THE FLORIDA DEPARTMENT OF EDUCATION
MIGRANT EDUCATION PROGRAM (MEP)

Instructions for User Access to the Migrant Student Information Exchange (MSIX)

NOTE: Only staff identified by each district Migrant Education Program's (MEP) Coordinator will have access to MSIX in order to protect student information in accordance with the Privacy Act of 1974, the Family Educational Rights and Privacy Act (FERPA), and the Federal Information Security Management Act (FISMA).

- The MEP Coordinator will assign appropriate district staff a MSIX role (i.e. secondary user, primary user or district data administrator) according to the level of access needed.

- Users must complete the MSIX online training module according to their user role. The online training can be found at: https://msix.ed.gov/msix/training.html.

  - o NOTE: Users must score a **100%** on the training module. The user must print a copy of the training certificate (which will display the score) as a part of MSIX application packet.

- A MSIX User Application must be completed. The application can be found on the Florida MEP website: http://www.fldoe.org/bsa/title1/doemep.asp.

  - o The user will complete the first page of the application. The "verifying authority" section of the application must be completed by the local MEP Coordinator. The "final authority" section will be completed by the MSIX User Administrator with the Florida MEP office.

  - o A copy of a photo ID (i.e. district ID or driver's license) must accompany a user's application in order to verify the user's identity.

- Once the application packet (MSIX application, training certificate & copy of photo ID) is complete, the user must mail the packet to the Florida MEP office.

- The MSIX State User Administrator at the Florida MEP office will create an account for the new user once the materials are received.

- The user will receive two emails once the account has been created. The first email will contain the user's MSIX username, followed by the second email which will contain a temporary password to log into the system.