

Requesting an MSIN Account

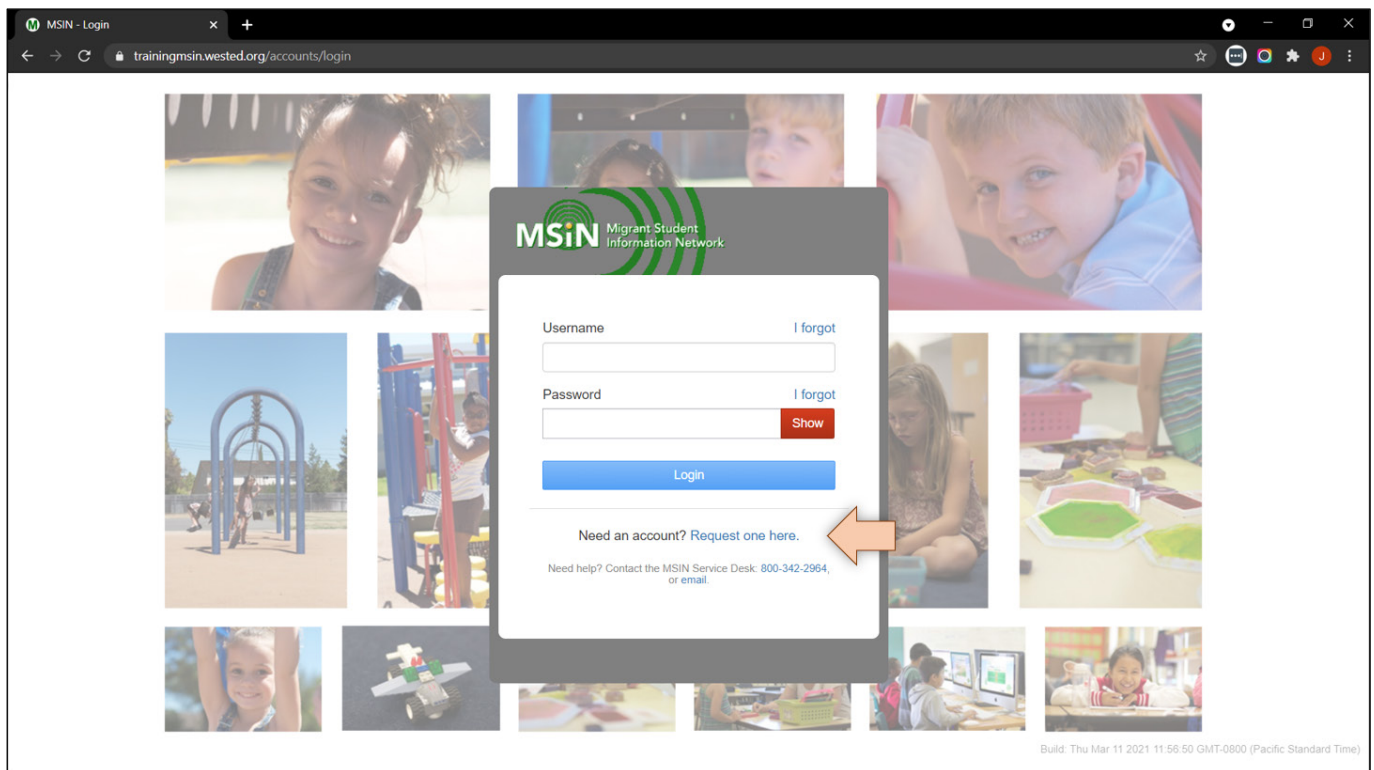
Introduction

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 walk you through the account request process. 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. The assumption is that you do not currently have an account for the site you wish to access.¹

STEP 1: VISIT THE MSIN 6.0 SITE

Enter the following address in your web browser: <https://msin.wested.org/>

Near the bottom of the MSIN 6.0 login window, you will see the text: “Need an account? Request one here.” Click on the “Request one here” link. The system will then take you to the Account Request Form, which you must complete and submit to obtain an account.



¹ If you already have an MSIN 6.0 or Training MSIN account, but have forgotten your username or password, see the guide titled “Recover Your Username or Password.” If your account for either site has been revoked for any reason, then contact the MSIN Service Desk.

STEP 2: COMPLETE THE ACCOUNT REQUEST FORM

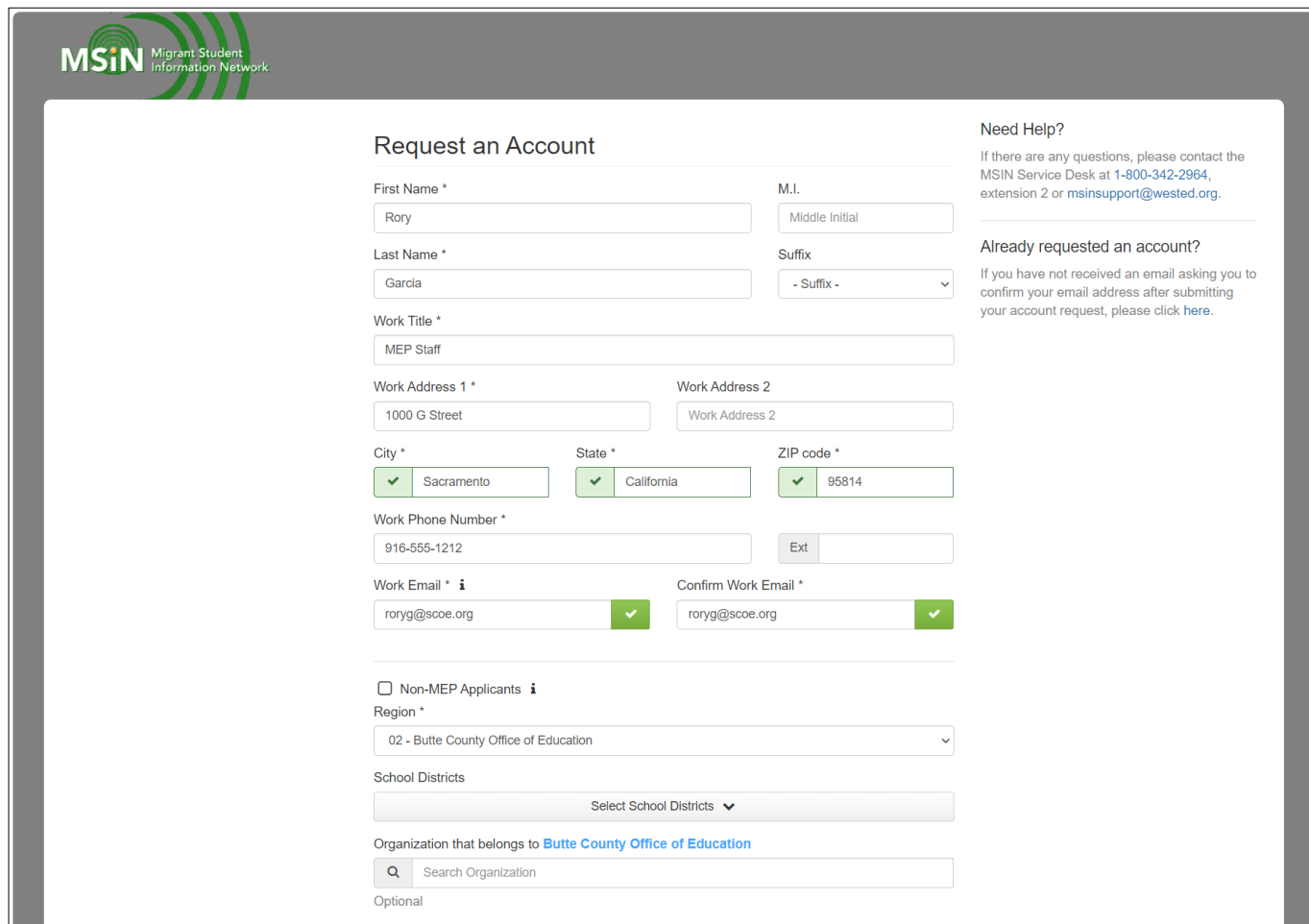
Enter your name and work-related contact information

The Account Request Form asks the requester to enter their name and work-related information, such as work title, work address, work email, region, etc. Complete all the required fields, which are marked with an asterisk.

It is very important to note that MSiN 6.0 only allows education-related email addresses. It will not accept email addresses from Gmail, Hotmail, Yahoo, etc.

Optionally, you may select one or more districts if you only work if you are based at district locations. Note that by selecting districts level access you will be limited to working with records within the assigned district(s). The COE and Child Search feature will remain statewide even when district level access is selected.

Although the Organization field is not required, we encourage you to enter it if possible. This could be the school district you work for, the County Office of Education you work for, or another education-related organization.



Request an Account

First Name * M.I.

Last Name * Suffix

Work Title *

Work Address 1 * Work Address 2

City * State * ZIP code *

Work Phone Number * Ext.

Work Email * Confirm Work Email *

☐ Non-MEP Applicants **Region ***

School Districts

Organization that belongs to **Butte County Office of Education**

Optional

Need Help?
If there are any questions, please contact the MSiN Service Desk at 1-800-342-2964, extension 2 or msinsupport@wested.org.

Already requested an account?
If you have not received an email asking you to confirm your email address after submitting your account request, please click [here](#).

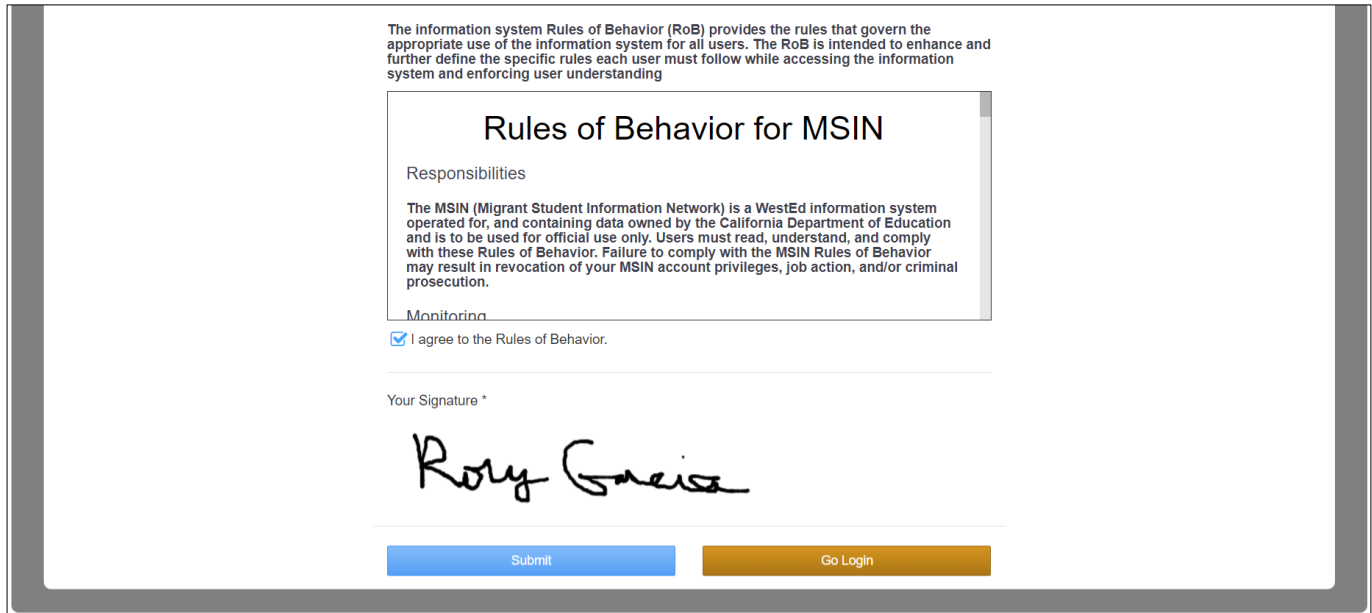
Read and agree to the terms of the Rules of Behavior

Read through the Rules of Behavior and agree to the terms by marking the checkbox, as shown below. The Rules of Behavior provide important information about using the system and best practices for security.

Sign and submit the form

Use your mouse or touchscreen to sign and then select the “Sign” button once you are satisfied with your signature. You have the option to clear your signature if you want to start over.

You can then click the “Submit” button to submit the account request.



The information system Rules of Behavior (RoB) provides the rules that govern the appropriate use of the information system for all users. The RoB is intended to enhance and further define the specific rules each user must follow while accessing the information system and enforcing user understanding

Rules of Behavior for MSIN

Responsibilities

The MSIN (Migrant Student Information Network) is a WestEd information system operated for, and containing data owned by the California Department of Education and is to be used for official use only. Users must read, understand, and comply with these Rules of Behavior. Failure to comply with the MSIN Rules of Behavior may result in revocation of your MSIN account privileges, job action, and/or criminal prosecution.

Monitoring

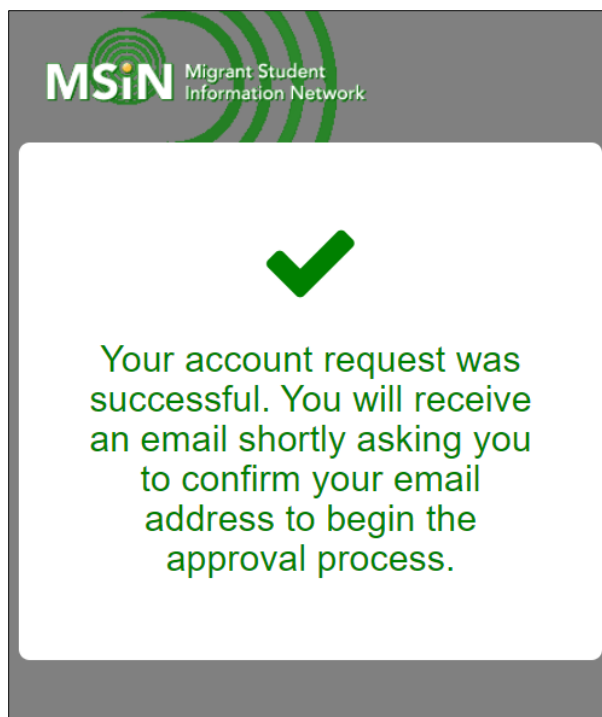
☒ I agree to the Rules of Behavior.

Your Signature *

Rory Garcia

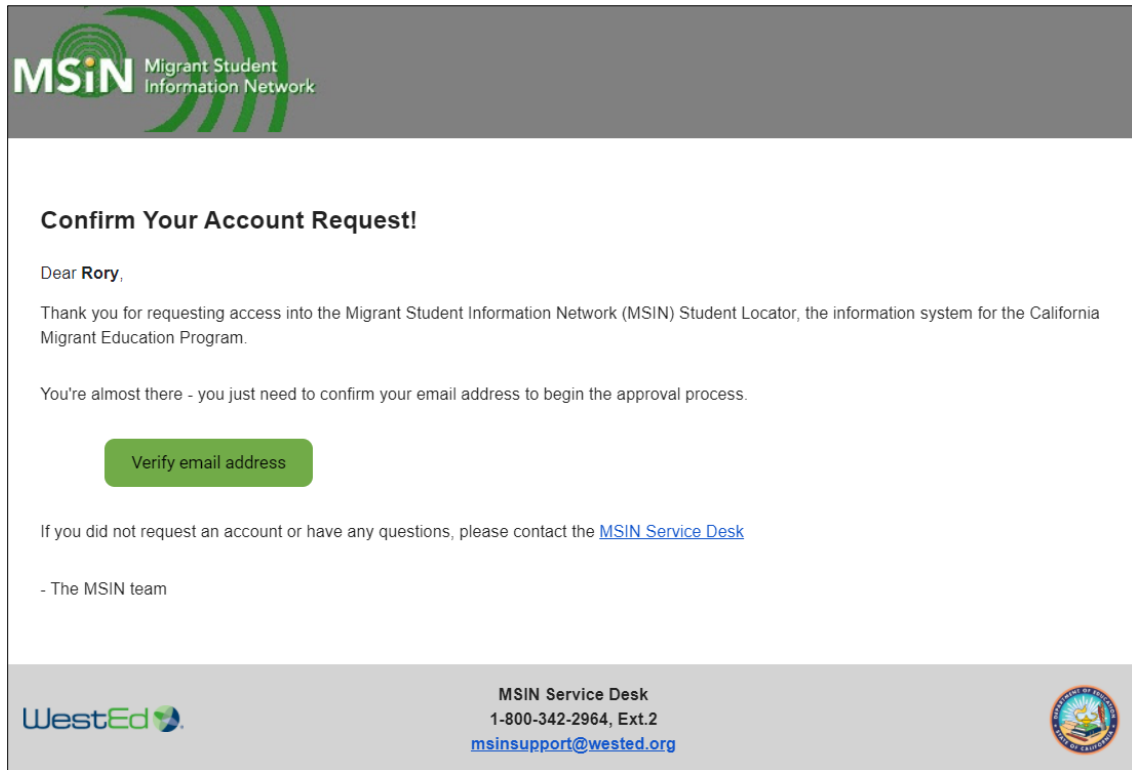
[Submit](#) [Go Login](#)

After you submit your request, you will see the following image, which confirms successful receipt of your request.

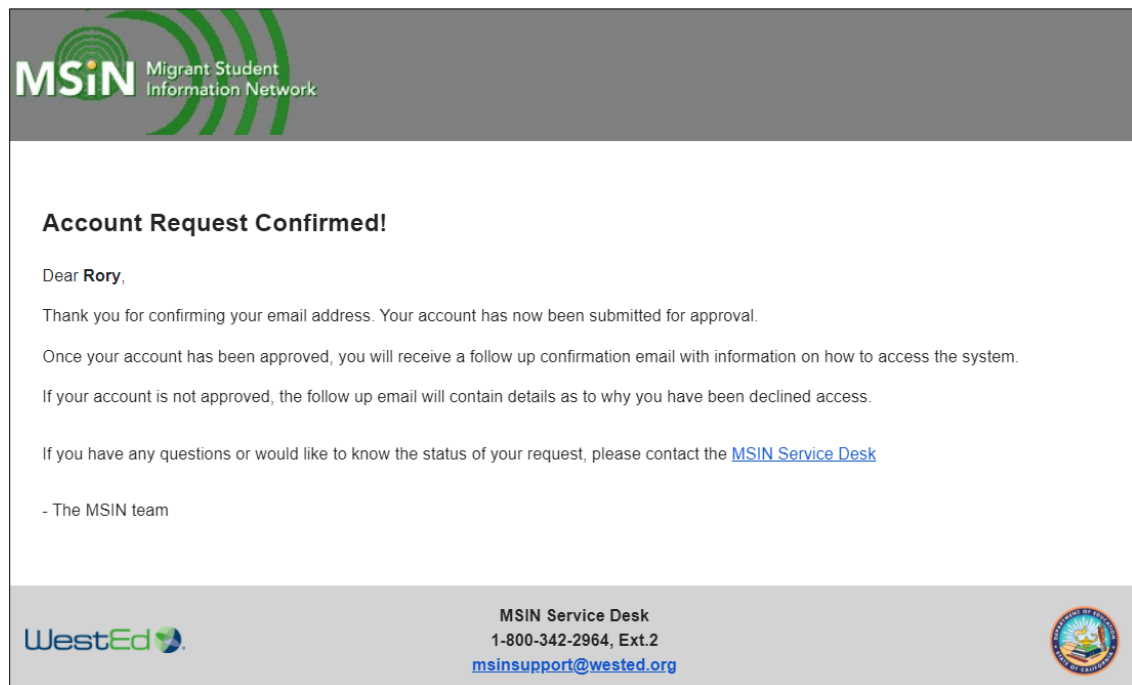


STEP 3: VERIFY YOUR EMAIL ADDRESS

After your account request is submitted, you will receive an email that requires you to verify your email address. Click on the “Verify email address” button in the body of the email.



After verifying your email address, you will receive another email confirming your account request.

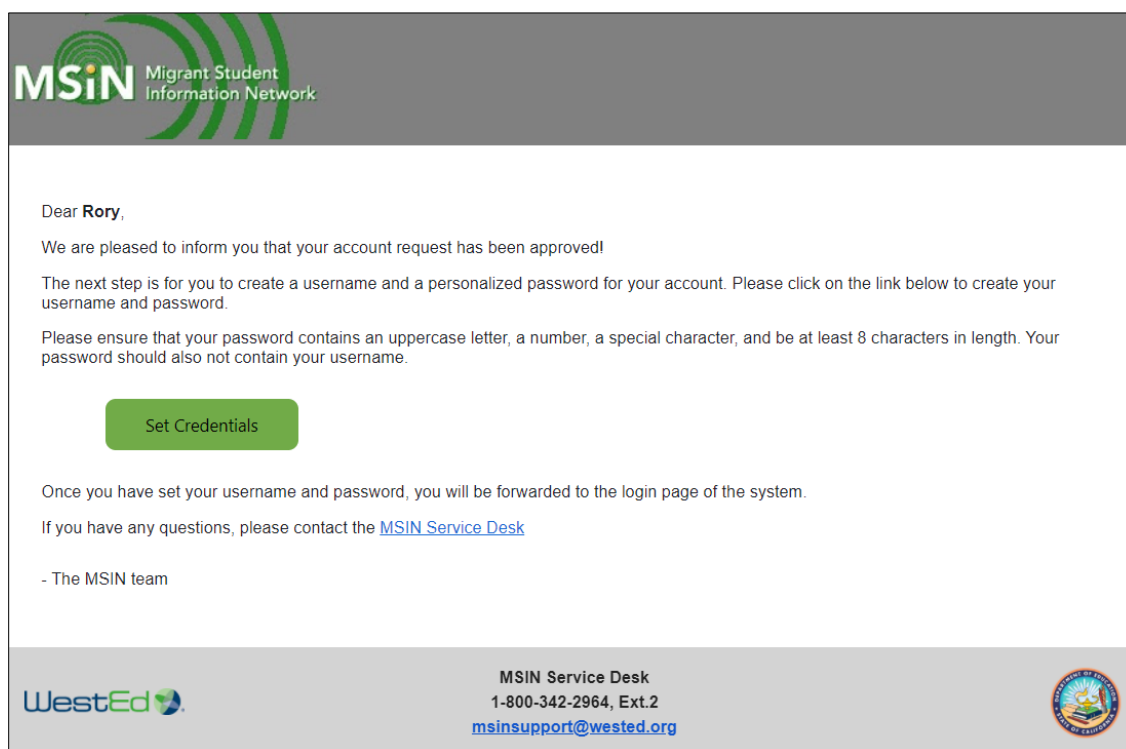


The system will now forward the account request to the workbench queue for the subgrantee (region or direct-funded district) selected in the account request form. Subgrantee staff that have the Regional User Approver role can claim the account request for review and approval. Once a Regional User Approver has approved your account, it will be forwarded to WestEd staff with access to MSIN for final review and approval.

STEP 4: RECEIVE YOUR ACCOUNT APPROVAL AND SET YOUR CREDENTIALS

Once your account request is approved, you will receive an email confirmation notifying you that the account has been approved.

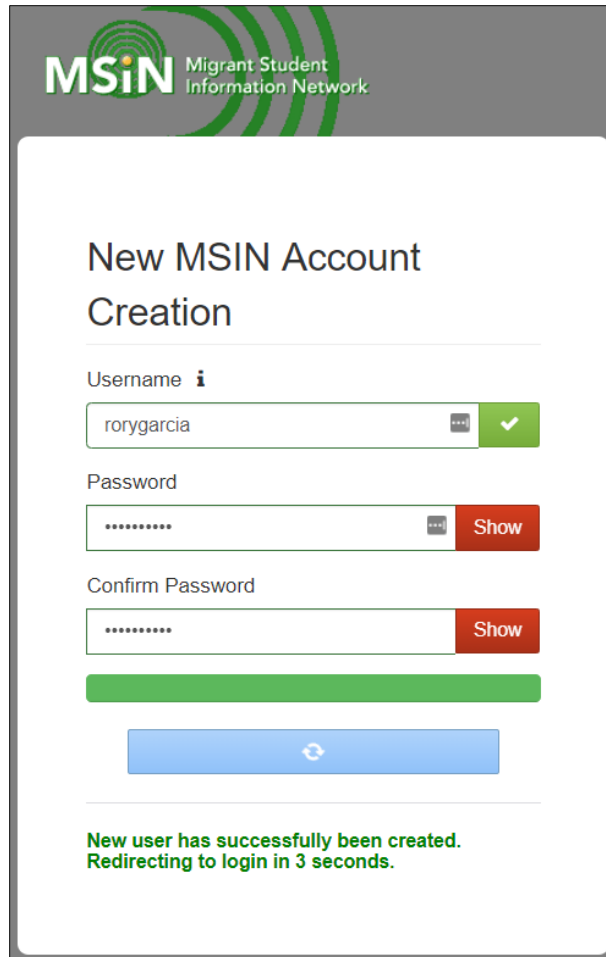
The email will contain a green “Set Credentials” button to click which will take you to the MSIN 6.0 website where you will set your username and password.



STEP 5: ENTER YOUR USERNAME AND PASSWORD

After clicking the “Set Credentials” button in your approval message, your browser will open a window to enter a personalized username and password. Your username should be easy to remember, such as a combination of your first and last names or a professional handle. As you enter this text, the system will check to make sure the username is available and will prompt you if your entry has already been taken.

Your password should contain at least one special character, one number, one uppercase letter, and be a minimum of 8 characters long. The system will prompt you if one or more of these required elements is missing. As shown in the screenshot below, you will need to enter your password twice.

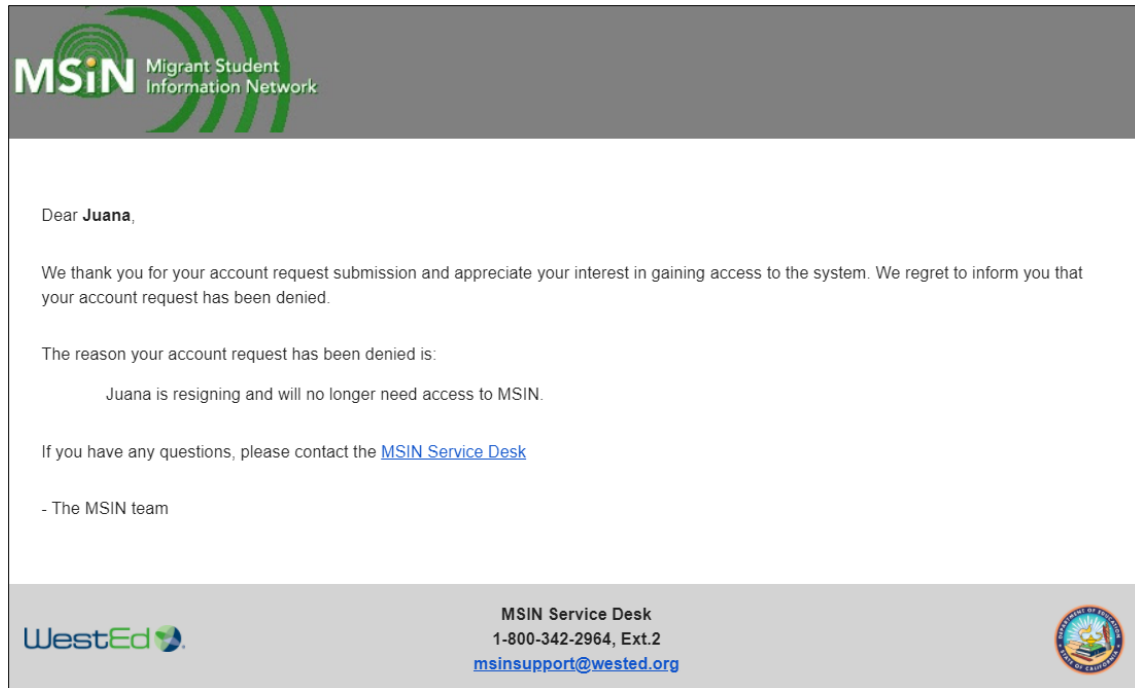


The screenshot shows the 'New MSIN Account Creation' page. At the top is the MSIN logo and the text 'Migrant Student Information Network'. The main heading is 'New MSIN Account Creation'. Below this are three input fields: 'Username' with the value 'rorygarcia' and a green checkmark icon; 'Password' with masked characters and a red 'Show' button; and 'Confirm Password' with masked characters and a red 'Show' button. Below the password fields is a green progress bar and a blue button with a circular arrow icon. At the bottom, a green message states: 'New user has successfully been created. Redirecting to login in 3 seconds.'

Per the MSIN password policy, the system will prompt you to change your password every 90 days. It is also important to log in periodically, otherwise the system will revoke your account after 120 days of inactivity.

If an Account is Denied

If your account request is denied, you will receive an email notification with an explanation of why you have been denied access, as shown in the example below.



Resources

Now that you have access to MSIN 6.0, we strongly recommend that you also request a Training MSIN account (<https://trainingmsin.wested.org>). Training MSIN is a safe environment to practice using system features and to test realistic scenarios, without impacting your real child data (which resides in MSIN 6.0).

If you have specific questions not covered in this guide, please contact your local Regional User Approver or a local MSIN Power User. For any remaining questions or concerns, feel free to contact the MSIN Service Desk by email (msinsupport@wested.org) or phone (1-800-342-2964, option 1).