

Frequently Asked Questions

About Web Applications

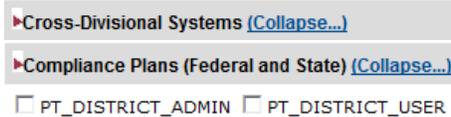
Web Application Systems responses:

COMPLIANCE PLAN (Federal and State) SYSTEM (CPS)

- **How do I access my plans under the new Compliance Plan (Federal and State) system (CPS)?**

To gain access to the CPS, give the User access under Compliance Plans in the Cross-Divisional Systems section within User Manager.

Click [HERE](#) for a detailed description of each security Role that is currently available for selection.



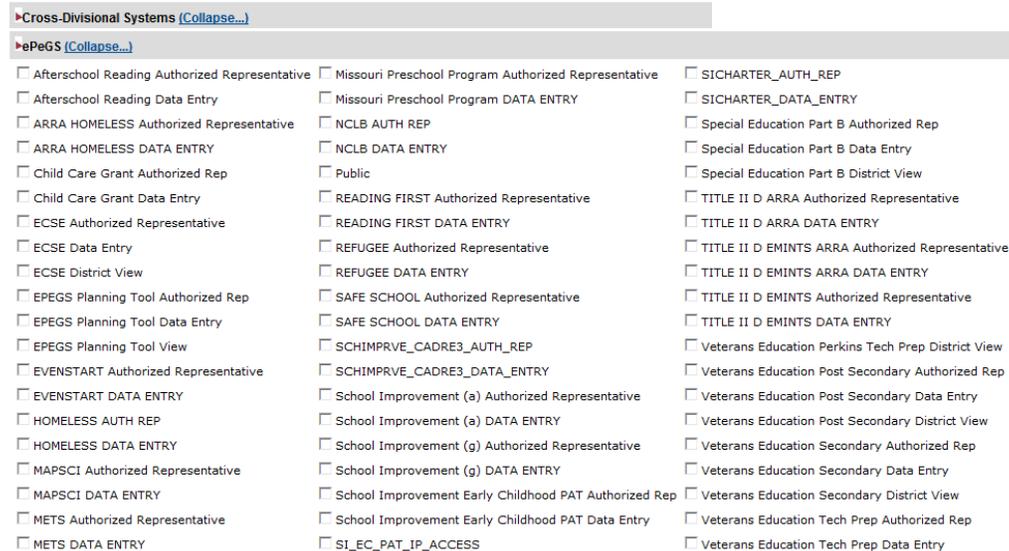
Once the User has this access, they should enter the CPS "lobby" by logging in and clicking on CPS. This will enter their name into the list of users. The CPS administrator can then go into the system and assign the user access to the plan(s). For more information on Compliance Plans, visit <http://dese.mo.gov/dsm/resourceforaccesstocomplianceplansystem.html>.

ePeGS

- **Do we still need access to the ePeGS system?**

The ePeGS system is still being utilized for budgets and payment requests for grants and programs. To grant and allow access to a district user, under Cross-Divisional Systems, indicate the applications and level of access. The access for ePeGS Planning Tool is no longer necessary. The Planning Tool is now referred to Compliance Plan System.

Click [HERE](#) for a detailed description of each security Role that is currently available for selection.



Missouri Comprehensive Data System (MCDS) Portal

- **How do I get access to the data I need on the Missouri Comprehensive Data System (MCDS) portal?**

The MCDS portal contains a vast array of information about Missouri public schools. Much of this information is available to the public. However, certain data is secured. School districts must submit a MOSIS Access Request Form for Users to have access to student-level data.

Missouri Student Information System (MOSIS)

- **I don't see the MOSIS program on the web form. How do I give access to it?**

The MOSIS system operates under a separate security system due to the sensitive nature of the information it houses. To apply for MOSIS access, fill in the online [MOSIS Access Request form](#)

Missouri
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Help | Menu

First Name Middle Initial Last Name

Birthdate (mm/dd/yyyy) Mother's Maiden Name

Email Address

Enter 6 Digit District Code (No Dashes)

Choose to give the user full district access.

District Level

OR

Select a single building from the list to assign this user to.

Show Buildings

Retrieve assurance statement to be printed and faxed to DESE by clicking the button below

Retrieve Printable Form

MO Department of Elementary and Secondary Education
Send questions to: webapps@desse.mo.gov

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https://k12apps.dese.mo.gov/webapps/um/um_access_request.aspx. Fill in the form online, print the form off, add the appropriate signatures, add the district's security pin number (every district superintendent has the district's security pin number), and fax the form to the Department.

USER MANAGER

- **What do I do if a user has multiple User IDs?**

Users should only have one User ID. From time to time Users are assigned a second User ID when they already have one. If you notice that a User has more than one User ID, the User Manager can combine them by running a User Report to find out which User ID has what accesses in the district, combining the accesses into one account, and removing the other (now unnecessary) account. The User should be aware that if they have multiple User IDs, only one is

attached to their Educator Certification file, and should request that User ID be the one used. If the User does not remember which User ID is tied to their Educator Certification file, they should contact the Educator Certification office at 573-751-0051.

- **What do I do if a user has new information such as a new name or email address?**

If a user has new identifying information such as a new email address or change of name, the User should log in and change the information.

The image shows two screenshots of the Missouri Department of Elementary & Secondary Education (DESE) website. The top screenshot displays the navigation menu with a green arrow pointing to the 'User Information' link. The bottom screenshot shows the 'User Information' form with fields for First Name, Last Name, Email Address, Mother's Maiden Name, and Date of Birth, along with a 'Save Changes and Continue' button.

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- ▼ **User Applications**
 - ▶ Cross-Divisional Systems
 - ▶ Financial & Administrative Services
 - ▶ Nonpublic System Only
 - ▶ Office of Adult Learning & Rehab. Services
 - ▶ Office of College and Career Readiness
 - ▶ Office of Early & Extended Learning
 - ▶ Office of Educator Quality
 - ▶ Office of Quality Schools
 - ▶ Office of Special Education
 - ▶ Reports
 - ▼ **User Information**
 - ▶ User Manager
 - ▶ Change Password
 - ▶ Edit User Profile
 - ▶ Edit Security Question/Answer
 - ▶ **Report**
 - ▶ Logon/Logoff

District / LEA:

- ▶ Reset Password
- ▶ DESE Homepage
- ▶ Login Request Forms
- ▶ Browser Technical Notes
- ▶ Web Accessibility
- ▶ Logon/Logoff

User Information:

Current User Information:

User Name:

First Name:

Last Name:

Email Address:

Mother's Maiden Name:

Date Of Birth:
(mm/dd/yyyy)

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The district User Manager cannot make these changes for the user. If the User is unable to make these changes, the User will need to submit an email to webappsloginassistance@dese.mo.gov to request their account be modified. The User will provide their date of birth, mother's maiden name and the current email address.

- **What if an individual that is a consultant who works for more than one district. How do I manage my User ID?**

Even if an individual works with several districts, they still only need one User ID. Districts wishing to add that individual to their list of users should find that User ID by clicking on the *Add To District*, typing in either the User ID or the first and last name of the user, and click on the name to add to the district. Make the desired assignments for applications, and click on *Process Access Request button*. When you log in, you will be presented with a list of the districts that have added you to their web apps system. Chose the district you wish to work with and continue.

- **Who is my User Manager?**

In addition to the district superintendent, the district may have multiple User Manager(s). Contact the superintendent's office for those names or for assistance.

- **How does a district identify an individual to become a User Manager? What can a User Manager do?**

The district must submit a User Manager Security Administration Form <http://dese.mo.gov/dsm/websystemuserid.htm> to the Department designating individual(s) as their User Manager(s). A webinar outlining the User Manger process and capacity can be found at <http://dese.mo.gov/webinar/Webinar12-09-10-DSM.htm>.

REPORTS

- **Can I get a list of what accesses a User has? Can I get a list of what Users have access to a specific program?**

The User Manager can access reports that show what district Users have access to and at what level. This is done by clicking on Reports on the left hand menu, and clicking on either *User* or *System* reports. If the viewer double clicks on the User or program name, a page with just that User or program information comes up, and can be easily printed.

- **What does the User Manager do when a staff person leaves employment?**

When a staff member leaves the district, their access will need to be removed. The User Manager will pull up their access and click on the button "Remove All User Security Access". This will only remove their access from your district.

The screenshot displays the 'User Manager' interface for Missouri Department of Education. The page title is 'User Manager' and the breadcrumb is 'User Manager: User Access - Access Request'. A 'Select District' dropdown menu is visible in the top right. On the left, a navigation menu includes 'User Manager Homepage', 'User Access', 'Add User to District', 'Modify District User's Access', 'Remove User from District', 'Report Menu', 'DESE Web Application Menu', and 'Login/Logout'. The main content area is titled 'User Access Request' and contains a form with the following fields: 'User ID', 'First Name', 'Last Name', 'Birth Date', 'Mother's Maiden Name', 'Request ID', and 'Email'. There are two buttons at the bottom: 'Update User Information' and 'Remove All User Security Access'.

SECURITY ROLE DESCRIPTIONS AVAILABLE

- **How can I as the User Manager find out what all these programs are?**

For a description of the programs and what the access level for that program will let the User do, click on [Click here](#) to see what the web application is set to do and what access will let individual in to.

HERE for a detailed description of each security Role that is currently available for selection.'"/>

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User Manager

District/LEA: Select District

User Manager: User Access - Access Request

User Access Request

User ID: Request ID:

First Name Last Name Birth Date Mother's Maiden Name

Email:

Update User Information Remove All User Security Access

Account Status: Active Last Login Date: 7/10/2013 2:14:25 PM
Failed Password Count: 0 Require Password Update: No

Send Password Reset Email Send automated email to account holder containing a password reset link.

Reactivate Account Reactivate any account that is "Locked" or "Disabled".

Require Password Update Requires account holder to reset their password the next time they log into the system.

Flag Account for Deletion Deactivates account and flags the account to be deleted after 30 days.

Click [HERE](#) for a detailed description of each security Role that is currently available for selection.

DISTRICT CHANGING EMAIL ADDRESSES

- **Our district is switching to a new email system, and all of our email addresses are changing. This means all of our Users will have new email addresses. What do I, as the User Manager do?**

The district may request that each User change their email address in web applications. In the event of large districts with many Users, the Department may be able to assist with these changes. Please contact the dsm@dese.mo.gov email address for assistance.

GETTING ASSISTANCE

- **I have a question not answered here. What should I do?**

Send a message to webappsloginassistance@dese.mo.gov or call 573-522-3207. Provide your name, User ID, school district name, phone number, and county-district code with your request.