

# My School Data Security FAQ's

Periodically, questions come up about how security records are created in My School Data (MSD) Security or how MSD security changes when changes are made in Skyward. The list of Frequently Asked Questions below may help give some answers. For more information, contact the WSIPC Data Solutions Team.

## How are new users in Skyward added to MSD Security?

- In order for the nightly extract to automatically add users from Skyward, a user must be in both Skyward Security **and** in the Skyward STAFF table
- New users are assigned an MSD "Role" based on their Skyward data (see "*How is the MSD Role determined from Skyward Data?*" below)
- Schools are not assigned for **any** Roles. These must be added manually for "District", "School" and "Teacher" Roles. It is not necessary to assign schools to Student or Guardian Roles because these are determined by the system based on enrollment records.
- Users are added to MSD in an "Inactive" state – they must be activated afterwards

## How is the MSD Role determined from Skyward Data?

- MSD District Role = "System-wide" user or "System-wide access for Web Student" user in Skyward Security
- MSD School Role = Listed as a Principal in the Skyward School Codes Maintenance Screen (WS\OF\PS\CO\SC – 8295)
- MSD Teacher Role = Listed as a Teacher in Class-meet records
- MSD Guardian Role = Listed as a Guardian in Skyward
- MSD Student Role = Listed as a Student in Skyward

## What changes are made Overnight to users in MSD security when Skyward changes?

- If a user changes their password in Skyward, it gets updated in MSD Security
- If a user is marked as inactive in Skyward, they are made inactive in MSD Security
- If a user's role is broadened in Skyward, MSD Security Role is increased (example: School to District)
- When personal info is updated in Skyward, it gets updated in MSD Security:
  - Username
  - First Name
  - Last Name
  - Primary Email Address
  - Secondary Email Address

## What changes are **not** made to users in MSD security when Skyward changes?

- If Skyward role is decreased, MSD Security role is **not** automatically decreased (example: District to School)
- If a school is added to, or removed from, a user in Skyward, these changes are **not** automatically made in MSD Security