

Self-managing Your User Profile

Introduction

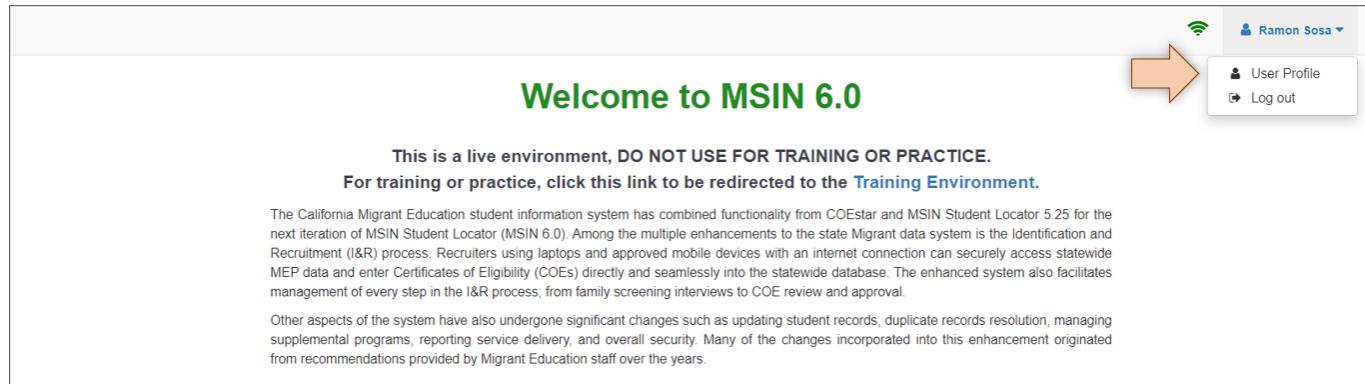
The Migrant Student Information Network (MSIN) is an online system for Migrant Education Program (MEP) staff and organizations that work with migratory children and youths. This how-to-guide will explain how to self-manage your own account profile. The same steps apply to both the MSIN 6.0 site and the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



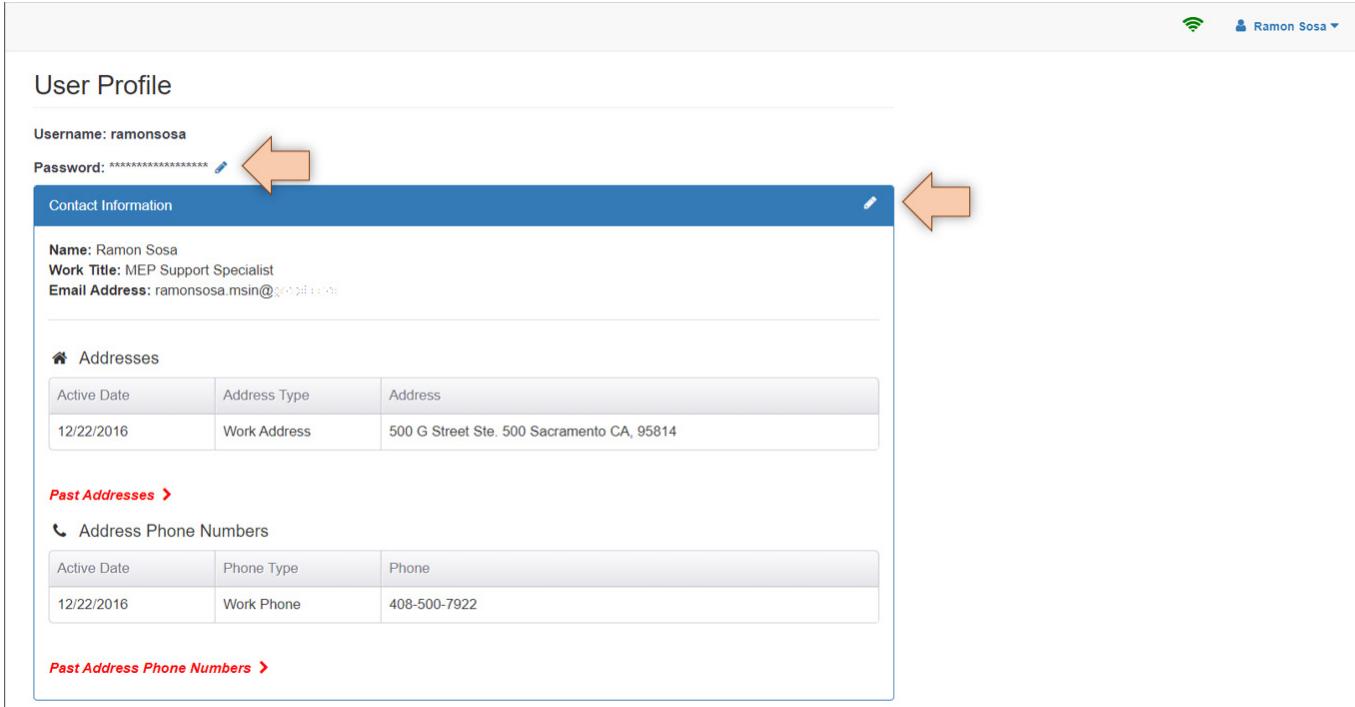
The screenshot shows the 'Welcome to MSIN 6.0' page. At the top right, there is a user profile dropdown menu for 'Ramon Sosa'. An orange arrow points to the 'User Profile' option in the dropdown menu. The page also includes a note about being in a live environment and a link to the training environment, as well as a detailed description of the system's features and changes.

This is a live environment, DO NOT USE FOR TRAINING OR PRACTICE.
For training or practice, click this link to be redirected to the [Training Environment](#).

The California Migrant Education student information system has combined functionality from COEstar and MSIN Student Locator 5.25 for the next iteration of MSIN Student Locator (MSIN 6.0). Among the multiple enhancements to the state Migrant data system is the Identification and Recruitment (I&R) process. Recruiters using laptops and approved mobile devices with an internet connection can securely access statewide MEP data and enter Certificates of Eligibility (COEs) directly and seamlessly into the statewide database. The enhanced system also facilitates management of every step in the I&R process; from family screening interviews to COE review and approval.

Other aspects of the system have also undergone significant changes such as updating student records, duplicate records resolution, managing supplemental programs, reporting service delivery, and overall security. Many of the changes incorporated into this enhancement originated from recommendations provided by Migrant Education staff over the years.

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.

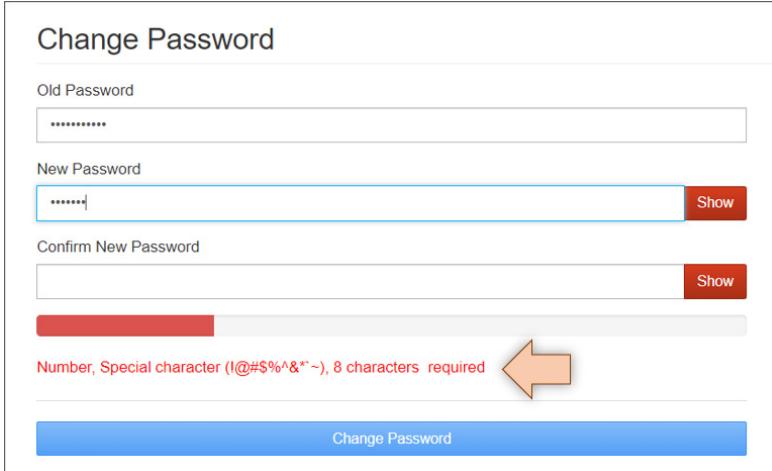


The screenshot shows the 'User Profile' section of the MSIN 6.0 application. At the top, the username 'ramonsosa' is displayed. Below it, the 'Contact Information' section is shown, with a pencil icon next to the 'Password' field, which is highlighted with an orange arrow. The 'Contact Information' section contains fields for Name, Work Title, and Email Address. Below this is the 'Addresses' section, which includes a table with one row: Active Date (12/22/2016), Address Type (Work Address), and Address (500 G Street Ste. 500 Sacramento CA, 95814). A 'Past Addresses' link is provided. The 'Address Phone Numbers' section follows, with a table showing one row: Active Date (12/22/2016), Phone Type (Work Phone), and Phone (408-500-7922). A 'Past Address Phone Numbers' link is also present.

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.



The screenshot shows the 'Change Password' page. It has fields for 'Old Password' (containing '*****'), 'New Password' (containing '*****'), and 'Confirm New Password' (containing '*****'). Each password field has a 'Show' button to the right. Below the fields, a message in red text states: 'Number, Special character (@#\$%^&*~), 8 characters required'. An orange arrow points to this message. At the bottom is a large blue 'Change Password' button.

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:

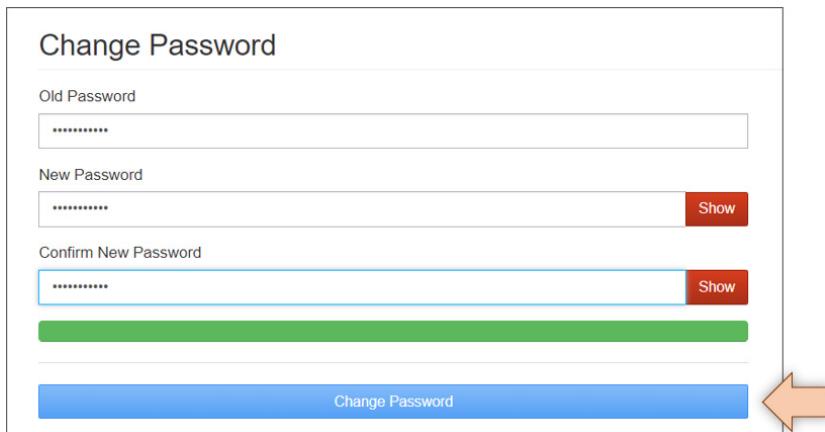
1. Your password must be at least **8 characters long**.

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.



Change Password

Old Password

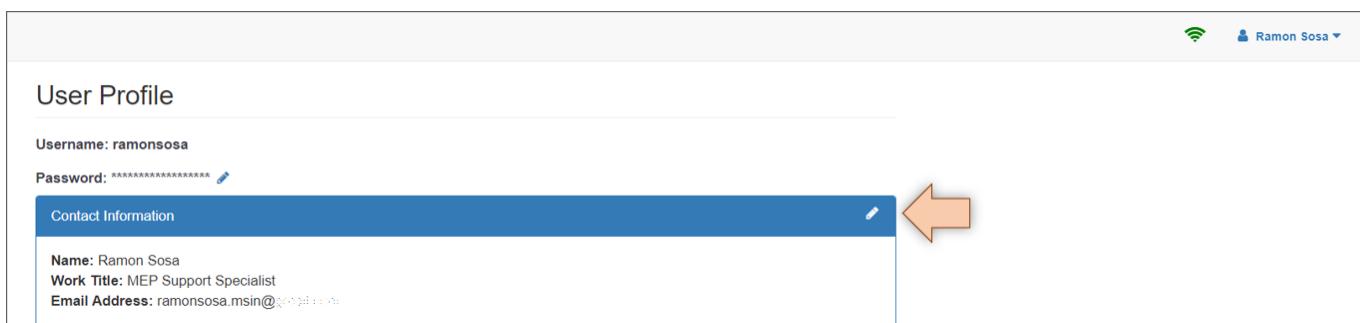
New Password

Confirm New Password

Change Password

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).



User Profile

Username: ramonsosa

Password: *****

Contact Information

Name: Ramon Sosa

Work Title: MEP Support Specialist

Email Address: ramonsosa.msin@*****

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 * <small>i</small>	<input type="text" value="ramonsosa"/> ✓		
Work Email * <small>i</small>	<input type="text" value="ramonsosa.msin@xxxxxxxxxx"/> ✓		
Person's First Name *	M.I.	Person's Last Name * *	Suffix
<input type="text" value="Ramon"/>	<input type="text" value="M.I."/>	<input type="text" value="Sosa"/>	<input type="text" value="- Suffix -"/>
Work Title *	<input type="text" value="MEP Support Specialist"/>		

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 >](#)

✖ Cancel ✓ Save

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

Street Address 2

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	Street Address	Street Address 2
Work Address	123 Test Street	Street Address 2
City	State	Zipcode
 Sacramento	 California	 95822
<input type="button" value="Cancel"/> <input type="button" value="Add"/>		

[Past Addresses >](#)

Address Phone Numbers

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



[Past Address Phone Numbers >](#)

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 -

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).