Migrant Student Information Exchange (MSIX)

MSIX Basics

2008 NASDME Conference
April 21, 2008
Agenda

- Welcome and Introductions
  Jennifer Dozier

- The History of MSIX
  Jennifer Dozier

- MSIX Overview
  John Carden

- MSIX Functionality
  Charlie Inman, Keith Scott

- Available MSIX Support and Resources
  John Carden

- Questions and Answers
MSIX Pop Quiz

Jennifer Dozier
The History of MSIX

Jennifer Dozier
The Need for Records Exchange

• **High Movement** - Highly mobile migrant student population

• **Short Notice** - Students move from state-to-state, often without notice

• **Lack of Data** - Timely and accurate educational and health information not always available

• **Placement Errors** - Students placed in incorrect courses or grades

• **Loss of MEP Services** - Students not provided most beneficial MEP services
# The Records Exchange History

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1966</td>
<td>MEP legislation authorizes the transmittal of school records</td>
</tr>
<tr>
<td>1969-1995</td>
<td>Arkansas Dept of ED operated the “MSRTS”</td>
</tr>
<tr>
<td>1995</td>
<td>Congress terminates the MSRTS</td>
</tr>
<tr>
<td>2000</td>
<td>ED convenes the Common Data Elements Committee</td>
</tr>
<tr>
<td>2001</td>
<td>NCLB requires ED to:</td>
</tr>
<tr>
<td></td>
<td>1. Assist States in developing methods for electronic transfer of records</td>
</tr>
<tr>
<td></td>
<td>2. Ensure the linkage of migrant student record systems</td>
</tr>
<tr>
<td></td>
<td>3. Utilize existing migrant student systems</td>
</tr>
<tr>
<td></td>
<td>4. Establish the minimum data elements (MDE) States must collect and maintain</td>
</tr>
</tbody>
</table>
Migrant Records Exchange Today

- **Disparate Databases** - States use disparate migrant student databases to maintain information on migrant students.

- **Limited Ability to Exchange** - Some States that use the same migrant student database have a limited ability to electronically exchange records among each other.

- **Slower Manual Methods** - Many States still exchange records via fax or regular mail.

- **National Exchange Need** - States need an electronic system to exchange migrant student records on a national basis.
The Records Exchange Initiative Goals

- **Goal 1** Create an *electronic exchange* for the transfer of migrant student education and health data amongst the States.

- **Goal 2** Promote the *use* of the Migrant Student Information Exchange (MSIX).

- **Goal 3** Ensure the use of the consolidated migrant student record for the purposes of *enrollment, placement and accrual of credits* of migrant students.

- **Goal 4** Produce *national data* on the migrant population.
MSIX Overview

John Carden
What is MSIX?

MSIX is a web-based portal that links States’ migrant student record databases to facilitate the national exchange of migrant students’ educational and health information among the States.
# MSIX Overview

<table>
<thead>
<tr>
<th>What MSIX does...</th>
<th>What MSIX does not do...</th>
</tr>
</thead>
<tbody>
<tr>
<td>• MSIX produces a single “consolidated record” for each migrant child that contains information from each state in which the child was ever enrolled.</td>
<td>• MSIX does not replace existing migrant student information systems.</td>
</tr>
<tr>
<td>• MSIX contains the <strong>minimum data elements</strong> necessary for the proper enrollment, grade and course placement, and accrual of credits for migrant children.</td>
<td></td>
</tr>
</tbody>
</table>
Consolidating to Provide Migrant Student Records from State Systems

**MSIX Portal**
- MSIX Receives Data from the Individual States.
- End User Reviews Consolidated Data from All States.

**State MEP Systems**
- MIS 2000
- NGS
- COEStar
- Other

**Enter / View Student Data**
- End Users

**sFTP File Transfer**

**MSIX Services**

<table>
<thead>
<tr>
<th>Migrant Student Records</th>
<th>Data Upload</th>
<th>User Administration</th>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Record Matching</td>
<td>• Data Configuration</td>
<td>• Registration/Maintenance</td>
<td>• Data Reports</td>
</tr>
<tr>
<td>• Conflict Data Resolution</td>
<td>• Scheduling</td>
<td>• Login/Password</td>
<td>• Information Exchange Reports</td>
</tr>
<tr>
<td>• Student History</td>
<td></td>
<td></td>
<td>• OME Reports</td>
</tr>
<tr>
<td>• Transcripts</td>
<td></td>
<td></td>
<td>• Display as Word, Excel, and PDF</td>
</tr>
<tr>
<td>• Immunization</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Security**
- • Role-based Access
- • Encryption

**Reference Data**
- • States
- • Schools
- • Demographics

**User Administration**
- • Registration/Maintenance
- • Login/Password

**Data Upload**
- • Data Configuration
- • Scheduling

**View Student Data**
Key MSIX Features

- **Information** — Retrieve and view student information
  - Search, view, and print consolidated student records
  - Multiple search parameters
  - Accessible online
  - Printed reports available

- **Record Conflicts** — Identify and resolve student record conflicts
  - Student Merge workflow
  - Student Split workflow

- **Notification** — Alert other jurisdictions of planned student moves

- **Role-based** — Create users based on ‘MSIX roles’ to allow appropriate access to MSIX functions and student data

- **Structure** — Create regions within a state to manage MSIX activities and workflow
State Responsibilities

- **Data Elements** - Collect and maintain the minimum data elements
- **Transmitting** - Transmit data to MSIX in a timely manner
- **Access** - Determine who will have access to MSIX in your state
- **Support** - Assign staff who will resolve questions about students from your state
- **Communication** - Instruct state and local staff on the proper use of the MSIX consolidated record for enrollment, placement and accrual of credits for migrant students
- **Security** - Ensure proper and secure use of MSIX by state and local staff
# MSIX Functions by User Role

<table>
<thead>
<tr>
<th>Function</th>
<th>Primary User</th>
<th>Secondary User</th>
<th>District Data Admin</th>
<th>Regional Data Admin</th>
<th>State Data Admin</th>
<th>State Region Admin</th>
<th>Regional User Admin</th>
<th>State User Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Account</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Search, Display &amp; Print Student Records</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Send Student Move Notices</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Download Individual Student Records</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Initiate Student Merges and Splits</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Validate / Reject Student Merges and Splits</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Access District Worklist Items</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Access Region Worklist Items</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Access State Worklist Items</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generate Reports</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create / Modify State User Level Accounts</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Create / Modify Regional Level User Accounts</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create / Modify School or District Level User Accounts</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Reset Passwords</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Enable Regional Functionality</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create / Modify Regions</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MSIX Functionality

Charlie Inman
Keith Scott
# MSIX Functions – Primary & Secondary Users

<table>
<thead>
<tr>
<th>Function</th>
<th>Primary User</th>
<th>Secondary User</th>
<th>District Data Admin</th>
<th>Regional Data Admin</th>
<th>State Data Admin</th>
<th>State Region Admin</th>
<th>Regional User Admin</th>
<th>State User Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Account</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Search, Display &amp; Print Student Records</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Send Student Move Notices</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Download Individual Student Records</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Initiate Student Merges and Splits</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Validate / Reject Student Merges and Splits</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Access District Worklist Items</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Access Region Worklist Items</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Access State Worklist Items</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Generate Reports</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create / Modify State User Level Accounts</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create / Modify Regional Level User Accounts</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create / Modify School or District Level User Accounts</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reset Passwords</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Enable Regional Functionality</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create / Modify Regions</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Primary & Secondary User Roles Overview

- **Most common MSIX User Roles**

- **Potential Users**
  - Guidance Counselor
  - MEP Data Entry Staff
  - Registrar
  - Teachers

- **Primary & Secondary User Key Functions**
  - Search, display, and print student records
  - Email notification of an arrival or departure of a student

- **Primary User (only) Key Functions**
  - Initiate merge and split of student records
  - Export student records to a file for upload into their State’s system (States to determine how to use this function)
Pat Washington, Welcome to MSIX

The MSIX site and all its components are designed to facilitate the exchange of migrant student records for the purposes of school enrollment, placement, and accrual of credit in school.
Basic Student Search

Please enter your search criteria below. Ensure that your search contains at least one of the following elements:

1. Student MSIX ID.
2. State Student ID.
3. Student First, Middle, or Last Name.

Partial searches are allowed by entering at least one character and selecting the "Partial" search option. Use "Exact" to search for an exact match on the information that you entered in a given field.

Please click Advanced Search for a more in-depth search capability.

Last Name: __________________________
First Name: __________________________
Middle Name: __________________________
Student Gender: __________________________
Student DOB: __________________________
MSIX ID: __________________________
Student State ID: __________________________
State: __________________________

Search Clear
## Search Results for Student:

To view student record details, please click on the MSIX ID or the Student State ID.

<table>
<thead>
<tr>
<th>MSIX ID</th>
<th>Student State ID</th>
<th>State</th>
<th>Student Name</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Multiple Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>129261277563</td>
<td>77830696STZ</td>
<td>WA</td>
<td>ALVARADO, MARIO ALBERTO</td>
<td>05/28/1995</td>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>129261277563</td>
<td>PAWA01NM004</td>
<td>PA</td>
<td>Alvado, Marios Alberto</td>
<td>05/26/1995</td>
<td>Male</td>
<td></td>
</tr>
</tbody>
</table>
Consolidated Student Record View

Search Results for MSIX ID: 129261277693
Student Name: MARIO ALBERTO ALVARADO State ID: PAWA01NM004 State: PA

<table>
<thead>
<tr>
<th>Demographics</th>
<th>Enrollments</th>
<th>Course History</th>
<th>Assessments</th>
</tr>
</thead>
</table>

**Student Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>MARIO ALBERTO ALVARADO</th>
<th>Gender:</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Date:</td>
<td>05/23/1985</td>
<td>Multiple Births:</td>
<td></td>
</tr>
<tr>
<td>Birth Location:</td>
<td>RIO GRANDE CITY, Texas, United States</td>
<td>Birth Date Verification:</td>
<td></td>
</tr>
<tr>
<td>Male Parent:</td>
<td>CESARITO ALVARADO</td>
<td>Male Parent Type:</td>
<td>Undisclosed</td>
</tr>
<tr>
<td>Female Parent:</td>
<td>MARIA ELENA ALVARADO</td>
<td>Female Parent Type:</td>
<td>Undisclosed</td>
</tr>
</tbody>
</table>

**Qualifying Arrival Information (most recent)**

<table>
<thead>
<tr>
<th>Qualifying Arrival Date:</th>
<th>09/17/1993</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifying Move From Location:</td>
<td>RIO GRANDE CITY, TX, US</td>
</tr>
<tr>
<td>Qualifying Move To Location:</td>
<td>BAY, AR</td>
</tr>
</tbody>
</table>

**Eligibility Information**

<table>
<thead>
<tr>
<th>Expiration Date:</th>
<th>07/30/2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEP Enrollment Date:</td>
<td>11/25/2001</td>
</tr>
</tbody>
</table>

Send an MSIX user an email notification indicating that a student has arrived in your area or has moved to their area

Flag Record for Merge    Flag Record for Split

Send Notification

Export to File
Email Notification Confirmation

From: Name: Pat Washington  
Phone Number: 2343522435  
Email Address: p.washington@ma.state.us  
State: Massachusetts  
User Role: State Regional Administrator, State User Administrator, State Data Administrator

To: Texas.StateDataAdmin (mslx.sda.tx@email.com)  
State: Texas  
District: WESLACO ISD  
School:

Notification: This student has moved to our State.  
MSIX ID: 242175651176  
Student Name: Carmen Guizarre  
State ID: XX122000-2  
State: NJ

Comments: Carmen Guizarre enrolled in the Springfield, MA School District on 4/15/08. Please forward her immunization records.

Are you sure you want to send this email notification?

[Yes] [No]
### MSIX Functions – User Administrator

<table>
<thead>
<tr>
<th>Function</th>
<th>Primary User</th>
<th>Secondary User</th>
<th>District Data Admin</th>
<th>Regional Data Admin</th>
<th>State Data Admin</th>
<th>State Region Admin</th>
<th>Regional User Admin</th>
<th>State User Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Account</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Search, Display, &amp; Print Student Records</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Send Student Move Notices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Download Individual Student Records</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Initiate Student Merges and Splits</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Validate / Reject Student Merges and Splits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access District Worklist Items</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access Region Worklist Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access State Worklist Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generate Reports</td>
<td>X</td>
<td></td>
<td>Regional User Admin</td>
<td>X</td>
<td>State User Admin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create / Modify State User Level Accounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create / Modify Regional Level User Accounts</td>
<td>X</td>
<td></td>
<td>Regional User Admin</td>
<td></td>
<td>State User Admin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create / Modify School or District Level User Accounts</td>
<td>X</td>
<td></td>
<td>Regional User Admin</td>
<td></td>
<td>State User Admin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reset Passwords</td>
<td>X</td>
<td></td>
<td>Regional User Admin</td>
<td></td>
<td>State User Admin</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enable Regional Functionality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Create / Modify Regions</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
User Administrator Role Overview

• **3 User Administrator Levels**
  – OME User Administrator – Creates 1 State User Administrator for each State
  – State User Administrator – Minimum of 1 per state required
  – Regional User Administrator – State Option

• **Potential Users**
  – State MEP Administrators

• **Key Functions**
  – Create user accounts
  – Assign user role(s)
  – Update user account information
  – Deactivate user accounts
  – Reset passwords (*MSIX Help Desk does not reset passwords*)
User Search

User Administration

To create a new user please click the Create New User link.

To modify an existing user please enter the username or the user's first and last name. One of the search parameters (full name or username) is required in order to return valid results. You can only search for users in your state.

First Name: 
Last Name: 
Username:  

Search

Search Results

<table>
<thead>
<tr>
<th>User Name</th>
<th>Email Address</th>
<th>User ID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garza, Mary</td>
<td><a href="mailto:mgarza@jackson12.ms.state.us">mgarza@jackson12.ms.state.us</a></td>
<td>mgarza23</td>
<td>Enabled</td>
</tr>
<tr>
<td>Gonda, Matthew</td>
<td><a href="mailto:mgonda@jackson12.ms.state.us">mgonda@jackson12.ms.state.us</a></td>
<td>mgonda</td>
<td>Enabled</td>
</tr>
<tr>
<td>Grady, Marc</td>
<td>ExtralID@msix.com136</td>
<td>mgrady23</td>
<td>Enabled</td>
</tr>
</tbody>
</table>

© 2007 U.S. Department of Education. For Official Use Only

Rules Of Behavior | ED | OME
User Administration

Create or Update MSIX User

To create a new MSIX user, please enter all the required information. Required fields are identified with an asterisk (*).

"State" is a required field for State Data Administrators and State User Administrators. It is not required for other user roles. "District" is a required field for Regional Data Administrators and Regional User Administrators. It is not required for other user roles. Adding an additional level is completed after the Submit button has been pressed. "Cutoff" is a required field for Curriculum Data Administrators. It is not required for other user roles. Adding of the levels is completed after the Save button has been pressed. After successfully creating a new user, MSIX will generate an email to the email account specified for the new user. The email will contain the new MSIX User Name. A copy of the email will also be sent to the email address of the user administrator that approved the new user account. MSIX will send a second reminder to the new user's email account that contains the corresponding password. The user administrator will not be copied on the email confirming the new user.

To modify an existing MSIX user account, update the appropriate field with new information and press the Update button. Updating the account and account-level roles is completed after the Save button has been pressed.

If the user's password is reset, MSIX will generate an email to the user's email account that contains the new password.

Name:
First Name: ingrid
Last Name: hora
Work Address Line 1: 6655 Market St
Work Address Line 2:
Work City: Addison
Work Zip Code: 75001
Work Telephone Number: 454-555-2365
Work Email Address: ingridhora@edcf.org
Account Administrative Role:
User Roles:
Account Activation Date:
Account Expiration Date: 06/12/2008
Account Status: Enabled
Password Reset: Reset the user's password.
Rules of Behavior: Not associated yet
Account Creation Date: 11/05/2017 10:00:00
First Login Date:
Last Login Date:
Deletable Account: Permanently deactivate the user's account.
# MSIX Functions – Data Administrator

<table>
<thead>
<tr>
<th>Function / User Access</th>
<th>Primary User</th>
<th>Secondary User</th>
<th>District Data Admin</th>
<th>Regional Data Admin</th>
<th>State Data Admin</th>
<th>State RegionAdmin</th>
<th>Regional User Admin</th>
<th>State User Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Account</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Search, Display &amp; Print Student Records</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Send Student Move Notices</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Download Individual Student Records</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Generate Reports</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Initiate Student Merges and Splits</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Validate / Reject Student Merges and Splits</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Access District Worklist Items</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Access Region Worklist Items</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Access State Worklist Items</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create / Modify State Level User Accounts</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create / Modify Regional User Accounts</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create / Modify School Level User Accounts</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reset Passwords</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Enable Regional Functionality</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create / Modify Regions</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Data Administrator Role Overview

- **3 Data Administrator Levels**
  - State Data Administrator – Minimum 1 per State required
  - Regional Data Administrator – State Option
  - District Data Administrator – State Option

- **Potential Users**
  - State MEP Administrators
  - MEP Data entry staff

- **Key Functions**
  - Search, display, and print student records
  - Generate data and Information Exchange Reports
  - Initiate merge and split of student records
  - Validate or reject record near matches, merges, and splits
  - Resolve data quality issues
  - Email notification of an arrival or departure of a student
  - Export student records to a file for upload into their State’s system
**MSIX – User Initiated Merge and Split**

- **Student ‘Merge’** — Combine multiple records for the same student
  - Resolve MSIX-identified potential merges (‘near matches’)
  - User-Initiated merge, to manually combine student records
  - *Validate through a review and approval workflow (facilitated by user worklists, action escalations, and email notifications)*

- **Student ‘Split’** — Separate erroneously combined students
  - User-Initiated split, to manually separate a merged student record
  - *Validate through a review and approval workflow (facilitated by user worklists and email notifications)*
Uniq-ID Student Record-Matching Process

Identifies exact matches, near matches and new students

Student Record:
First Name
Middle Name
Last Name
Date of Birth
Gender

Matching engine compares student record to every pre-existing student in the Uniq-ID database

Matching Outcome

Match
Near Match
No Match

Action Based on Matching Outcome

MSIX Assigns Pre-existing Identifier
Human intervention needed to determine if student already exists in the Uniq-ID database
MSIX Creates New Identifier

Uniq-ID Master Database
Worklist Assignment and Escalation

A Worklist item is generated

Does the student have any enrollments?

Yes

Are any of the enrollments open?

No

Yes

Identify the District associated with the enrollment

Does the district have an associated District Data Administrator?

No

Assign to District Data Administrator

Yes

Assign to Regional District Administrator

No

Assign to State Data Administrator

Yes

Does the district have an associated Regional Data Administrator?

No

Yes

Assign to Regional District Administrator

Assign to State Data Administrator
**Worklist Dashboard**

**Worklist for DistDataAdmin Pennsylvania**

These are worklist items that have been identified and require an action to resolve or validate student records.

To view student record details, please click on any of the records below.

**Near Matches**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>Birth Date</th>
<th>Gender</th>
<th>Data Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvado</td>
<td>Marios</td>
<td>Alberto</td>
<td></td>
<td>05/26/1965</td>
<td>Male</td>
<td>2007-09-10 14:09:27.0</td>
</tr>
<tr>
<td>Cabriles</td>
<td>Blanca</td>
<td>Denise</td>
<td></td>
<td>06/09/1994</td>
<td>Female</td>
<td>2007-09-10 14:09:27.0</td>
</tr>
</tbody>
</table>

**Validate Merge**

You have no worklist items assigned.

**Validate User Initiated Merge**

You have no worklist items assigned.

**Validate Split**

You have no worklist items assigned.
Workflow for Near Match Resolution

State submits new student data

UniqID identifies a near match to an existing record

MSIX routes the student records to the appropriate data administrator associated with the new student record

* Escalates to next level data administrator

No Action Taken

Data administrator determines whether the near match should be merged or is not a match

MSIX creates a new MSIX ID for the new student record

Not a Match

Merge

MSIX routes the student records to the appropriate data administrator associated with the existing student record

Data administrator determines whether to validate or reject the merge

* Escalates to next level data administrator

No Action Taken

MSIX creates new MSIX ID for the new student record

Reject Merge

Validate Merge

MSIX merges the new student record with existing student record

* Escalation Paths
District Data Administrator (DDA) > Regional Data Administrator (RDA) > State Data Administrator (SDA)
Near Match Resolution

New Match Process

New Student Record(s) has/have been submitted for validation. Please validate or reject the merge of the student record by clicking on the appropriate button. If you reject the merge, then a new MSIX ID will be created for the student record. If you validate the merge, the student records will be merged into one.

- If this is a new student, please click on the "New MSIX ID" button to create a new MSIX student ID.
- If any of the records are a match, please click on record at a time and click the "Merge Record" button.
- If none of the records are a match to the new student record, please select all the records and click the "Not a Match" button.

New Student Record:
The New Student Record is a record recently submitted by a state to MSIX. The new record is a close match to one or more records already in MSIX.

- **New MSIX ID**
- **Submitting State:** Pennsylvania
- **Student State ID:** PA9401N3M004
- **Birth Date:** 05/26/1995
- **Student Name:** Manos Alberto Alvarado
- **Birth Location:** Rio Grande City Texas
- **Gender:** Male
- **Parent Type:** Birth
- **Parent Name:** Maria Alvarado
- **Qualifying Move To City:**

Near Matches Found in MSIX:
The records below are potential matches to the New Student Record above:

- **Submitting State:** Washington
- **MSIX ID:** 1200012775093
- **Student State ID:** 77890595072
- **Birth Date:** 02/20/1995
- **Student Name:** MARIO ALBERTO ALVARADO
- **Birth Location:** RIO GRANDE CITY Texas
- **Gender:** Male
- **Parent Type:** Undisclosed
- **Parent Name:** CESAR ALVARADO
- **Qualifying Move To City:** MARIA ELENA ALVARADO
- **Qualifying Move To City:**

Comments:

[Input field for comments]

[Buttons: Not a Match, Merge Record]
Near Match Resolution

The New Student Record is a record recently submitted by a state to MSIX. The new record is a close match to one or more records already in MSIX.

Submit State: Pennsylvania
Student State ID: PAWA01NM4004
Student Name: Marios Alberto Alvarado
Birth Location: Rio Grande City Texas
Gender: Male
Parent Type: Birth
Parent Type: Birth
Qualifying Move To City:

New MSIX ID

Are you sure you want to proceed?

Submitting State:
MSIX ID:
Birth Date:
Multiple Birth:
Male Parent:
Female Parent:
Qualifying Move From City:

Near Matches Found in MSIX:

The records below are potential matches. Review.

Submit State:
MSIX ID:
Birth Date:
Multiple Birth:
Male Parent:
Female Parent:
Qualifying Move From City:

Comments:

I feel that these are the same student.
Confirmation

The two records will await validation for the final merge.
1- Student Name: Alvado, Marios
2- Student Name: ALVARADO, MARIO

To go back to your worklist please click [here].
To go back to your potential merge list please click [here].
To go back to your potential split list please click [here].
Validate Merge Worklist

Validate Merge from Near Match Process

Worklist: Validate Merge

The new student record has been submitted for validation. Please validate or reject the merge of the student record by clicking on the appropriate button. If you reject the merge then a new MSIX ID will be created for the student record. If you validate the merge then the two student records will be merged into one.

DistDataAdmin Pennsylvania initiated this Student Merge/Split on 2007-09-19 21:19:13.0 and can be reached via 703-556-1212 ext: or msixtester@ed.gov 43

Previously entered comments: I feel that these are the same student.

New Student Record

<table>
<thead>
<tr>
<th>Submitting State</th>
<th>Pennsylvania</th>
<th>Student State ID:</th>
<th>PA/PA01IN0004</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSIX ID:</td>
<td>1234567890</td>
<td>Student Name:</td>
<td>Mario Alberto Alvarado</td>
</tr>
<tr>
<td>Birth Date:</td>
<td>05/26/1985</td>
<td>Birth Location:</td>
<td>Rio Grande City Texas</td>
</tr>
<tr>
<td>Male Parent:</td>
<td>Cesar Alvarado</td>
<td>Gender:</td>
<td>Male</td>
</tr>
<tr>
<td>Female Parent:</td>
<td>Maria Alvarado</td>
<td>Parent Type:</td>
<td>Birth</td>
</tr>
</tbody>
</table>

Existing Record(s) in MSIX

<table>
<thead>
<tr>
<th>Submitting State</th>
<th>Washington</th>
<th>Student State ID:</th>
<th>77800506ETZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSIX ID:</td>
<td>1234567890</td>
<td>Student Name:</td>
<td>MARIO ALBERTO ALVARADO</td>
</tr>
<tr>
<td>Birth Date:</td>
<td>05/26/1985</td>
<td>Birth Location:</td>
<td>RIO GRANDE CITY Texas</td>
</tr>
<tr>
<td>Male Parent:</td>
<td>CESAR ALVARADO</td>
<td>Gender:</td>
<td>Male</td>
</tr>
<tr>
<td>Female Parent:</td>
<td>MARIA ELENA ALVARADO</td>
<td>Parent Type:</td>
<td>Unisclosed</td>
</tr>
</tbody>
</table>

Comments:

Reject Merge  Validate Merge
Validate Merge Resolution

Worklist: Validate Merge

The new student record has been submitted for validation. Please validate or reject the merge of the student record by clicking on the appropriate button. If you reject the merge then a new MSIX ID will be created for the student record. If you validate the merge then the two student records will be merged into one.

DistDataAdmin Pennsylvania initiated this Student Merge/Split on 2007-09-19 21:19:13.0 and can be reached via 703-555-1212 ext: or msixtester@ed.gov43

Previously entered comments: I feel that these are the same student.

New Student Record

<table>
<thead>
<tr>
<th>Submitting State:</th>
<th>Pennsylvania</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSIX ID:</td>
<td>PAWA01NM004</td>
</tr>
<tr>
<td>Birth Date:</td>
<td>05/25/1995</td>
</tr>
<tr>
<td>Multiple Birth:</td>
<td></td>
</tr>
<tr>
<td>Male Parent:</td>
<td>CESARO ALVARADO</td>
</tr>
<tr>
<td>Female Parent:</td>
<td>MARIA ELENA ALVARADO</td>
</tr>
<tr>
<td>Student Name:</td>
<td>Marios Alberto Alvarado</td>
</tr>
<tr>
<td>Birth Location:</td>
<td>Rio Grande City Texas</td>
</tr>
<tr>
<td>Gender:</td>
<td>Male</td>
</tr>
<tr>
<td>Parent Type:</td>
<td>Birth</td>
</tr>
<tr>
<td>Parent Type:</td>
<td>Birth</td>
</tr>
</tbody>
</table>

Existing Record(s) in MSIX

<table>
<thead>
<tr>
<th>Submitting State:</th>
<th>Washington</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSIX ID:</td>
<td>77830676STZ</td>
</tr>
<tr>
<td>Birth Date:</td>
<td>05/25/1995</td>
</tr>
<tr>
<td>Multiple Birth:</td>
<td></td>
</tr>
<tr>
<td>Male Parent:</td>
<td>CESARO ALVARADO</td>
</tr>
<tr>
<td>Female Parent:</td>
<td>MARIA ELENA ALVARADO</td>
</tr>
<tr>
<td>State ID:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>MARIO ALBERTO ALVARADO</td>
</tr>
<tr>
<td>Birth Location:</td>
<td>RIO GRANDE CITY Texas</td>
</tr>
<tr>
<td>Gender:</td>
<td>Male</td>
</tr>
<tr>
<td>Parent Type:</td>
<td>Undisclosed</td>
</tr>
<tr>
<td>Parent Type:</td>
<td>Undisclosed</td>
</tr>
</tbody>
</table>

Comments:

[Blank Comment Field]

[Confirmation Dialog]

Are you sure you want to proceed?
[OK] [Cancel]

[Buttons]
[Reject Merge] [Validate Merge]
Validation Merge – Confirmation Page

**Confirmation**

The two students have been merged and updated accordingly.

**MSIX ID:** 129261277603  
**Student Name:** Alvado, Marios

To go back to your worklist please click [here](#).
To go back to your potential merge list please click [here](#).
To go back to your potential split list please click [here](#).
## MSIX Functions – State Region Administrator

<table>
<thead>
<tr>
<th>Function</th>
<th>Primary User</th>
<th>Secondary User</th>
<th>District Data Admin</th>
<th>Regional Data Admin</th>
<th>State Data Admin</th>
<th>State Region Admin</th>
<th>Regional User Admin</th>
<th>State User Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Account</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Search, Display &amp; Print Student Records</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send Student Move Notices</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Download Individual Student Records</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generate Reports</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiate Student Merges and Splits</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Validate / Reject Student Merges and Splits</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Access District Worklist Items</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access Region Worklist Items</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access State Worklist Items</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create / Modify State User Level Accounts</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create / Modify Regional Level User Accounts</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create / Modify School or District Level User Accounts</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reset Passwords</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Enable Regional Functionality</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create / Modify Regions</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
State Region Administrator Role Overview

• **Required role** for states using optional Regional functionality

• **Potential Users**
  – State MEP Administrators

• **Key Functions**
  – Enable and disable regional structure
  – Create new regions
  – Associate districts to regions
  – Edit regions
State Region Administration

• Regional functionality is optional

• Regions do not have to be official regions
  – Create to group districts
  – Create for specific work streams

• Regions consist of groups of School Districts within a state

• Regional structures may be used for User Administration, Data Administration, or both
### Regional Structure Administration

The table below contains a list of all Regions associated and Districts. Click the Edit link to update the Regional information.

#### Regional Structure Options

- Regional Structure for User Administration: Enabled
- Regional Structure for Data Administration: Enabled

#### Create new Region

Please click Create New Region to add a new Region to your State.

#### Active Regions

**Illinois Regional Structure**

<table>
<thead>
<tr>
<th>District Name</th>
<th>County</th>
<th>State District ID</th>
<th>NCES ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLUE RIDGE COMMUNITY SCH DIST 18</td>
<td>DE WITT</td>
<td>17-020-0160-26</td>
<td>1700003</td>
</tr>
<tr>
<td>CLINTON C U SCHOOL DIST 15</td>
<td>DE WITT</td>
<td>17-020-0150-26</td>
<td>1710440</td>
</tr>
<tr>
<td>ARLINGTON C U SCHOOL DIST 217</td>
<td>KNOX</td>
<td>33-046-2170-26</td>
<td>1703090</td>
</tr>
<tr>
<td>BOURBONNAIS SCHOOL DIST 53</td>
<td>KANKAKEE</td>
<td>32-046-0530-02</td>
<td>1706750</td>
</tr>
<tr>
<td>LISBON COMM CONS SCH DIST 90</td>
<td>KENDALL</td>
<td>24-047-0900-04</td>
<td>1723160</td>
</tr>
<tr>
<td>PLAINFIELD SCHOOL DIST 202</td>
<td>KENDALL</td>
<td>56-069-2020-22</td>
<td>1731740</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District Name</th>
<th>County</th>
<th>State District ID</th>
<th>NCES ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>IL RACO SCHOOL DIST 1</td>
<td>COOK</td>
<td>14-016-0050-60</td>
<td>1700024</td>
</tr>
<tr>
<td>A-C CENTRAL CUSD 262</td>
<td>CASS</td>
<td>46-009-2620-26</td>
<td>1700105</td>
</tr>
<tr>
<td>MADISON SCHOOL DIST 1</td>
<td>DU PAGE</td>
<td>18-022-0040-02</td>
<td>1703150</td>
</tr>
</tbody>
</table>

### Districts not currently in an enabled Region

<table>
<thead>
<tr>
<th>District Name</th>
<th>County</th>
<th>State District ID</th>
<th>NCES ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-L RACO SCHOOL DIST 1</td>
<td>COOK</td>
<td>14-016-0050-60</td>
<td>1700024</td>
</tr>
<tr>
<td>A-C CENTRAL CUSD 262</td>
<td>CASS</td>
<td>46-009-2620-26</td>
<td>1700105</td>
</tr>
<tr>
<td>MADISON SCHOOL DIST 1</td>
<td>DU PAGE</td>
<td>18-022-0040-02</td>
<td>1703150</td>
</tr>
</tbody>
</table>
MSIX Support & Resources

John Carden
MSIX Training Resources and Support

- Online Training Modules for each MSIX User Role
- Online Help
- MSIX Documentation
  - User Access Guide and Application
  - User Manual
  - Quick Reference Guide
  - Frequently Asked Questions
  - User Administrator Guide
  - User Conference Presentation
- MSIX Training Environment
  - Hands-on Exercises
  - Demonstrations
  - Training Event supporting materials
- User Support – MSIX Help Desk
  - Email: msixsupport@deloitte.com
  - Telephone: 866-878-9525
Online Training

MSIX Government Administrator MSIX User Online Training
MSIX Primary User MSIX User Online Training
MSIX Secondary User MSIX User Online Training
MSIX State Regional Administrator MSIX User Online Training
MSIX Data Administrator MSIX User Online Training
MSIX User Administrator MSIX User Online Training

User Manual

WORD  PDF  PDF (508 Compliant)

Quick Reference Guide

WORD  PDF

Frequently Asked Questions

MSIX Frequently Asked Questions
MSIX Frequently Asked Questions for People with Disabilities (508 Compliant)
WORD  PDF  PDF (508 Compliant)
Additional MSIX Online Resources

Forgotten Password

For a password reset, please contact your designated MSIX State User Administrator. You can find a User Administrator by using the User Administrator Search or by contacting the MSIX Help Desk at MSIXSupport@deloitte.com or 1-866-878-9525. To maintain the security of MSIX data, the MSIX Help Desk cannot reset passwords.

Contact Us

For issues regarding your account (e.g., password resets, updates to personal information), please contact your designated MSIX State User Administrator. You can find a User Administrator by using the User Administrator Search or by contacting MSIXSupport@deloitte.com or 1-866-878-9525. To maintain the security of MSIX data, the MSIX Help Desk cannot reset passwords.

How Do I Get an Account?

To request access to MSIX, please download the MSIX User Access Guide and Application then complete and submit to your State MSIX User Administrator. You can find a User Administrator by using the User Administrator Search or by contacting MSIXSupport@deloitte.com or 1-866-878-9525.

Who is my User Administrator?

User Administrator Search
MSIX Pop Quiz Answers

Jennifer Dozier
Questions?