Alaska Migrant Web System – User Access Form

2023-2024 School Year

The **Alaska Migrant Web System** (ak.msedd.com) is for the use of the Alaska Department of Education & Early Development Migrant Education Program, and may be accessed and used only for official Migrant Education Program business, and by authorized personnel using district issued computers that are protected by anti-virus software with current updates and is free of any malicious code or applications.

User Information

District Name: _____

First and Last Name: _____

Email Address *(district email only, required for user account)*: _____

Telephone Number: _____

MIS2000 Web System Access

MIS2000 has specific user roles within the web system. Depending on the role(s) selected, access for the system will vary. Refer to next page for more information on each role. Select one or more options below.

☐ Records Manager (Primary)   ☐ District Coordinator
☐ Recruiter   ☐ Records Manager (Secondary)

Duration of Agreement

☐ July 1, 2023 – December 31, 2023   ☐ July 1, 2023 – June 30, 2024

Assurance Agreement

By signing below, the User and Federal Programs Manager/Migrant Coordinator agree to the following**:**

- To safeguard the security of any password provided to you by system administrators.
- To not share the system access you have been given.
- To follow FERPA guidelines and not distribute or share any student information or migrant records.
- To not perform actions on Alaska Department of Education & Early Development (DEED) Information Technology resources which are inconsistent with the spirit of this agreement, violate any State or Federal law, or result in system instability.
- To ensure that the computer used to access the Migrant Education Program Student Database is protected by anti-virus software with current updates and is free of any malicious code or applications (E.G., virus, Trojans, worms, key loggers, back doors, etc.).
- To not download and save student information from the system to a personal computer.
- To have encryption software installed if the computer used is a laptop.
- To immediately notify the Alaska Department of Education & Early Development of any potential data breaches.

See instructions on page 2 of this form for signature requirements.

User Agreement

Printed Name**:** _____

Signature**:** _____

Date**:** _____

Federal PM / Migrant Coord. Agreement

Printed Name**:** _____

Signature**:** _____

Date**:** _____

The State of Alaska reserves the right to rescind this agreement at any time without prior notification.

Please return form by **August 15, 2023** to:

Jacqlene Drulis: Email: jacqlene.drulis@alaska.gov Phone: 907-269-7987

User Access Form Information

Purpose of the form:

To collect the required information needed to create a user for the Alaska Migrant Web System, to assign the appropriate role to the user, and/or to obtain the agreement of safeguarding student and family information.

Instructions for this form:

1. One user per form. All users are required to sign the user agreement signature fields.
2. Complete all fields located under the User Information heading. Be sure to include the district email address for the staff member listed on the form.
3. Indicate the duration in which the user agreement form should be in effect for.
4. Records Managers only: Indicate if the district still uses or needs the MIS2000 Desktop App.
5. A signature of the individual is required to agree to the terms of safeguarding the information of children and families.
6. All forms must have two signatures. First, the user agreement signature, and second, the Federal Programs Manager (FPM) / Migrant Coordinator (MC) signature. If the user is also the FPM or MC, the user should seek additional approval from the superintendent.
    a. Exception: If the user is a superintendent, they are not required to obtain two signatures on their User Access from.

Note: If staffing changes occur during the year, Alaska Department of Education & Early Development's Migrant Education Office (MEO) must be informed immediately to enable or disable a user account.

Roles Defined:

Role	Main Permissions in Alaska Migrant Web System
District Coordinator	Run Snap Reports; upload/download files in the district's Resources Folders; and view student records. This role does not include permissions around COE/ARC approval or data editing abilities.
Records Manager (Primary)	Run Snap Reports; upload/download files in the district's Resources Folders; view student records; create COEs and ARCs; view all in-process COEs and ARCs for the district; manage COE approval processes (i.e., attaching children to COE, rejecting COEs back to recruiter); and approve ARCs and limited data editing abilities. All districts must have at least one individual designated as the primary records manager.
Records Manager (Secondary)	The permissions this role will give the user are identical to the primary records manager role. This is an optional role and is utilized when the district has more than one records manager.
Recruiter	Create and submit COEs and ARCs to the records manager. This role has limited permissions.

Submission:

Submit completed form by **August 15, 2023** to Jacqlene Drulis (jacqlene.drulis@alaska.gov).

If staffing changes occur after August 15:

- Immediately notify Jacqlene Drulis (jacqlene.drulis@alaska.gov) of accounts that need to be disabled.
- Complete this form for any new staff needing access and submit to Jacqlene Drulis (jacqlene.drulis@alaska.gov).