person's First Name *

M.I.

Person's Last Name *

Suffix

Work Title *

Addresses

| | Active Date | Address Type | Address |
|--|-------------|--------------|--|
| | 12/22/2016 | Work Address | 500 G Street Ste. 500 Sacramento CA, 95814 |

[Past Addresses >](#)

Address Phone Numbers


| | Active Date | Phone Type | Phone |
|--|-------------|------------|--------------|
| | 12/22/2016 | Work Phone | 408-500-7911 |



[Past Address Phone Numbers >](#)

Note: The username and work email fields include data checks to ensure that they are in valid formats. An acceptable format is indicated by a green checkmark.

EDITING EXISTING ADDRESSES

To edit an existing address, click on the pencil icon next to the address row. This will place the row in edit mode so you can change the address information. To save your changes within this table, click on the green button labeled “Save,” as shown in the screenshot below.


 Addresses


| | Active Date | Address Type | Address |
|---|-------------|--------------|--|
|   | 12/22/2016 | Work Address | 500 G Street Ste. 500 Sacramento CA, 95814 |


Address Type
 Work Address

Street Address
 500 G Street

Street Address 2
 Ste. 500

City
 Sacramento

State
 California

Zipcode
 95814

Cancel

Save

[Past Addresses >](#)

After saving the address row above, please remember to save all the changes you have made by clicking on the “Save” button located on the bottom right corner of the “User Profile” page.

ADDING ADDRESSES

You can add multiple work addresses to your profile by clicking on the plus sign icon below the “Addresses” section. This section’s appearance will change in edit mode, with editable text boxes, so you can enter new address information (as shown below).

Addresses

| | Active Date | Address Type | Address |
|--|-------------|--------------|--|
| | 12/22/2016 | Work Address | 500 G Street Ste. 500 Sacramento CA, 95814 |

Address Type
Work Address

Street Address
123 Test Street

Street Address 2
Street Address 2

City
 Sacramento

State
 California

Zipcode
 95822

Cancel

Add

Past Addresses >

Address Phone Numbers

| | Active Date | Phone Type | Phone |
|--|-------------|------------|--------------|
| | 12/22/2016 | Work Phone | 408-500-7911 |

+

Past Address Phone Numbers >

Cancel


Save



Note: The City, State, and Zip Code fields must have a green checkmark for the information to be saved. If any of these fields show a red “x,” please get help from your local MSIN Power User or reach out to the MSIN Service Desk.

Once the fields have been completed, click on the green “Add” button to add your new address information. Lastly, click on the green “Save” button located at the bottom right corner of the “User Profile” page.

EDITING EXISTING PHONE NUMBERS

To edit an existing phone number, click on the pencil icon next to the phone number row. Once in edit mode, you can change the phone number information. After making the desired changes, click on the green “Save” button, as shown in the image below.

 Address Phone Numbers

| | Active Date | Phone Type | Phone |
|---|-------------|------------|--------------|
|   | 12/22/2016 | Work Phone | 408-500-7911 |


Address Phone Type
Work Phone

Phone
408-500-7911

Ext

Cancel Save


Past Address Phone Numbers >





After saving the phone number row above, please remember to save all the changes you have made by clicking on the “Save” button located on the bottom right corner of the “User Profile” page.

ADDING PHONE NUMBERS

You can add multiple phone numbers to your profile by clicking on the plus sign icon below the “Address Phone Numbers” section. This section’s appearance will change in edit mode, with editable text boxes, so you can enter a new phone number (as shown below).

 Address Phone Numbers

| | Active Date | Phone Type | Phone |
|---|-------------|------------|--------------|
|   | 12/22/2016 | Work Phone | 408-500-7911 |

Address Phone Type
- Phone Type -
- Phone Type -
Cell Phone
Other Phone
Work Phone



Phone
123-456-7890

Ext

Cancel Add

Past Address Phone Numbers >

Cancel Save

Once the fields have been completed, click on the green “Add” button to add the new phone number. Lastly, click on the green “Save” button located on the bottom right corner of the “User Profile” page, as shown in the screenshot above.



Resources

Before self-managing your User Profile in MSIN 6.0 for the first time, we recommend practicing on the Training MSIN site (<https://trainingmsin.wested.org>). Training MSIN is a safe place to try every scenario possible in your local area.

If you have specific questions not covered in this guide, please consult with your local MSIN Power User. Any remaining questions can be submitted by them or your manager to the MSIN Service Desk by email (msinsupport@wested.org) or phone (1-800-342-2964, option 2).