

Welcome to MSIX

The Migrant Student Information Exchange (MSIX) is designed to facilitate the exchange of migrant student records for the purposes of school enrollment, placement, and accrual of credit in school and migrant education projects.

Help

Steps to Access Help and Training

1. Click the **Contact Us, Help, or Training** link in the top navigation.

You can reach the MSIX Help Desk at msixsupport@deloitte.com or 1.866.878.9525.

My Account

Steps to Update Your Account Information

1. Click the **My Account** link in the top navigation.
2. Update Account Information, such as your **Work Telephone Number** and **Reset Password**.
3. Click the **Save** button.

If you are locked-out of MSIX, contact your User Administrator. The Help Desk cannot reset locked passwords.

Search and Display Records

Steps to Search for Student Records

1. Click the **Student Search** link in the left navigation.
2. On the Student Search page, enter the search criteria. You must enter at least one of the following fields:

MSIX ID, State Student ID, First Name, or Last Name.

3. Click the **Search** button.
4. Select an Individual Student Record by clicking on the MSIX ID link on the search results list. This will display the student's **Consolidated Record**.
5. To view the student's historical record, Click the **Historical Student Record View** link on the top of Consolidated Record page.
6. To print the record, click the **HTML, PDF, or Word** printing options.
7. To export the record, click the **Export to File** button.
8. To send an email notification, click the **Send Notification** link.

Resolve Near Matches and Initiate Merges and Splits

Merge and split processes begin when a user initiates, or MSIX identifies, a match or split.

The near match, merge, or split is then validated by the State, Regional, or District

Data Administrator. Validated merges and splits are reflected in MSIX on the following business day.

Steps to Resolve Near Matches

1. Click the **Worklist** link in the left navigation.
2. On the Worklist page, click a link in the **Near Matches** section.
3. On the Near Match Resolution page, if none of the Near Matches provided match the New Student, click the **New MSIX ID** button. The student's Consolidated view will be updated overnight with a new MSIX ID.
4. On the Near Match Resolution page, if one of the Near Matches provided matches the New Student, select the Near Match and click the **Merge Record** button. MSIX routes the merged records to a Data Administrator for validation.

Steps to Initiate a Merge

1. Locate the student's record by completing the student search.
2. On the Student Record view, click on the **Flag for Merge** link to add the record to the Potential Merge List.
3. Repeat this process to flag the other matching student record(s).
4. Click on the **Potential Merge List** link in the left navigation.
5. Select the student records to merge and click the **Process Merge** button.
6. Select the record with the current **State Student ID** to be the master student record.
7. Click the **Merge** button.
8. MSIX routes the merged records to a Data Administrator for validation.

Steps to Initiate a Split

1. Locate the student's record by completing the student search.
2. On the Student Record view, click on the **Flag for Split** link.
3. Click on the **Potential Split List** link in the left navigation.
4. Select the record to split.
5. Indicate the **Master Record**. The "Master Record" is the one which keeps the existing MSIX ID; the other student record(s) are assigned a new MSIX ID.
6. Click the **Process Split** button.

7. MSIX routes the split records to a Data Administrator for validation.

Validating or Rejecting Record Merges and Splits

Steps to Validate or Reject a Merge

1. Click the **Worklist** link in the left navigation.
2. On the Worklist page, click a link in the **Validate Merge** section.
3. On the Validate Merge page, click on the Student ID links to research the student's information.
4. On the Validate Merge page, click **Reject Merge** or **Validate Merge**.

Steps to Validate or Reject a Split

1. Click the **Worklist** link in the left navigation.
2. On the Worklist page, click a link in the **Validate Split** section.
3. On the Validate Split page, click on the Student ID links to research the student's information.
4. On the Validate Split page, click the **Reject Split** or **Validate Split** button.

Reports

Steps to View a Report

1. Click on the **Reports** link in the left navigation.
2. On the **Reports** page, view the desired report by clicking on the report name in the left navigation.

Create New User Account

Steps to Create a New User Account

1. Click the **User Administration** link in the left navigation.
2. On the User Administration page, click the **Create New User** link.
3. On the Create New User page, enter **First Name, Last Name, Work Telephone Number, Work Email, and User Role**. (District and/or Region are required for some roles.)
4. Click the **Next** button.
5. Verify and click the **Save** button.

MSIX emails the User ID and password to the new user directly.