

Web Applications User Manager

Strengthening Security for the Department's Web
Applications

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June 5, 2014



Agenda

- **User Manager 101**
- **What's New to User Manager**
 - **Missouri Student Information Systems (MOSIS) Access**
- **End of Year Issues**
- **Release Dates**
- **Questions**

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User Manager 101

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Purpose of User Manager

- The User Manager—
 - Allows districts to manage an individual's access to the Department's Web Applications at the district level.
 - Manages the User IDs for individuals who need access to data, need to add data, or need to submit data through the Web Applications platform.
 - Grants staff access at one of the three levels: View, Data Entry, or Authorized Representative. Also, they can remove an individual's access.
 - Ability to grant staff MOSIS access.

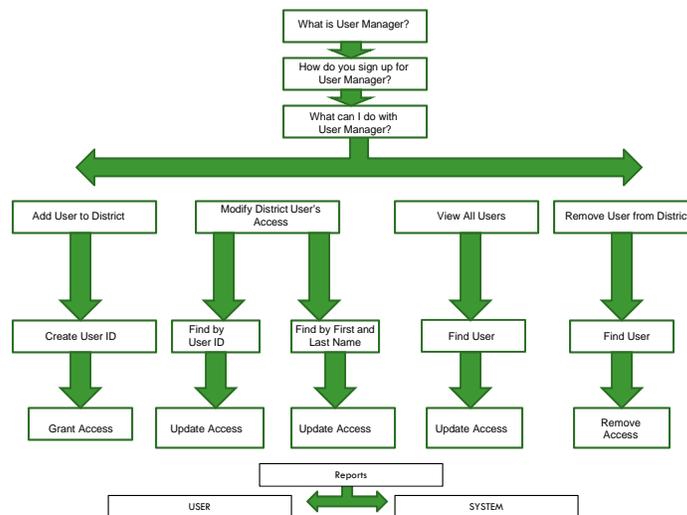
Purpose of User Manager (cont.)

- For any Personal Identifiable Information (PII), the User Manager enters the MOSIS security pin code, verifies assurance statement, and grants PII access without typing the security pin code for each individual.
- It is recommended that all superintendents are User Managers. The Web Systems User ID/User Manager Request Form must be completed and submitted to our office.

<http://dese.mo.gov/data-system-management/user-managerlogin-request-forms>

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User Manager



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User Manager/Login Request Form

<http://dese.mo.gov/data-system-management/user-managerlogin-request-forms>

> Forms--

- o Web System User ID Request Form*
- o MOSIS and/or Web System User ID Delete Form*
- o High School Equivalency (HSE) System Form (formerly GED) (for test centers only)
- o Sheltered Workshop Form
- o Web System User ID/User Manager Request Form (only Department staff can grant this access)

*These two forms are used to grant or remove a user's access. If the school or institution does not have a User Manager, complete and fax forms to the Office of Data System Management at 573-526-4125.

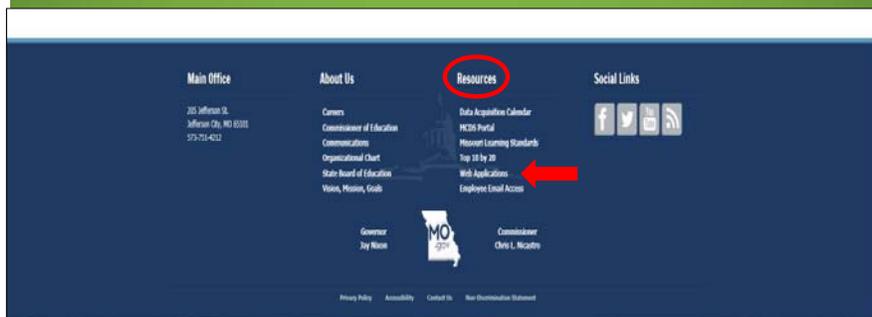
> User Manager for Web Applications Recorded Webinar-December 2010

<http://dese.mo.gov/communications/webinar/user-manager-dese-web-applications>

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Web Applications Log In

- > Encourage users to use Internet Explorer to access the Web Applications
- > URL for Department's web page is dese.mo.gov
- > Department's main page, under "Resources" (bottom of web page)
- > Click on "Web Applications" link to go to the log in page
- > User Name and Password is needed



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https://k12apps.dese.mo.gov/webLogin/login.aspx

DESE Secured Web Application Logon

IMPORTANT NOTICE:

GED - GED application name has been changed to HSE.
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 webappsloginassistance@dese.mo.gov. Staff will respond to your email between the hours of 7:30 - 4:00 p.m. M-F not including holidays.

Still have questions about logging in to Web Applications? You may also send a message to webapphelp@dese.mo.gov providing your name, user id, school district name, phone number, and county-district code with your request or call 573-522-3207. Please speak slowly and distinctly, and spell your first and last name.

[Privacy Statement](#)

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Sample of User Applications List

- ▼ **User Applications**
 - ▼ **DESE Web Applications**
 - ▶ ACES
 - ▶ Annual Performance Report
 - ▶ Annual Report of the County Clerk to the State Board of Education
 - ▶ Annual Secretary of the Board Report (ASBR)
 - ▶ ARRA
 - ▶ Compliance Plans (Federal and State)
 - ▶ Data Collection
 - ▶ DESE Payment Management Application
 - ▶ Early Childhood Parents as Teachers
 - ▶ Educator Certification System
 - ▶ Educator Qualifications
 - ▶ ePeGS
 - ▶ HSE
 - ▶ Missouri Comprehensive Data System (MCDS)
 - ▶ Model Curriculum
 - ▶ Nonpublic Registration Form
 - ▶ SAM II Reports
 - ▶ School Finance
 - ▶ Sheltered Workshops Application
 - ▶ Special Education IMACS
 - ▶ Special Education: Early Childhood
 - ▶ Surrogate
 - ▶ Tiered Monitoring
 - ▶ 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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Public View

➤ The public has access to public documents by clicking the “View Public Applications” button.

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

User Name:

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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?]

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Public View (cont.)



- **User Applications**
- **DESE Web Applications**
 - Annual Report of the County Clerk to the State Board of Education
 - Annual Secretary of the Board Report (ASBR)
 - ePeGS
 - Missouri Comprehensive Data System (MCDS)
 - Nonpublic Registration Form
 - School Finance
 - Special Education: Early Childhood
- **Report**
 - Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.
 - Logon/Logoff

➤ Users with a “User Name” and “Password” has access to the public applications along with applications the District’s User Manager has granted to them.

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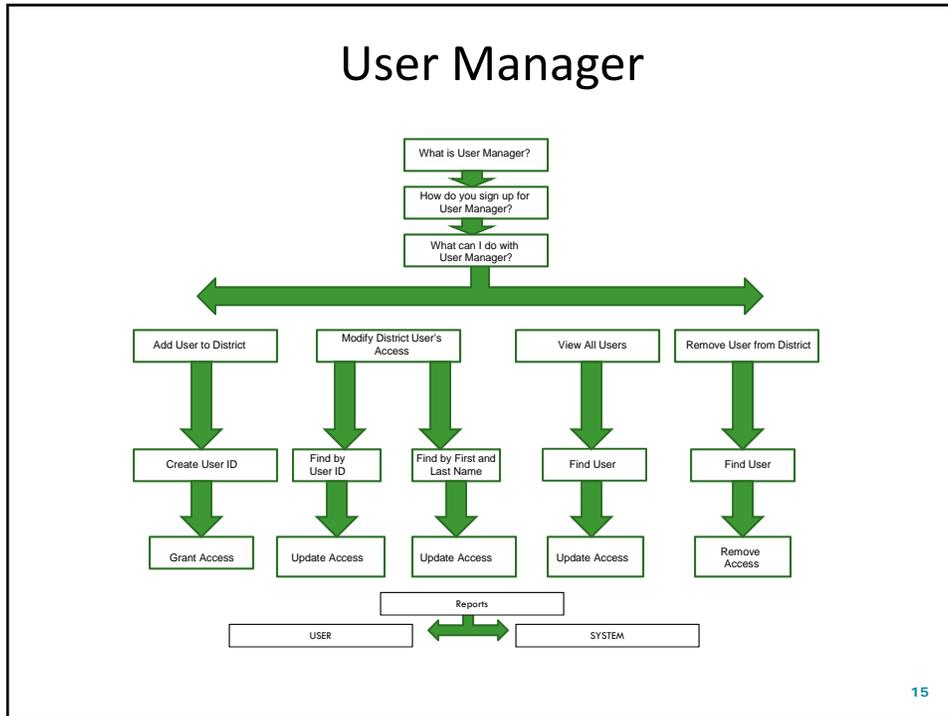
What's New to User Manager

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What's New to User Manager

- K-12 District's User Managers can grant/remove MOSIS access
- Personally Identifiable Information (PII) applications
- Compliance Plan and Tiered Monitoring Multi-Step Access
- MOSIS Security Pin Code
- Reports: User and System
- New Groups for Missouri Comprehensive Data System (MCDS)

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MOSIS 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 (C) (Case sensitive) Verify

- In 2005, school districts were assigned a MOSIS security pin code. The security pin codes were sent to the K-12 superintendents. If the User Manager is unable to locate their district's pin code, they will need to contact our office.
- Enhanced Security is new to the User Managers.
- Any application that has Personally Identifiable Information (PII) needs a valid security pin code to access. If the pin code is unsuccessfully entered 10 times, the **district** is locked out and must contact our office to unlock the pin code account.
- The security pin code is only entered once if granting access to multiple individuals.
- User Managers do not need to enter the security pin code to grant access to applications that do not have student level data.

End of Year Issues

User Managers Responsibility

- Review the staff access at the end of the year
 - This can be done periodically throughout the school year
- Remove staff that are no longer with district
- Add incoming staff with the appropriate access--
 - When adding new staff, search to see if that individual does not have a user name
 - We encourage all users to only have one user name
 - Remember to grant access to appropriate applications for new superintendents
- User Managers cannot reset or change a user's password
- User Managers cannot unlock a user's account

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Release Dates

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Calendar at a Glance

| S | M | T | W | Th | F | S |
|--------|---|---|---|---------------------------------------|--|--------|
| 22-Jun | 23-Jun | 24-Jun | 25-Jun ID Clean-Up Turned On | 26-Jun | 27-Jun All changes to prior year data complete (5:00 pm) | 28-Jun |
| 29-Jun | 30-Jun | 1-Jul | 2-Jul | 3-Jul | 4-Jul | 5-Jul |
| 6-Jul | 7-Jul | 8-Jul | 9-Jul | 10-Jul | 11-Jul ID Clean-Up Closes June STC/SEA due | 12-Jul |
| 13-Jul | 14-Jul | 15-Jul | 16-Jul | 17-Jul | 18-Jul | 19-Jul |
| 20-Jul | 21-Jul | 22-Jul | 23-Jul Assessment Data Securely student test, LND | 24-Jul | 25-Jul | 26-Jul |
| 27-Jul | 28-Jul Assessment Data Securely IBD/Content Standards | 29-Jul | 30-Jul | 31-Jul | 1-Aug MOSIS data Changes by 5:00 pm | 2-Aug |
| 3-Aug | 4-Aug MSIP APR Preview Secure | 5-Aug | 6-Aug | 7-Aug | 8-Aug | 9-Aug |
| 10-Aug | 11-Aug | 12-Aug | 13-Aug | 14-Aug | 15-Aug APPEALS DUE 5:00 pm | 16-Aug |
| 17-Aug | 18-Aug | 19-Aug | 20-Aug | 21-Aug | 22-Aug | 23-Aug |
| 24-Aug | 25-Aug MSIP APR FINAL Secured | 26-Aug Embargoed Copy for the Press | 27-Aug | 28-Aug Press Teleconference | 29-Aug APR Final Posted Publically | 30-Aug |

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Calendar at a Glance – DUE DATES

| S | M | T | W | Th | F | S |
|--------|--|---|--|--------------------------------|---|--------|
| 22-Jun | 23-Jun | 24-Jun | 25-Jun ID Clean-Up Turned On | 26-Jun | 27-Jun All changes to prior year data complete (5:00 pm) | 28-Jun |
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| 24-Aug | 25-Aug MSIP APR FINAL Secured | 26-Aug Embargoed Copy for the Press | 27-Aug | 28-Aug Press Teleconference | 29-Aug APR Final Posted Publically | 30-Aug |

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Calendar at a Glance – Assessment Data Securely Posted

| S | M | T | W | Th | F | S |
|--------|--|---|--|--------------------------------|---|--------|
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| 17-Aug | 18-Aug | 19-Aug | 20-Aug | 21-Aug | 22-Aug | 23-Aug |
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Calendar at a Glance – 2014 APR

| S | M | T | W | Th | F | S |
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| 22-Jun | 23-Jun | 24-Jun | 25-Jun ID Clean-Up Turned On | 26-Jun | 27-Jun All changes to prior year data complete (5:00 pm) | 28-Jun |
| 29-Jun | 30-Jun | 1-Jul | 2-Jul | 3-Jul | 4-Jul | 5-Jul |
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2014 Release Schedule

DATA RELEASE

| Date | Description | Mode |
|--|--|---|
| July 23 | SY14 MAP Data | SECURE |
| July 28 | SY14 MAP Item Benchmark Descriptions data and content standards data | SECURE |
| August 4 (MOSIS data as of 5:00 p.m. August 1st) | APR Preview | SECURE |
| August 25 (All data refreshed as of August 15 5:00 p.m.) | APR Final | SECURE |
| August 26 | APR results to media (for advance review) | EMBARGOED Until August 29 12:01 a.m. |
| August 28 | PRESS CONFERENCE | REGISTERED TELECONFERENCE |
| August 29 | DESE news release publicly issued for FINAL APR | PUBLIC |

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2014 Release Scheduled

May 1st Recorded Webinar:
<http://dese.mo.gov/communications/webinar/release-dates>

DATA COLLECTIONS and APPEALS

| Date | Description |
|---------------------------------|---|
| June 27 (5:00 p.m.) | All prior year data complete (July 1, 2012 – June 30, 2013) |
| July 23 – August 15 (5:00 p.m.) | Student 2013-14 MAP Scores |
| July 23 – August 15 (5:00 p.m.) | July 1, 2013 – June 30, 2014 College and Career Ready Assessment Scores ACT, COMPASS, SAT, AP, IB, PLTW |

For additional information regarding appeal processes and forms go to:
<http://www.dese.mo.gov/divimprove/sia/dar/appealsprocedures.html>

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Questions

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Contact Information

- Assistance with access, email:
webappsloginassistance@dese.mo.gov
- Any questions, email:
dsm@dese.mo.gov



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