

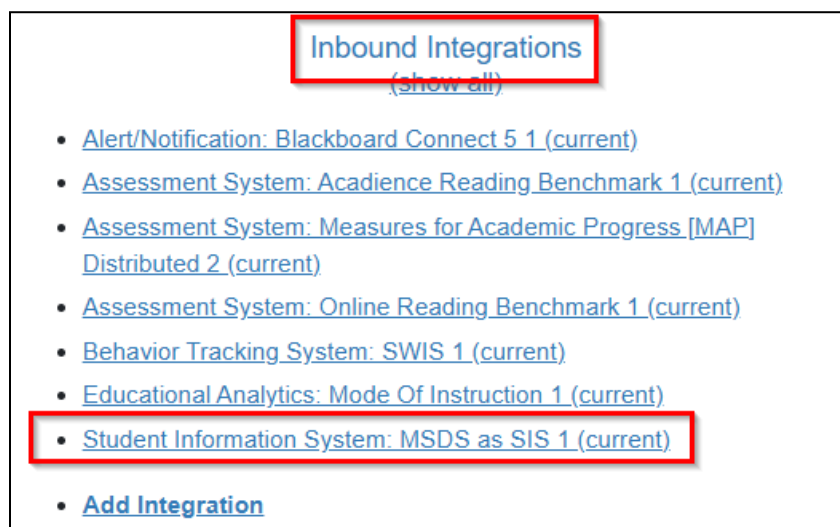
## MiDataHub - MSDS As SIS Roster Import

These steps guide districts in populating their MiDataHub ODS using an **MSDS General Collection** file. Use this process if your Student Information System (SIS) **does not** integrate directly with MiDataHub.

### Check for an existing integration in MiDataHub

In **Inbound Integrations**, look for **MSDS as SIS – v1**.

- If it exists proceed to **Steps for Populating MiDataHub ODS from MSDS File**
- If it does not exist - open a ticket at [www.miservicedesk.com](http://www.miservicedesk.com) and request the **MSDS As SIS Inbound Integration**



Screenshot of MSDS as SIS Inbound Integration

### Steps for Populating MiDataHub ODS from MSDS File

#### Step 1 – Confirm your ODS is ready

1. On your district page, check the **Current School Year** dropdown.
  - If needed, update to the current school year and click **Submit**.
  - If it says **Empty** → proceed.

- If it says **Populated**, importing will overwrite existing data. Determine if proceeding is the best course of action.

Manage District: **Spartan Area Schools**

Region: Michigan Data Hub

District: **Spartan Area Schools, MI 303 - Center of Data**

Address: **400 SOUTH WILSON ST, SPARTA, MI 48584-1000**

Current School Year: **2025-2026 (empty)**

District Status: **Active**

## Step 2 - Prepare your MSDS General Collection file

1. Download the Certified General Collection File directly from MSDS
  - See [MSDS District User Guide](#) for download steps
  - Reference the section about **Downloading your data**
2. Do not unzip the **MSDS General Collection file (\*.zip)** you downloaded.

## Step 3 - Update the Inbound Integration

1. In **Inbound Integrations**, click on the **Student Information System: MSDS as SIS 1** integration.
2. Check that **Profile Type = None** and **Year = Current Year**

Manage Inbound Integration

System Type: Student Information System

Vendor: State of Michigan - CEPI

System: **MSDS as SIS - 1**

Profile Type: **None**

Year: **Current Year**

System Notes:

3. If this is your first time using this integration you will need to add the schedule information:

- **Schedule Type:** One-Time
- **Start Date:** today's date
- **Start Time:** current time
- **Reset Status:** No Reset
- **Notification Email(s):** add your email address

**Schedule**

Run at next available cycle: ☐

Schedule Type: **One-Time** ▼

Start Date: 08/15/2025 📅

Start Time: 10 : 00 AM ▼

Reset Status: **No Reset** ▼

☐ Report Errors to Source SFTP Folder

Status: **Active** ▼

Notification Email(s): **\*\*\*\*\*@\*\*\*\*\*.edu**

*\* Enter multiple addresses separated by a semi-colon*

☐ Include Log with Notification

Notes:

**Submit** **Cancel**

4. **IMPORTANT!** Click **Submit** at the bottom of the screen if changes were made

## Step 4 - Upload or “drag and drop” your prepared MSDS General Collection file to MiDataHub

1. In **Inbound Integrations**, click on the **Student Information System: MSDS as SIS 1**
2. Click **Upload to Local SFTP** or **drag and drop file**

**Source**

Location Profile: **New Source** ▼

Location Type: ☒ Local ☐ Remote

*\* File will be dropped into the root of the home directory using SFTP address*

User Name: 255901-SIS-I-1

User Password: ..... **Show**

**Upload to Local SFTP**

**Upload** or drag and drop a file (4 MB maximum file size, zip file only)

*Save changes made before uploading.*

3. If using the **Upload** button, select your zipped **MSDS General Collection file (\*.zip)**
4. Confirm the file appears in the Integration SFTP Folder.

User Password:   [Integration SFTP Folder](#)

Upload to Local SFTP

or drag and drop a file (4 MB maximum file size, zip file only)

Save changes made before uploading.

1	SpringGeneralCollection.xml	Complete	<div><div></div></div> 100%
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## Step 5 – Process the file

1. Check **Run at next available cycle**
2. Click **Submit**
  - Processing runs every 5 minutes (e.g., submit at 10:16 → starts at 10:20). No additional action is required until processing completes.

Schedule

Run at next available cycle: ☒

Schedule Type:

Start Date:

Start Time:  :

Reset Status:

☐ Report Errors to Source SFTP Folder

Status:

Notification Email(s):

\* Enter multiple addresses separated by a semi-colon

☐ Include Log with Notification

Notes:

## Step 6 – Verify the import

1. When the **Current School Year** shows **[Year] (Populated)**, run the **At-A-Glance** report:
  - From the district page, go to **Reports** → **View District Reports**.
  - Expand **Data Quality** and select **At-A-Glance**.
2. Review data counts, including:
  - Racial/Ethnicity breakdown
  - Food Service eligibility
  - Enrollment counts by grade

## Need Help?

Open a ticket at [www.miservicedesk.com](http://www.miservicedesk.com) and include your district name and “MSDS as SIS Roster Import” in the request.