

MACHS II User Manager

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Agenda

- To guide district User Managers through the changes in the User Manager application to grant access to the MACHS II system. MACHS II is the web application for state and federal criminal background/fingerprinting checks.

Web Application Logon

DESE Secured Web Application Logon

IMPORTANT NOTICE:

Inactive Account - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [LogIn]

User Name:

Password :

To view information available to the general public, Click [View Public Applications]

If you do not have a user name and password, Click [Register]

If you forgot your Username/Password, or to reset your password, Click [Forgot Username/Password?]

To have your account unlocked or to reset your password, please send your first and last name, user id (if known) and phone number to webapploginassistance@desecmo.gov. Staff will respond to your email between the hours of 7:30 - 4:00 p.m. M-F not including holidays.

Please be aware if you bookmark the Web Application's URL, you could have issues if there are updates to this page.

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Web Applications - User Manager

- ▼ **User Applications**
 - ▼ **DESE Web Applications**
 - ▶ Annual Report of the County Clerk
 - ▶ ARRA
 - ▶ Educator Certification System - Request Educator Access
 - ▶ ePeGS
 - ▶ Missouri Comprehensive Data System (MCDS)
 - ▶ Nonpublic Registration Form
 - ▶ RPDC Consultant Logs
 - ▶ School Finance
 - ▶ Special Education: Early Childhood
 - ▶ 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

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- User Manager Homepage
- ▼ User Access
 - Add User to District
 - Modify District User's Access
 - Remove User from District
- Report Menu
- DESE Web Application Menu
- Logon/Logoff

User Search

If you know the user's user id, you can enter it in the box below and click Edit User Access.

User ID:

If you do not know the user's id or would like to check if they had an existing user id, you can search for it by filling out any of the information below and clicking the search button.

First Name: Last Name:

Or click View All District Users to see all users with access to your district.

User ID	User Name
<input type="button" value="Edit User Access"/>	MachsTest Test, Machs
<input type="button" value="Edit User Access"/>	machstestTester, Machs

Add/Modify User's Account

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Personally Identifiable Information (PII)

026006 -- JEFFERSON CITY -- District Level Access --

Enhanced Security: Prior to viewing or changing Personally Identifiable Information (PII) security permissions, 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.

User Access Request

User ID: MachsTest

First Name	Last Name	Birth Date	Mother's Maiden Name	Require
<input type="text" value="Machs"/>	<input type="text" value="Test"/>	<input type="text" value="01/01/1980"/>	<input type="text" value="Test"/>	

Email:

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Required for MACHS II Access

User Access Request

User ID: MachsTest

First Name	Last Name	Birth Date	Mother's Maiden Name
Machs	Test	01/01/1980	Test

Email: barb.lepage@denix.mo.gov

Last 4 Digits of SSN#: 1234 *Required only for assigning MACH II access.

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...)

The last 4 digits of the SSN is encrypted and will not display after processing.

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- ▶ Educator Certification System (Expand...)
- ▶ Educator Qualifications (Expand...)
- ▶ ePeGS (Expand...)
- ▶ Food and Nutrition Services (Expand...)
- ▶ Food and Nutrition Services Direct Certification (Expand...)
- ▶ HSE (Expand...)
- ▶ MACHS II (Collapse...)
 - MACHS District View
- ▶ Map Results (Expand...)
- ▶ Migrant Education COE (Expand...)
- ▶ Missouri Comprehensive Data System (MCDS) (Expand...)
- ▶ Model Curriculum (Expand...)

Message from webpage

 As part of the fingerprint verification through the Missouri State Highway Patrol's (MSHP) Missouri Automated Criminal History Site (MACHS II) system, additional information is needed to process an individual's access form. In order to process the individual's request, it is required to update the individual's account information with the last four (4) digits of the individual's Social Security Number (SSN).

Please be aware when granting MACHS II access that the individual will have access to view all state and federal restricted criminal background check results for employees within your district.

OK

- Add check mark to MACHS District View to grant access to individual.
- Select Continue to finish granting access.
- Close individual's account.

Request Number	User ID	First Name	Last Name	Application Name	Security Role	Action/Description	Request Date	Institution
29134207	MachTest	Mach	Test	MACHS	MACHS District View	Add User to Role	4/10/2015 3:40:38 PM	024004

Your access request has been processed.

Close

Screen 3 of Data Collection

► Compliance Plans (Federal and State) (Expand...)

► Data Collection (Collapse...)

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

► District Response MSIP (Expand...)

Line	Contact	Last Name	First Name	HL	Title	School	Phone	Extn	Email Address
18	FINGERPRINT RESULTS (LASO)								

The LASO does not need access to the Core Data application, but the individual that updates Core Data will need data entry to enter their information.

Each LASO shall:

- Identify who is using the CSA approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
- Identify and document how the equipment is connected to the state system.
- Ensure that personnel security screening procedures are being followed as stated in the CJIS (Criminal Justice Information System) Security Policy.
- Ensure the approved and appropriate security measures are in place and working as expected.
- Support policy compliance and ensure CSA ISO is promptly informed of security incidents.

Questions

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Contact Us

Email: dsm@dese.mo.gov

Use Manager Questions: webappsloginassistance@dese.mo.gov

Phone: 573-522-3207



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