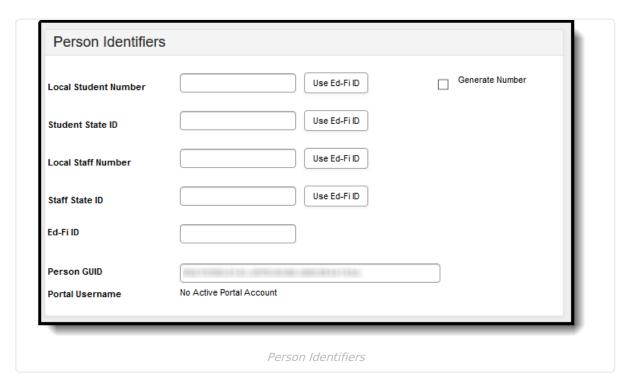# Enter Ed-Fi IDs for People in Campus

Last Modified on 03/26/2024 9:37 am CDT

Tool Rights | Assign an ID (Core) | Locate and Assign an Ed-Fi ID (State Specific)

Tool Search: Demographics

All students, staff and parents/guardians need an ID in order to create an Identity record in Ed-Fi. If Ed-Fi functionality is enabled on your version of Campus, the Use Ed-Fi ID button is available next to each Person Identifier to copy the Ed-Fi ID into the other fields (if desired).

Person Identifiers

State	Process

State	Process
Core	For students and staff, unique identifiers need to be assigned using the Student Unique ID and Staff Unique ID fields on the Connection Detail screen in the Configuration tool (System Administration > Ed-Fi > Ed-Fi Configuration > Connection). These unique identifiers are used in Ed-Fi to link all related data to students and staff. For students, users may assign an Ed-Fi ID, Local Student Number, or Student State ID as the unique identifier. For staff, users may assign an Ed-Fi ID, Local Staff Number, or Staff State ID as the unique identifier. After the unique identifiers have been assigned, users can manually enter the IDs in the appropriate fields on the Person Identifiers section of the Demographics tab, if needed. Campus will auto-generate a unique ID for parents when the Student Parent Association is sent for the first time. **Connection Detail** **Student Unique ID** Student State ID ▾ **Staff Unique ID** Staff State ID ▾ Once an ID has been used for a Configuration it should not be changed. If this option is changed after data has been sent, there is potential for data conflicts from Campus to the ODS.
Arizona	For students, staff, and parents/guardians, use the appropriate **Get Ed-Fi** button next to the Ed-Fi ID field to connect the person to the person locator tool so you can either search for and find the person in Ed-Fi or create a new Ed-Fi person. It is a requirement is Arizona that a student, staff, and parent have different Ed-Fi IDs. Once the Ed-Fi ID is found, you can then use the **Use Ed-Fi ID** button next to each field to copy/paste the Ed-Fi ID into these fields (if desired). It is a requirement in Arizona that a student, staff, and parent all need to have different Ed-Fi Ids.
Indiana	See the Ed-Fi IDs (Indiana) article for more information.

State	Process
Michigan	For students, use the **Get Ed-Fi** button next to the Ed-Fi ID field to connect the person to the student locator tool so you can either search for and find the State ID (UIC) in Ed-Fi or make a request to create a new State ID (UIC) or link Ed-Fi IDs. Once the Ed-Fi ID is found, you can then use the **Use Ed-Fi ID** button next to each field to copy/paste the Ed-Fi ID into these fields (if desired). The Ed-Fi ID will always match the student's State ID (UIC). For staff, districts use a third party system to locate/generate IDs and then manually enter them into the Ed-Fi ID field in Campus. Setting the Ed-Fi ID equal to the Staff State ID is optional for staff members. Ed-Fi does not currently have an API setup to search for and generate staff state IDs (PIC). For parents/guardians, Ed-Fi IDs are auto-generated when the Guardian checkbox is marked for an enrolled student.
Minnesota	For students, staff, and parents/guardians, enter Ed-Fi IDs in the Ed-Fi ID field. Once an Ed-Fi ID has been entered, you can then use the **Use Ed-Fi ID** button next to each field to copy/paste the Ed-Fi ID into these fields (if desired).
Nebraska	For students and staff, Ed-Fi IDs are generated using a third party system to locate/generate IDs. Those IDs need to be manually entered into Campus or use the Import Tool. For parents/guardians, Ed-Fi IDs are auto-generated when the Guardian checkbox is marked for an enrolled student.
Wisconsin	For students, use the **Get Ed-Fi** button next to the Ed-Fi ID field to connect the person to the person locator tool so you can either search for and find the person in Ed-Fi or create a new Ed-Fi person. Once the Ed-Fi ID is found/assigned, you can then use the **Use Ed-Fi ID** button next to each field to copy/paste the Ed-Fi ID into these fields (if desired).

Prerequisites

- Ed-Fi functionality must be enabled via the Enable Ed-Fi System Preference.
- Ed-Fi must be configured by a system administrator via the Ed-Fi Configuration tool.

Tool Rights

State	Description	Necessary Tool Rights

State	Description	Necessary Tool Rights
Core	In order to select the **Get Ed-Fi ID** button and access the Ed-Fi database to search and locate a person's Ed-Fi ID, you must have **R**(ead), **W**(rite),and **A**(dd) tool rights. Access to the Person Identifier fields on the Demographics tab is needed in order to enter data into the fields. Access to the Connection Detail screen is needed to select the unique identifiers for students and staff. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Ed-Fi Configuration > Connection Detail Demographics > State ID Demographics > Modify Local Student Number Demographics > Modify Local Staff Number Demographics > Ed-Fi ID Ed-Fi Tools
Arizona	In order to select the **Get Ed-Fi ID** button and access the Ed-Fi database to search and locate a person's Ed-Fi ID, you must have **R**(ead), **W**(rite),and **A**(dd) tool rights. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Ed-Fi Locator People > Demographics Ed-Fi Configuration Ed-Fi Tools
Indiana	See the Ed-Fi IDs (Indiana) article for more information.	

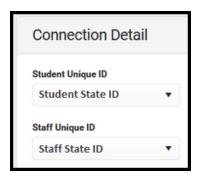| State	Description	Necessary Tool Rights
Michigan	In order to select the **Get Ed-Fi ID** button and access the Ed-Fi database to search and locate a person's Ed-Fi ID, you must have **R**(ead), **W**(rite),and **A**(dd) tool rights. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Ed-Fi Locator Demographics > Ed-Fi ID Ed-Fi Configuration Ed-Fi Tools
Minnesota	Access to the Ed-Fi ID is needed for the user who is importing/manually entering student Ed-Fi IDs. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Demographics > Ed-Fi ID Ed-Fi Configuration Ed-Fi Tools
Nebraska	Access to the Ed-Fi ID is needed for the user who is importing/manually entering student Ed-Fi IDs. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Demographics > Ed-Fi ID Ed-Fi Configuration Ed-Fi Tools

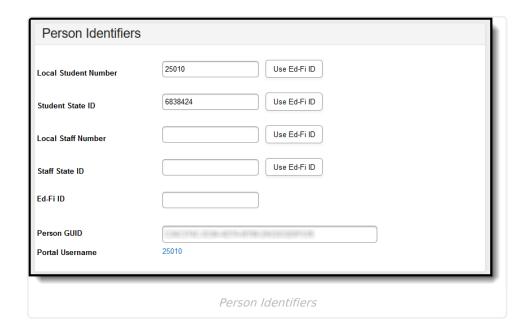| State	Description	Necessary Tool Rights
Wisconsin	In order to select the **Get Ed-Fi ID** button and access the Ed-Fi database to search and locate a person's Ed-Fi ID, you must have **R**(ead), **W**(rite), and **A**(dd) tool rights. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Ed-Fi Locator Demographics > Ed-Fi ID Ed-Fi Configuration Ed-Fi Tools

Assign an ID (Core)

Navigate to the Connection Detail screen (System Administration > Ed-Fi > Ed-Fi Configuration > Connection). Assign the unique identifiers to students and staff using the Student Unique ID and Staff Unique ID fields. These unique identifiers are used in Ed-Fi to link all related data to students and staff. For students, users may assign an Ed-Fi ID, Local Student Number, or Student State ID as the unique identifier. For staff, users may assign an Ed-Fi ID, Local Staff Number, or Staff State ID as the unique identifier.

After the unique identifiers have been assigned, users can manually enter the IDs in the appropriate fields on the Person Identifiers section of the Demographics tab, if needed.

Person Identifiers

Locate and Assign an Ed-Fi ID (State Specific)

Arizona | Indiana | Michigan | Minnesota | Nebraska | Wisconsin

Arizona

▶ Click here to expand...

Indiana

See the Ed-Fi IDs (Indiana) article for more information.

Michigan

▶ Click here to expand...

Minnesota

▶ Click here to expand...

Nebraska

▶ Click here to expand...

Wisconsin

▶ Click here to expand...