Granting/Modifying Access to Student Pathways

Overview

While the Student Pathways report is a secure file, as of October 2015, there is an extra level of security for users who would like the option to download the Basic Student Data File with sensitive information, including personal identifiable information like first and last names and more sensitive high school demographic data.
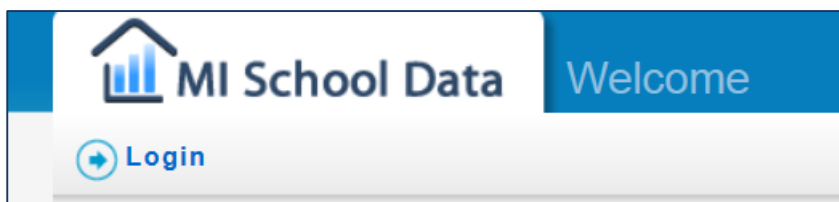
Report Settings

Email	
	Required
File Type	☐ Awards, Degrees, and Certificates
	☑ Basic Student Data File
	☐ Include Sensitive Information
	☐ Courses

The two versions of the Basic Student Data File are available with the correct permissions. Any user who has access to Student Pathways prior to October 2015 will continue to have access to both versions of the files. Any permission set for Student Pathways going forward will have two options – the abridged Basic Student Data File or both the abridged and the Basic Student Data File including sensitive information. It is the keyholder's responsibility to adjust permissions accordingly.
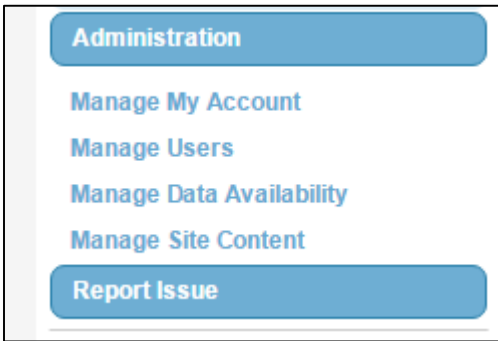
You can find the differences between the two versions of the Basic Student Data File by reading the Data File Layout Document.

Step-By-Step Guide for Keyholders to Grant/Modify Access to Student Pathways
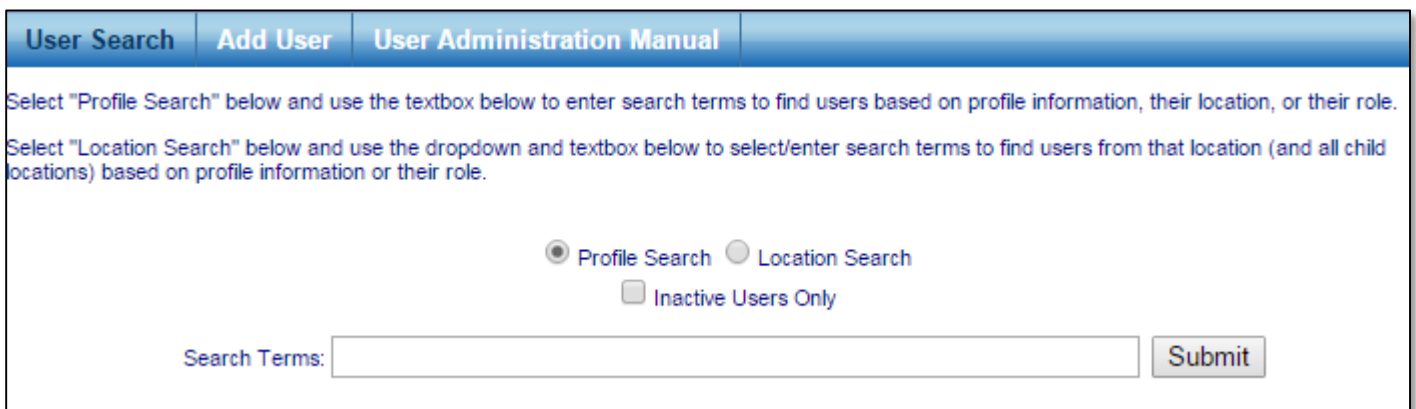
1. Go to MI School Data at www.mischooldata.org.

2. Log in to the site with your authorized user name and password by clicking Login in the upper left corner of the home page.
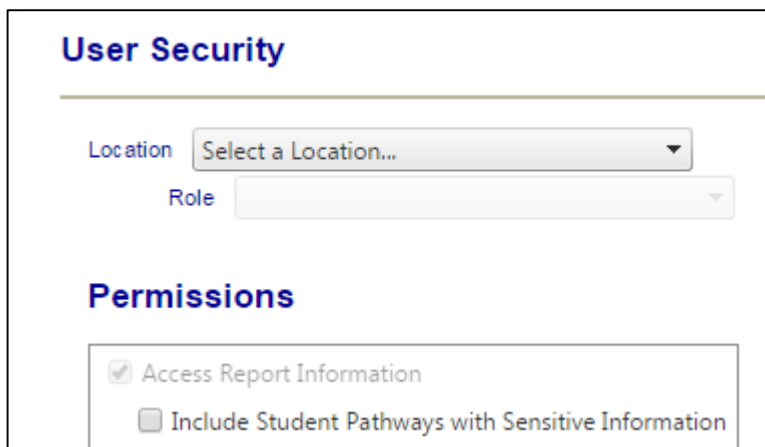
MI School Data Welcome

Login

3. Click on **Manage Users** in the left navigation menu under Administration.

Administration

Manage My Account
Manage Users
Manage Data Availability
Manage Site Content

Report Issue

4. Enter the search terms for whom you wish to edit permissions for in **User Search** or click on **Add User**.

| User Search | Add User | User Administration Manual |

Select "Profile Search" below and use the textbox below to enter search terms to find users based on profile information, their location, or their role.

Select "Location Search" below and use the dropdown and textbox below to select/enter search terms to find users from that location (and all child locations) based on profile information or their role.

◉ Profile Search   ◯ Location Search
☐ Inactive Users Only

Search Terms: [   ]   Submit

5. Under **Permissions,** users have access to Student Pathways as long as '**Access Report Information**' is checked. There is an additional permission called '**Include Student Pathways with Sensitive Information**' that will allow users to have access to both the abridged Basic Student Data File and the full Basic Student Data File.

User Security

Location Select a Location... ▼
Role [   ]

Permissions

☑ Access Report Information
☐ Include Student Pathways with Sensitive Information

6. Click **Save**.

Technical Assistance

For an explanation of how to use the data, go to About This Report.

For a definition of the column headers, go to the Data File Layout document.

For definitions of CIP (Classification of Instructional Programs) codes used in the data file, go to the National Center for Education Statistics (NCES) website.

For more on how to use the Student Pathways report, go to the Student Pathways How to Guide for K-12 or How to Guide for Colleges.

Terms of Use

These reports are supplied on the condition that only authorized representatives are able to view and use the data for auditing or evaluating a Federal or State-supported education program, in accordance with the Family Educational Rights and Privacy Act (FERPA). Under FERPA, these restricted use data can only be used for program evaluation purposes.

By accessing any data in a secure report, the user agrees to comply with the requirements of the Family Educational Rights and Privacy Act, the Privacy Act of 1974, the Richard B. Russell National School Lunch Act, as well as the Secure Report Use Policies outlined on the mischooldata.org website.