MIS Sync and Morrisby

MIS Sync takes the work out of manually uploading students to Morrisby by automating the creation of Morrisby accounts from the school or college MIS database.

How does it work?

At the click of a button:

- New students are uploaded to Morrisby
- Exact student matches are automatically merged
- Close matches are presented for review
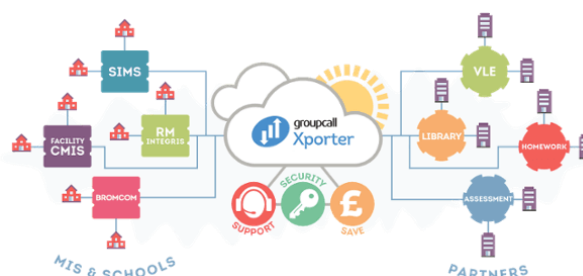- Confirmed matches are merged and new students are created

Data safety and GDPR

We have ensured that all our data storage locations are GDPR compliant. For schools you continue to act as a data controller, making Morrisby and the school joint data controllers. School data is securely protected through the customer's Data Sharing Agreement with our data aggregator, Groupcall, and remains GDPR Compliant.

Setting up MIS sync is a straightforward process:

1. MIS integration is requested through the Morrisby manager "Settings" area
2. Groupcall will contact you by email requesting you allow Morrisby access to specific data
3. Once access is confirmed, Morrisby will complete the set up and confirm that you are able to perform your first sync

4. The Morrisby policies and data protection agreements can be found at: be found at https://www.morrisby.com/legal-information

Data that is used

As part of the Groupcall setup, Morrisby requests access to a set of data scopes that Groupcall defines. These are:

School	Student	UPN	StudentExtended
Staff	SEN	Photos	StudentFunding

The data items that Morrisby uses are:

School	Student	Staff	Groups
Name,	First/Last Name	First/Last Name,	(Year & Registration):
DfE#,	DoB, UPN, email, photo,	Email,	Name, type & assigned students
URN,	Group membership	Photo,	
Term dates	Leaving date,	Position,	
	SEN and PP status,	Registration Group	
	EAL/ESL		

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Setup MIS sync

To set up MIS Sync, first check you have permission to access settings in Morrisby Manager. If you do, you will see a settings cog to the top right of your screen. If this is not there, please contact your Careers Lead.

After clicking the setting cog, click MIS, the final option in the left-hand menu.

To the top right of the window, you will see an option to "Connect MIS" Check the Data Sharing Agreement and if you are happy, complete the form and click "Request Access".

You will receive an email from Groupcall containing a data invitation sharing agreement from Morrisby Careers. This will walk you through the required data scopes. If you are new to Groupcall, you will also be prompted to set up an account and link your MIS database.

Once we receive confirmation that access has been granted, we will complete the set up and confirm that you are ready to perform your first sync.

Your first sync

Performing your first sync is very straightforward. Click the setting cog to the top right, followed by MIS in the left-hand menu.

You will now see an option to view each year group. Users are grouped into 3 categories. New, Existing or Synched.

- Users who are not recognised by Morrisby are classed as New
- Users who are a close match to a current user are classed as Existing
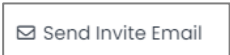- Users who are an exact match for a current user are classed as Synched

Check your existing users, if the students match the details you expect to see, click the sync icon next to their name. You can select all.

Then, check your new students. If everything is correct, click the Sync Year Group button to the right of the window.

You will then need to confirm your product by selecting a Registration Code.

Morrisby "codes"

If you have multiple Morrisby product codes available to you, it is important you select the correct option. If you are unsure which the correct option is, please check with your Careers Lead. Please note that existing students will not use this code, the sync will simply update their existing account details.

Inviting students to log-in is done by selecting the "Action" "Send Invite Email" in Manager. They will then receive an email with a login link.

Supported MIS

We support all major MIS systems including: SIMS, RM, Bromcom, Arbor, iSAMS, CMIS. WCBS, Progresso, 3Sys. Contact us for more details.

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