



OFFICE OF DATA SYSTEM MANAGEMENT

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Missouri Department of Elementary and Secondary Education



Data Reporting

Timelines

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- Data Acquisition Calendar

https://apps.dese.mo.gov/DataAcquisitionCalendar/Data_Cal.aspx

- Reporting Timelines

<http://dese.mo.gov/data-system-management/core-datamosis/timelines>

- MOSIS

- Core Data

MOSIS Data Reporting

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CYCLE	COLLECTION	DUE BY
August	Student Enrollment and Attendance	August 15
October	Student Core	October 15
	Educator Core	
	Educator School	
	Course Assignment	
	Student Assignment	

Core Data Reporting

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CYCLE	SCREEN	SCREEN NAME	DUE BY
August	02	District Data	August 15
	03	District Contact Personnel	
	04	District Directory	
	06	District Tax Data	
	08	Attendance Center	
	10	School Calendar	
	16	Enrollment/Membership/Summer School	
	25	Gifted Education	
October	02	District Data	October 15
	15	Home School/Free Reduced Lunch	
	16	Enrollment/Membership/Summer School	
	18	Educator Data	
	20	Course Assignment Data	
	21	Educator Vacancy	
	22	Sending School Courses and Enrollment	

Reminders

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- ☐ Attendance Center Changes

https://dese.mo.gov/sites/default/files/dac_forms/MO5003067.pdf

- ☐ Core Data Screen 3 – District Contacts

Web Resources

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ODSM <http://dese.mo.gov/data-system-management>

- ❑ Core Data/MOSIS
 - File Layouts
 - Reference Manual
- ❑ Listserv
- ❑ MCDS Portal
- ❑ User Manager/Login Request Forms
- ❑ Webinars



User Manager

User Manager

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- ❑ Allows district User Managers ability to securely grant district/LEA staff access to DESE's web applications.
- ❑ Typically there are at least 2 User Managers at each district/LEA, one of which is the Superintendent.

Locating or Selecting a User

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District/LEA: 026006 JEFFERSON CITY
User Manager: Homepage

User Manager Home

User Manager for DESE Web Applications

The User Manager function of the Department's Web Applications is designed to give school district's administration the responsibility for their district's Web Applications users. These webinars will explain how the User Manager system works and how districts can use this function---view the [June 5, 2014 recorded webinar](#) and [December 9, 2010 recorded webinar](#).

Email: DESE_Secur...
Current Users: 3706

"Missouri public s... the best choice...the best results!"

▶ User Manager Homepage
▶ User Access
▶ Report Menu
▶ DESE Web Application Menu
▶ Logon/Logoff

▶ Add User to District
▶ Modify District User's Access
▶ Remove User from District
▶ Report Menu
▶ DESE Web Application Menu
▶ Logon/Logoff

Using the left navigation,

- The **Add User to District** link will allow you to add a new user to your district.
- The **Modify District User's Access** link allows you to edit a current user with your district
- The **Remove User from District** link will remove all access for the user from the district

Granting Access

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In order to see the roles or to grant access to Personally Identifiable Information (PII) applications, the correct PIN code must be entered and verified. Each district has a unique PIN code.

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District/LEA: User Manager: User Access - Access Request

[-District Level Access-]

Enhanced Security: Prior to viewing or changing Personally Identifiable Information (PII) applications, a valid Security PIN Code must be entered. The Security PIN Code is required for granting MOSIS access and all applicable applications that have PII. (Case Sensitive) [Verify]

User Access Request

User ID: _____ Request ID: _____
First Name: _____ Last Name: _____ Birth Date: _____ Mother's Maiden Name: _____
Email: _____

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

- DESE Web Applications (Collapse...)
- Annual Performance Report (Expand...)
- Annual Secretary of the Board Report (ASBR) (Expand...)
- ARRA (Expand...)
- Career Ladder (Expand...)
- Compliance Plans (Federal and State) (Expand...)
- Data Collection (Expand...)
- District Response MSP (Expand...)
- Educator Certification System (Expand...)
- Educator Qualifications (Expand...)
- PePGS (Expand...)
- Food and Nutrition Services (Expand...)
- Food and Nutrition Services Direct Certification (Expand...)
- HSE (Expand...)
- Map Results (Expand...)
- Migrant Education COE (Expand...)
- Missouri Comprehensive Data System (MCDS) (Expand...)

Data Collection (Collapse...)

Data Collection Authorized Representative Data Collection Data Entry Data Collection View Only

- **Authorized Representative** – Ability to submit to DESE
- **Data Entry** – Ability to enter data in application
- **View** – Ability to see the application but not able to edit the application

Reports

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□ There are 2 reports:

- The User Report displays the User with the access they have been granted
- The System Report displays the application and who has access

District Code:	District Name:
	Role
	User ID:
System: Map Results	Map Results
System: Map Results	Map Results Student Level - District PII
System: Missouri Comprehensive Data System (M CDS)	MSIP_APR_DISTRICT_VEW
	User ID:
System: Data Collection	Data Collection Data Entry
System: Educator Qualifications	District Data Entry
System: Map Results	Map Results
System: Map Results	Map Results Student Level - District PII
System: Missouri Comprehensive Data System (M CDS)	MSIP_APR_DISTRICT_VEW

The security roles that have access to Personally Identifiable Information (PII) are identified with the PII flag on both reports.

Assurance Agreement

- The Assurance Agreement details the users at a district and the access to Web Applications. Each district will be required to yearly review the district staff and ensure their access is correct.

Securing student-level data is of the utmost importance for the state and for local school districts and charter LEAs. In an effort to ensure that student information is protected, districts and LEAs will annually review and validate user manager accounts for accessing the data network. Districts and LEAs must ensure that all Users are still employed and have data access rights matching their current job responsibilities.

Selecting the “Agree to Assurance” button below indicates that the User Manager has reviewed the User Report and verified the security roles and access for all Users associated with this district are correct for the 2016-17 school year.

Assurance Agreement

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- Each district will have 15 calendar days from September 1, 2018, to agree to the assurance. The User Manager will get a pop-up message when they log into User Manager:



- Choosing yes will take the User into the Assurance Page
- Choosing Later will allow the User to continue with regular business until ready to agree to the assurance.

Assurance Agreement



District/LEA: User Manager Assurance Agreement

User Manager Assurance Agreement

- User Manager Homepage
- User Access
- Assurance
- Report Menu
- DESE Web Application Menu
- Logout/Logoff

Assurance Agreement Year: 2016-2017

User Manager Assurance Agreement for DESE Web Applications 2016-2017

Securing student-level data is of the utmost importance for the state and for local school districts and charter LEAs. In an effort to ensure that student information is protected, districts and LEAs will annually review and validate user manager accounts for accessing the data network. Districts and LEAs must ensure that all users are still employed and have data access rights matching their current job responsibilities.

Selecting the "Agree to Assurance" button below indicates that the User Manager has reviewed the User Report and verified the security roles and access for all users associated with this district are correct for the 2016-2017 school year.

Agree to Assurance

User Report

Select the User Report link to review staff and their access. This report will display who has access at the time the Assurance was agreed to.

1 of 3 100% Find | Next

Missouri Department of Elementary and Secondary Education User Manager User List

District Code:

District Name:

System	Role
System: Map Results	Map Results
System: Map Results	Map Results Student Level - District PII
System: Missouri Comprehensive Data System (MCDS)	MSIP_APR_DISTRICT_VIEW

System	User ID:
System: Data Collection	Data Collection Data Entry
System: Educator Qualifications	District Data Entry
System: Map Results	Map Results
System: Map Results	Map Results Student Level - District PII
System: Missouri Comprehensive Data System (MCDS)	MSIP_APR_DISTRICT_VIEW

Agreed to Assurance

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- The Assurance page will be updated to reflect that the assurance has been agreed to and the Assurance Agreement Report will only display who had access at that time

The screenshot shows the 'User Manager Assurance Agreement' page. At the top left is the Missouri Department of Elementary & Secondary Education logo. The top right corner of the page is labeled 'User Manager'. Below the logo, there is a navigation menu with options: 'User Manager Homepage', 'User Access', 'Assurance' (highlighted in yellow), 'Report Menu', 'DESE Web Application Menu', and 'Logout/Logoff'. The main content area is titled 'User Manager Assurance Agreement' and includes a dropdown menu for 'Assurance Agreement Year' set to '2016-2017'. Below this, the text reads: 'User Manager Assurance Agreement for DESE Web Applications 2016-2017'. A large text box contains the following information: 'Securing student-level data is of the utmost importance for the state and for local school districts and charter LEAs. In an effort to ensure that student information is protected, districts and LEAs will annually review and validate user manager accounts for accessing the data network. Districts and LEAs must ensure that all users are still employed and have data access rights matching their current job responsibilities. Selecting the "Agree to Assurance" button below indicates that the User Manager has reviewed the User Report and verified the security roles and access for all users associated with this district are correct for the 2016-2017 school year.' Below this text, there is a blue button labeled 'Assurance Agreement Confirmed' and a button labeled 'Assurance Agreement Report'.

Blocked Users for the District

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- If the User Manager does not agree to the Assurance by the due date all Users, except for User Managers, at the district will be blocked from accessing web applications.



Access Denied - Contact your User Manager(s)

Your User Manager is required to annually review their district's staffs' access to DESE applications. Your access is blocked until this verification is completed. Contact your User Manager(s) with questions.

DISTRICT USER MANAGER(s)

111111 District -- Minnie Mouse -- (minniemouse@anywhere.mo.us)

111111 District -- Donald Duck -- (donaldduck@anywhere.mo.us)

▼ User Applications

▼ DESE Web Applications

- ▶ Annual Report of the County Clerk
- ▶ ARRA
- ▶ Consultant Logs
- ▶ Educator Certification System - Request Educator Access
- ▶ ePeGS
- ▶ Missouri Comprehensive Data System (MCDS)
- ▶ Nonpublic Registration Form
- ▶ Nonpublic Registration Form (Rewrite)
- ▶ Nonpublic Registration Public School Verification
- ▶ RPDC Consultant Logs
- ▶ School Finance
- ▶ User Manager

▼ Report

- ▶ Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.

▼ User Information

- ▶ Change Password
- ▶ Edit User Profile
- ▶ Edit Security Question/Answer
- ▶ Logon/Logoff

District User Managers will not be blocked from User Manager to allow them to agree to the Assurance. Once the Assurance has been agreed to all users at the district will continue business and usual.

Questions

Contact Information:

Email: dsm@dese.mo.gov

Phone: 573-522-3207