

# Tool Rights (Census)

Last Modified on 10/21/2024 8:20 am CDT

[Classic Navigation](#) | [New Navigation](#)

Tool Search: Tool Rights

Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four). Sub-rights appear as *italicized*.

Read	Write	Add	Delete
<p>The <b>R</b> right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will <b>NOT</b> have access to the Save, Add or Delete icons in the action bar.</p>	<p>The <b>W</b> right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the <b>A</b> right.</p> <p>This right includes the ability to change or remove data from a specific field.</p>	<p>The <b>A</b> right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional.</p> <p>This right allows the user to add new data/records.</p>	<p>ASSIGN THIS RIGHT WITH CAUTION. The <b>D</b> right indicates the information on the corresponding tool may be deleted. The Delete icon in the action bar will be functional. This right provides the ability to completely remove an existing record, including all data contained within the record. The ability to change/remove data from a field is controlled through the <b>W</b> right.</p>

RWAD Rights assigned at the module or folder level give those rights to all features within the module. For example, giving RW rights to the System Administration Counseling folder assigns RW rights to all tools within that folder, including any subrights.

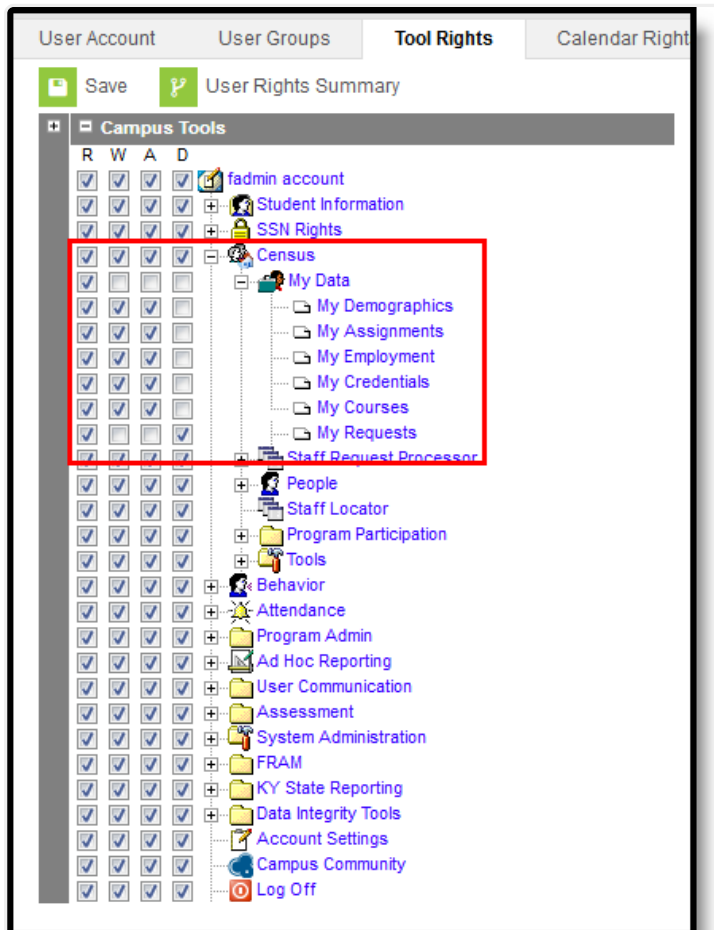
## Classic Navigation

▶ [Click here to expand...](#)

## My Data

Right	R	W	A	D
<b>My Data</b>	Allows the user to view existing person information for themselves.	N/A	N/A	N/A
<b>My Demographics</b>	Allows the user to view existing demographic information for themselves.	Allows the user to request and save Demographic Update information (the <i>I am adding or correcting my information</i> radio button is available).	Allows user to request a change to his/her legal name (the <i>My legal name has changed</i> radio button is available).	N/A
<b>My Assignments</b>	Allows the user to view existing District Assignment information for themselves.	Allows the user to request an update to an active Assignment record.	Allows user to request a new Assignment record.	N/A
<b>My Employment</b>	Allows the user to view existing District Employment information for themselves.	Allows the user to request an update to an active Employment record.	Allows user to request a new Employment record.	N/A
<b>My Credentials</b>	Allows the user to view existing Credential information for themselves.	Allows the user to request an update to an existing Credential record.	Allows user to request a new Credential record.	N/A
<b>My Household/Address</b>	Allows the user to view existing household/address information for themselves.	Allows user to request an update to an existing address (the radio buttons associated with his/her current household are available).	Allows user to request a new address (the <i>Add another address</i> radio button is available).	N/A

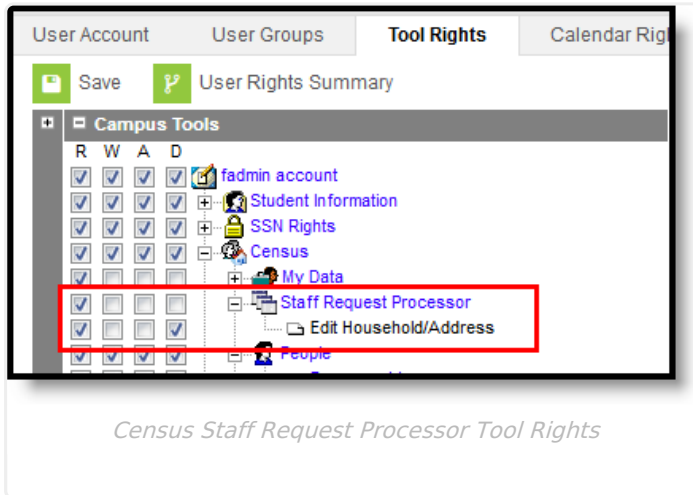
Right	R	W	A	D
<b>My Courses</b>	Allows the user to view existing courses they teach.	Allows user to request an update to a Section Assignment.	N/A	N/A
<b>My Requests</b>	Allows user to view pending requests.	N/A	N/A	Allows user to delete a pending request (the <i>Delete Request</i> icon is available).



Census My Data Tool Rights

# Staff Request Processor

Right	R	W	A	D
<b>Staff Request Processor</b>	Allows the user to view staff requests for data changes.	N/A	N/A	N/A
<b>Edit Household/Address</b>	Allows the user to edit the staff person's household/address.	N/A	N/A	Allows user to delete a pending request.



# People

For states using Ed-Fi, additional Ed-Fi tool rights display. See the following articles for more information:

- [Ed-Fi Tool Rights](#)
- [Enter an Ed-Fi ID](#)

Right	R	W	A	D
<b>People</b>	Allows the user to view the People toolset.	Allows the user to edit existing information in the people toolset.	Allows the user to add new information to the people toolset.	Allows the user to delete information in the people toolset.
<b>Demographics</b>	Allows the user to view information on the person's Demographics tab.	Allows the user to modify existing information.	Allows the user to upload a student or staff picture (a blue link to Upload Picture appears on the editor).	Allows the user to delete the person if no integral records have been tied to him/her.

<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<i>Staff State ID</i>	<p>Allows the user to view the staff person's state-assigned identification number.</p> <p>Allows the user to select the staff ID number in Ad hoc reports.</p>	<p>Allows the user to add the staff person's state-assigned identification number when there is no existing value.</p>	<p>Allows the user to edit and remove a state-assigned identification number for the staff person.</p>	N/A
<i>GUID</i>	<p>Allows the user to view the person's GUID.</p>	N/A	N/A	N/A
<i>Student State ID</i>	<p>Allows the user to view the student's state-assigned identification number.</p> <p>Allows the user to select the student ID number in Ad hoc reports.</p>	<p>Allows the user to add the student's state-assigned identification number when there is no existing value.</p>	<p>Allows the user to edit and remove a state-assigned identification number for the staff person.</p>	N/A
<i>Modify Local Staff Number</i>	<p>Allows the user to modify the staff's locally assigned staff number.</p> <p>Assigning any right level (R, A, W, D) allows this ability.</p>	N/A	N/A	N/A
<i>Modify Local Student Number</i>	<p>Allows the user to modify the student's locally assigned student number.</p> <p>Assigning any right level (R, A, W, D) allows this ability.</p>	N/A	N/A	N/A

<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<i>Ed-Fi ID</i>	Allows user to view the student's Ed-Fi ID.	Allows user to modify the student's Ed-Fi ID using the Use Ed-Fi ID button.	Allows user to modify an existing Ed-Fi ID or add a new Ed-Fi ID using the Use Ed-Fi ID button.	N/A
<i>View Staff Birth Date &amp; Age</i>	Allows the user to view the staff person's birth date and age.	Allows the user to modify (including delete) the staff person's birth date and age.	N/A	N/A
<b><i>Identities</i></b>	Allows the user to view the person's identity information.	Allows the user to edit existing identities information.	Allows the user to add a new identity record for a person.	Allows the user to delete a person's identity record.
<i>Legal Name and Gender</i>	Allows users to view Protected Identity Information section.	Allows the user to modify Protected Identity Information.	Allows the user to modify Protected Identity Information.	Allows the user to modify Protected Identity Information.
<b><i>Households</i></b>	Allows the user to view household information.	Allows the user to view and modify household and membership information.	Allows the user to add new household information.	Allows the user to remove household information.
<b><i>Relationships</i></b>	Allows the user to view existing relationships.	Allows the user to edit existing relationships.	Allows the user to add new relationships.	Allows the user to remove relationships.  NOTE: Relationships should not be deleted, but rather end dated.

<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<b><i>Enrollments</i></b>	<p>Allows the user to view the student's enrollment tab and enrollment history information.</p> <p>See the <a href="#">Enrollment Tool Right Recommendation</a> for more information.</p>	Allows the user to edit existing enrollment information and enrollment history information.	Allows the user to add enrollments and enrollment history information.	Allows the user full access to all options available on the enrollment tab.
<b><i>General Enrollment Information</i></b>	Allows the user to view the student's General Enrollment Information editor.	Allows the user to edit existing enrollment information located on the General Enrollment Information editor.	N/A	N/A
<b><i>State Reporting</i></b>	Allows the user to view the student's State Reporting Enrollment editor.	Allows the user to edit existing enrollment information located on the State Reporting Enrollment editor.	N/A	N/A
<b><i>Homeless</i></b>	Allows the user to view the Homeless field on the State Reporting Enrollment editor.	Allows the user to edit the existing status of the student's homeless detail on the State Reporting Enrollment editor.	N/A	N/A

<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<i>Meal Status</i>	Allows the user to view the Meal Status field on the State Reporting Enrollment editor.	Allows the user to edit the existing status of the student's meal status detail on the State Reporting Enrollment editor.	N/A	N/A
<i>Migrant</i>	Allows the user to view the Migrant field on the State Reporting Enrollment editor.	Allows the user to edit the existing status of the student's migrant detail on the State Reporting Enrollment editor.	N/A	N/A
<i>Ward of State</i>	Allows the user to view the Ward of State field on the State Reporting Enrollment editor.	Allows the user to edit the existing status of the student's ward of state detail on the State Reporting Enrollment editor.	N/A	N/A
<b><i>Special Education</i></b>	Allows the user to view the Special Education enrollment editor.	Allows the user to edit existing records located on the Special Education enrollment editor.	N/A	N/A
<i>Service Hours</i>	Allows the user to view the student's service hours.	Allows the user to edit the service hours field.	N/A	N/A
<i>Service Hours Percent Reported</i>	Allows the user to view the Service Hours Percent Report field.	Allows the user to edit the Service Hours Percent Reported field.	N/A	N/A
<b><i>Enrollment History</i></b>	Allows the user to view the student's enrollment history information.	Allows the user to edit existing enrollment information and enrollment history information.	Allows the user to add enrollments and enrollment history information.	Allows the user full access to all options available on the enrollment tab.

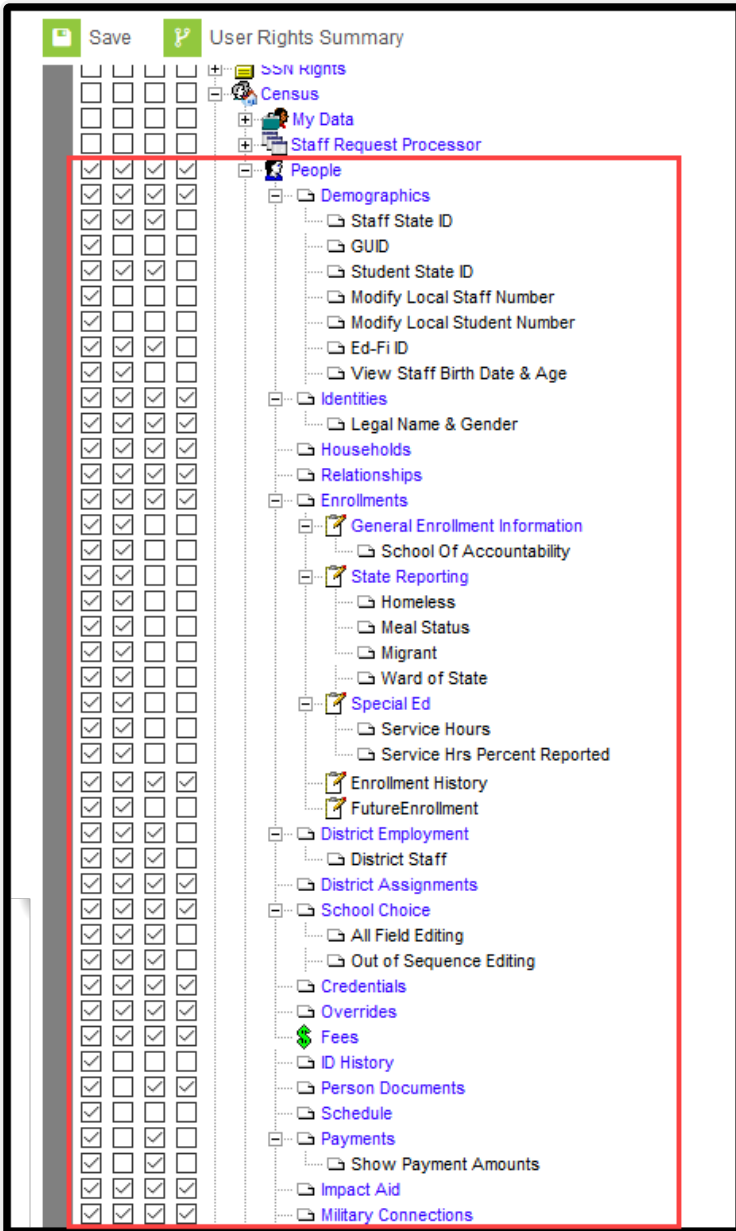


<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<b><i>Future Enrollment</i></b>	Allows the user to view the student's Future Enrollment editor.	Allows the user to edit existing enrollment information located on the Future Enrollment editor.	N/A	N/A
<b>District Employment</b>	Allows the user to view the District Employment tab.	Allows the user to modify an existing District Employment information.	Allows the user to add a new District Employment record.	N/A
<b>District Assignments</b>	Allows the user to view the District Assignment tab.	Allows the user to modify an existing District Assignment information.	Allows the user to add a new District Assignment record.	Allows the user to delete a District Assignment record.
<b>FS Deposit</b>	Allows the user to view Point of Sale deposit/account information.	Allows the user to edit existing Point of Sale deposit/account information.	Allows the user to add new Point of Sale deposit/account information.	Allows the user to delete (void) Point of Sale deposit/account information.
<b>School Choice</b>	Allows the user to view the People School Choice tab.	Allows the user to edit existing People School Choice information.	Allows the user to add new school choice information.	Allows the user to remove school choice information.
<b><i>All Field Editing</i></b>	Allows the user to view the Application Status, Comments and Rules for the school choice record.	Allows the user to edit existing selections for the Application Status, Comments and Rules for the school choice record.	Allows the user to add a new record for the school choice record.	N/A
<b><i>Out of Sequence Editing</i></b>	Allows the user to view all applications that need to be processed, despite priority.	Allows the user to edit applications that need to be processed, despite priority.	Allows the user to modify school choice applications out of sequence.	N/A

<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<b>Credentials</b>	Allows the user to view staff credentials.	Allows the user to edit existing staff credentials.	Allows the user to add new staff credentials.	Allows the user to delete staff credential records.
<b>Overrides</b>	Allows the user to view school choice override information.	Allows the user to edit existing school choice override information.	Allows the user to add new school choice override information.	Allows the user to delete school choice override information.
<b>Fees</b>	Allows the user to view fee information.	Allows the user to edit fee information.	Allows the user to add new fee information.	Allows the user to delete fee information.
<b>ID History</b>	Allows the user to view a person's ID history.	N/A	N/A	NA
<b>Person Documents</b>	Allows a user to view uploaded documents, edit details (description and file name) and replace a file.	N/A	Allows the user to upload a new document.	Allows the user to delete a document.
<b>Schedule</b>	Allows the user to view the staff person's teaching schedule and view the grade book for that section Additional tool rights are necessary for <a href="#">guest access to grade book</a> .	N/A	N/A	N/A
<b>Payments</b>	Allows the user to view the Payments tab.	N/A	Allows the user to modify information on the Payments tab.	N/A
<b>Show Payment Amounts</b>	Allows the user to view the Amount column on the Payments tab.	N/A	N/A	N/A

Right	R	W	A	D
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<b>Impact Aid</b>	Allows the user to view the Impact Aid tab.	Allows the user to modify existing Impact Aid information.	Allows the user to add new Impact Aid information.	Allows the user to delete Impact Aid Information.
<b>Military Connections</b>	Allows the user to view the Military Connections tab.	Allows the user to modify existing Military Connections information.	Allows the user to add new Military Connections information.	Allows the user to delete Military Connection information.



*Classic Navigation - Census People Tool Rights*

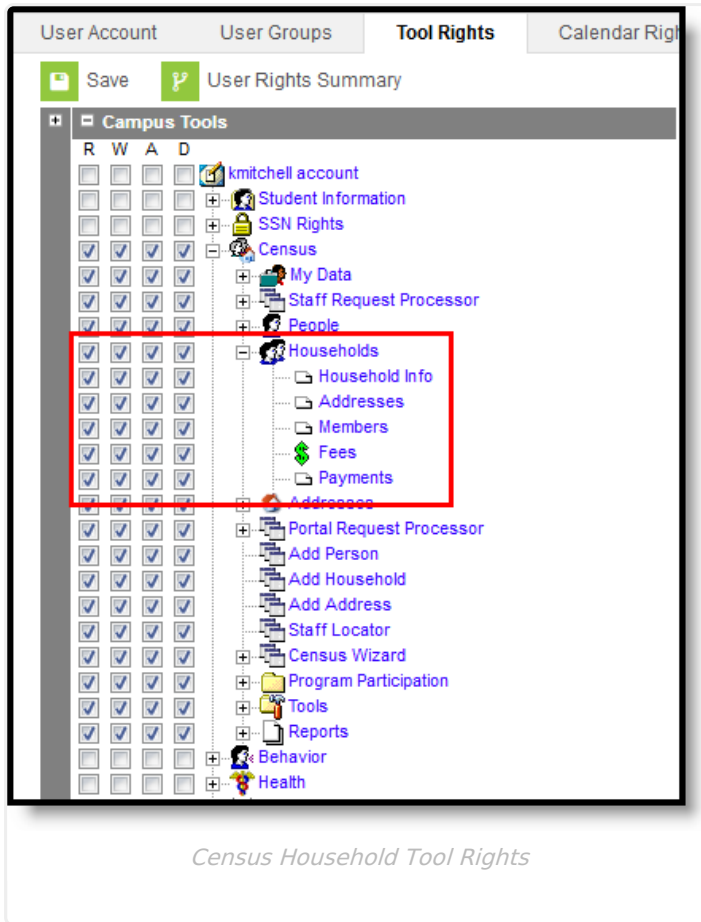
## Additional Relationship Tool Rights

To be able to use the New Non-household Relationship icon to add a person who does not already have a Campus person account, the user also needs:

- **R** rights to Census > Demographics
- **RWA** rights to Census > Add Person

## Households

<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<b>Households</b>	Allows the user to view the Household Info, Addresses, Members and Fees tabs.	Allows the user to edit existing information on the Household Info, Addresses, Members and Fees tab.	Allows the user to add new information to the Household Info, Addresses, Members and Fees tab.	Allows the user to remove records for the Household Info, Addresses, Members and Fees tab.
<b>Household Info</b>	Allows the user to view information on the household info tab.	Allows the user to edit existing information on the household info tab.	Allows the user to add new information to the household info tab.	Allows the user to delete data on the household info tab.
<b>Addresses</b>	Allows the user to view addresses on the addresses tab.	Allows the user to edit existing information on the addresses tab.	Allows the user to add new address information.	Allows the user to delete data on the addresses tab.
<b>Members</b>	Allows the user to view household member information.	Allows the user to edit existing information on the household members tab.	Allows the user to add new members to the household.	Allows the user to delete members from the household.  NOTE: Members should only be deleted from a household if they were added in error.
<b>Fees</b>	Allows the user to view household fees.	Allows the user to edit household fees.	Allows the user to add new fees for the household.	Allows the user to delete (void) fee information.
<b>FS Deposit</b>	Allows the user to view Point of Sale deposit/account information.	Allows the user to edit existing Point of Sale deposit/account information.	Allows the user to add new Point of Sale deposit/account information.	Allows the user to delete (void) Point of Sale deposit/account information.



## Additional Household Tool Rights

Unless the tab should be read-only purposes, users should have RWAD rights to Census > Households.

### New Household Membership

To use the New Household Membership icon to add the person to a new household, the user must have:

- **RWAD** rights to Census > Household > Household Info
- **RWAD** rights to Census > Household > Members.

### Edit Field

If a user should have access to view/modify household and membership information through the edit fields, he/she must have:

- **RW** rights to Census > Households
- **RW** rights to Census > Household > Household Info
- **RW** rights to Census > Household > Members

### Phone Field

To edit the phone field, the user must have:

- **RW** rights to Census > Households
- **RW** rights to Census > Households > Household Info

### Address Field

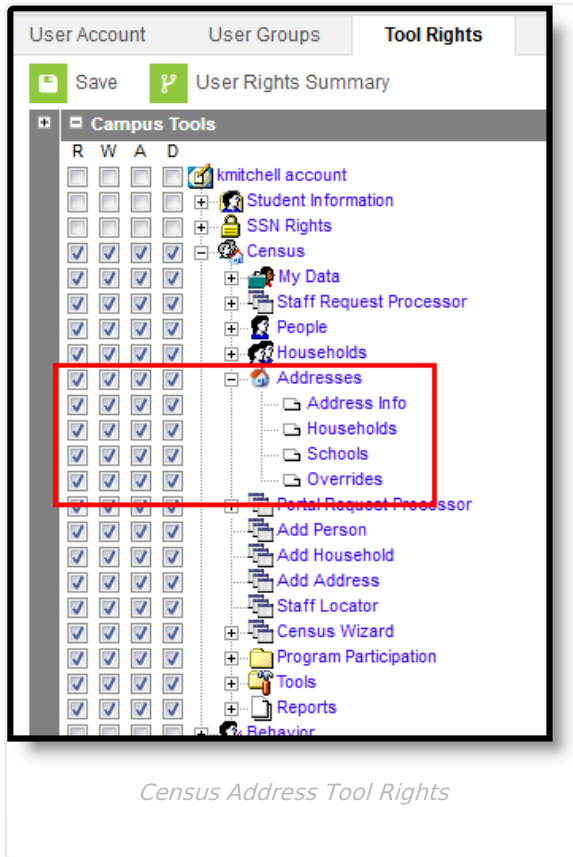
To edit the address field, the user must have:

- **RW** rights to Census > Household > Addresses > Address Info

## Addresses

Right	R	W	A	D
<b>Addresses</b>	Allows the user to view the Address Info, Households, School and Overrides tabs.	Allows the user to edit existing information on the Address Info, Households, Schools and Overrides tab.	Allows the user to add new information to the Address Info, Households, Schools and Overrides tab.	Allows the user to delete information on the Address Info, Households, Schools and Overrides tab.
<b>Address Info</b>	Allows the user to view the Address Info tab and associated data.	Allows the user to edit existing information on the Address Info tab.	Allows the user to add new information to the Address Info date.	Allows the user to delete address information.
<b>Households</b>	Allows the user to view existing households that have been or are located at the selected address.	Allows the user to edit household information associated with the address.	Allows the user to add new households to the selected address.	Allows the user to delete households from the associated address.
<b>Schools</b>	Allows the user to view the list of schools (for boundary purposes) associated with the selected address.	Allows the user to edit existing school information for the selected address.	Allows the user to add new schools to the selected address.	Allows the user to delete schools from the selected address.

Right	R	W	A	D
<b>Overrides</b>	Allows the user to view a list of program information for school choice purposes.	Allows the user to edit existing override information for school choice purposes.	Allows the user to add new information to the Overrides tab.	Allows the user to delete override information.



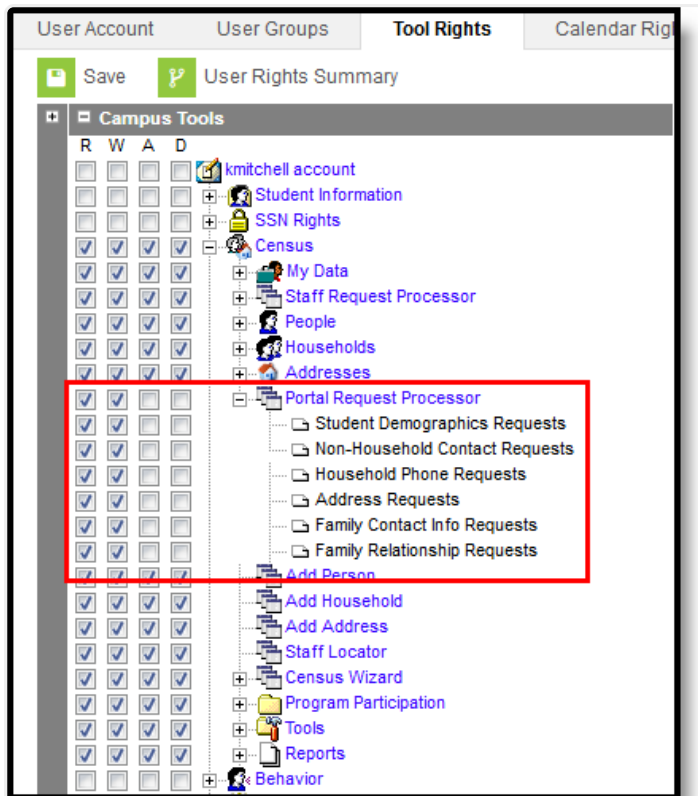
## Portal Request Processor

Right	R	W	A	D
<b>Portal Request Processor</b>	Allows the user to view requests from parents/guardians that were submitted through the Campus Portal.	Allows the user to view requests from parents/guardians that were submitted through the Campus Portal.	N/A	N/A



<b>Right</b>	<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<b><i>Student Demographics Requests</i></b>	Allows the user to view Student Demographic requests for students enrolled in school for which they have current calendar rights.	Allows the user to view, approve and deny the Student Demographic requests for students enrolled in schools for which they have current calendar rights.	N/A	N/A
<b><i>Non-Household Contact Requests</i></b>	Allows the user to view the Non-Household Contact requests if the person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	Allows the user to view, approve and deny the Non-Household Contact Request if the person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	N/A	N/A
<b><i>Household Phone Requests</i></b>	Allows a user to view the household phone requests if the person making the request is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	Allows a user to view, approve and deny the Household Phone Requests if the person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	N/A	N/A
<b><i>Address Requests</i></b>	Allows a user to view the Household Address Requests if the person making the request is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	Allows a user to view, approve and deny the Household Address Requests if the person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights	N/A	N/A
<b><i>Family Contact Info Requests</i></b>	Allows a user to view the Family Contact Information requests if the person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	Allows a user to view, approve and deny the Family Contact Information Requests if the person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	N/A	N/A

Right	R	W	A	D
<b>Family Relationship Requests</b>	Allows a user to view the Family Relationship Information requests if at least one person in the relationship request is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	Allows a user to view, approve and deny the Family Relationship Information requests if at least one person in the relationship request is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	N/A	N/A



*Census Portal Request Processor Tool Rights*

## Add Census Information Wizards

Right	R	W	A	D
<b>Add Person</b>	Allows the user to search for individuals in the Add Person Wizard.	Allows the user to search for and create new persons using the Add Person Wizard.	Allows the user to save the creation of new persons using the Add Person Wizard.	N/A

Right	R	W	A	D
<b>Add Household</b>	Allows the user to search for existing households in the Add Household Wizard.	Allows the user to search for and create new households using the Add Household wizard.  Users should also have at least <b>RWA</b> rights to Census > Households and Census > Households > Household Info.	N/A	N/A
<b>Add Address</b>	Allows the user to search for existing addresses in the Add Address Wizard.	Allows the user to search for and create new addresses using the Add Address Wizard.  Users should also have at least <b>RWA</b> rights to Census > Address Info.	N/A	N/A
<b>Staff Locator</b>	Allows the user to view and search for staff.	Allows the user to search for and create new district staff.	N/A	N/A
<b>Census Wizard</b>	Allows the user to view information in the Census Wizard.	Allows users to add information in the Census Wizard.	N/A	N/A
<b>Add Address</b>	Allows the user to view address information in the Census Wizard.	Allows the user to add address information in the Census Wizard.	N/A	N/A
<b>Add Household</b>	Allows the user to view household information in the Census Wizard.	Allows the user to add household information in the Census Wizard.	N/A	N/A
<b>Add Person</b>	Allows the user to view person information in the Census Wizard.	Allows the user to add person information in the Census Wizard.	N/A	N/A

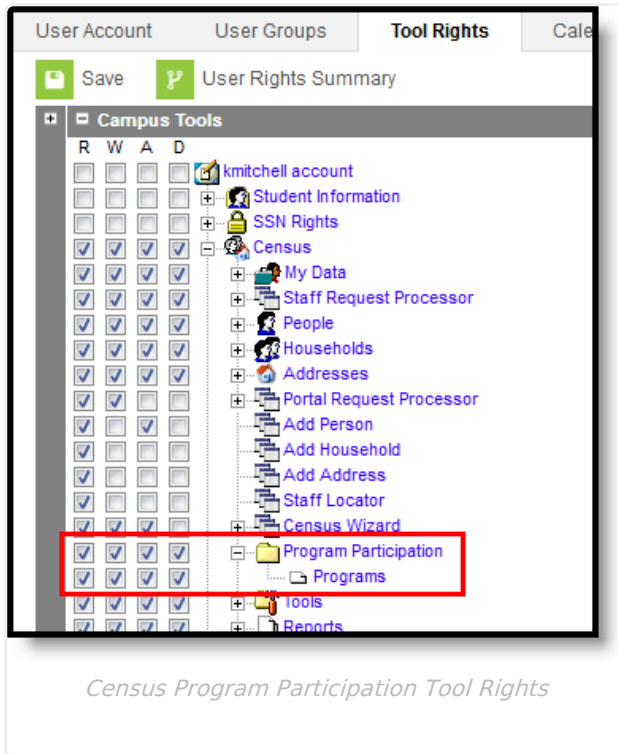
The screenshot shows the 'User Rights Summary' window with a 'Campus Tools' tree view. A red box highlights the 'Census Add Wizards Tool Rights' section, which includes the following items and their corresponding R, W, A, and D checkboxes:

Item	R	W	A	D
Staff, Miriam account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Self Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Georgia Interchange Behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSN Rights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Census	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
My Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff Request Processor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
People	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Households	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Addresses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Portal Request Processor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add Person	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add Household	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff Locator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Census Wizard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add Household	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add Person	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Census Add Wizards Tool Rights*

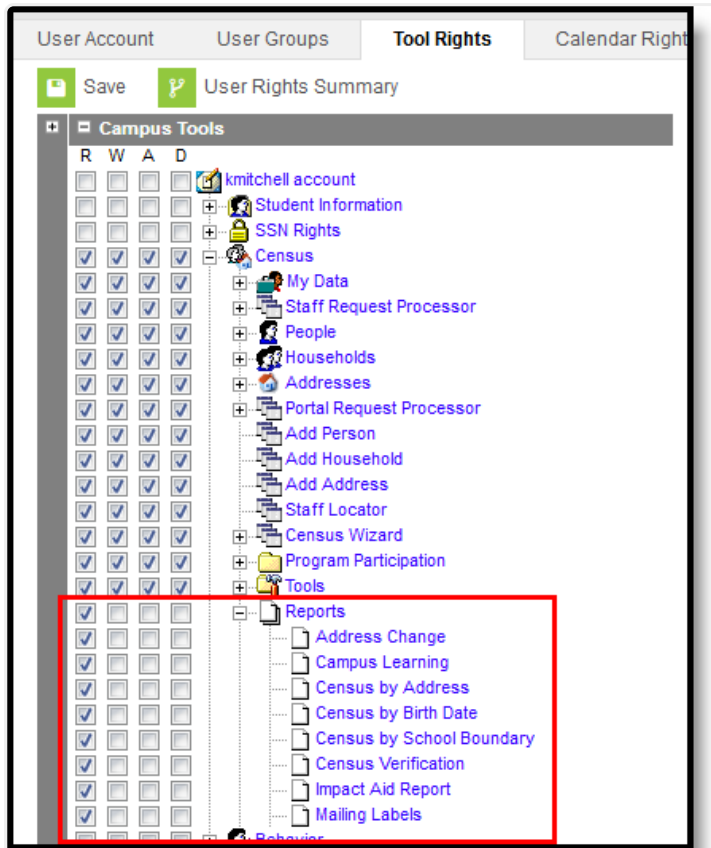
## Program Participation

Right	R	W	A	D
<b>Program Participation</b>	Allows the user to view existing program information for non-students.	Allows the user to modify existing program information for non-students.	Allows the user to add new program information for non-students.	Allows the user to completely remove program information for non-students.
<b>Programs</b>	Allows the user to view existing program information for non-students.	Allows the user to modify existing program information for non-students.	Allows the user to add new program information for non-students.	Allows the user to completely remove program information for non-students.



## Reports

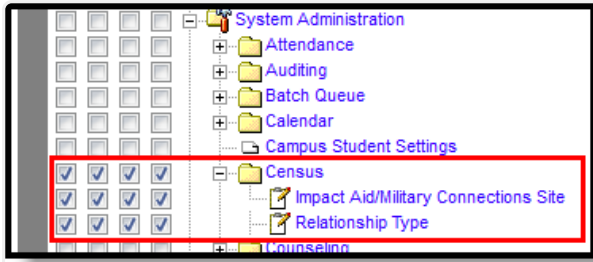
Right	R	W	A	D
<b>Reports</b>	Allows the user to generate Census reports.	N/A	N/A	N/A
<b>Address Change</b>	Allows the user to generate the Address Change report.	N/A	N/A	N/A
<b>Census by Address</b>	Allows the user to generate the Census by Address report.	N/A	N/A	N/A
<b>Census by Birth Date</b>	Allows the user to generate the Census by Birth Date report.	N/A	N/A	N/A
<b>Census by School Boundary</b>	Allows the user to generate the Census by School Boundary report.	N/A	N/A	N/A
<b>Census Verification</b>	Allows the user to generate the Census Verification report.	N/A	N/A	N/A
<b>Impact Aid Report</b>	Allows the user to generate the Impact Aid report.	N/A	N/A	N/A
<b>Mailing Labels</b>	Allows the user to generate the Mailing Labels report.	N/A	N/A	N/A



Census Reports Tool Rights

## System Administration Census

Right	R	W	A	D
<b>Impact Aid and Military Connections Site</b>	Allows the user to view details for existing impact aid sites.	Allows the user to edit details for existing impact ad sites.	Allows the user to create new impact ad sites.	Allows the user to delete existing impact aid sites.
<b>Relationship Type</b>	Allows the user to view details for existing relationship types.	Allows the user to edit details for existing relationship types.	Allows the user to create new relationship types.	Allows the user to delete existing relationship types.



System Administration Census Tool Rights

# New Navigation

▶ [Click here to expand...](#)

## People

For states using Ed-Fi, additional Ed-Fi tool rights display. See the following articles for more information:

- [Ed-Fi Tool Rights](#)
- [Enter an Ed-Fi ID](#)

## Add Person

R	W	A	D
Allows the user to search for individuals in the Add Person Wizard.	Allows the user to search for and create new persons using the Add Person Wizard.	Allows the user to save the creation of new persons using the Add Person Wizard.	N/A

## Demographics

R	W	A	D
<b>Staff State ID</b>			

R	W	A	D
<p>User can view the staff person's state-assigned identification number.</p> <p>User can also select the staff ID number in Ad hoc reports.</p>	<p>User can add or modify the staff person's state-assigned identification number.</p>	<p>User can add a state-assigned identification number for the staff person.</p>	<p>N/A</p>
<b>Student State ID</b>			
<p>User can view the student's state-assigned identification number.</p> <p>User can also select the student number in Ad hoc reports.</p>	<p>User can add or modify the student's state-assigned identification number.</p>	<p>User can add a state-assigned identification number for the staff person.</p>	<p>N/A</p>
<b>GUID</b>			
<p>Allows the user to view the person's GUID.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<b>Modify Local Staff Number</b>			
<p>User can modify the staff person's locally assigned student number.</p> <p>Assigning any right level (R, A, W, D) allows this ability.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<b>Modify Local Student Number</b>			
<p>User can modify the student's locally assigned student number.</p> <p>Assigning any right level (R, A, W, D) allows this ability.</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>



R	W	A	D
<b>View Staff Birth Date &amp; Age</b>			
User can view the staff person's birth date and age.	User can modify (including delete) the staff' person's birth date and age.	N/A	N/A
<b>Ed-Fi ID</b>			
User can view the student's Ed-Fi ID.	User can modify the student's Ed-Fi ID using the Use Ed-Fi ID button.	User can modify an existitng Ed-Fi ID or add a new Ed-Fi ID using the Use Ed-Fi ID button.	N/A

**Tool Rights** ☆

User Management > User Accounts > Tool Rights

- ▶ Behavior Office None Read Write Add Delete
- ▼ Census None Read Write Add Delete
- ▼ People None Read Write Add Delete
  - Add Person None Read Write Add Delete
  - ▼ Demographics None Read Write Add Delete
    - Staff State ID None Read Write Add Delete
    - Student State ID None Read Write Add Delete
    - GUID None Read Write Add Delete
    - Modify Local Staff Number None Read Write Add Delete
    - Modify Local Student Number None Read Write Add Delete
    - View Staff Birth Date & Age None Read Write Add Delete
    - Ed-Fi ID None Read Write Add Delete
  - ▶ Enrollments None Read Write Add Delete

*People Demographics Tool Rights*

## Enrollments

R	W	A	D
<b>Future Enrollment</b>			
Allows the user to view the student's Future Enrollment editor.	Allows the user to edit existing enrollment information located on the Future Enrollment editor.	N/A	N/A
<b>Enrollment History</b>			

R	W	A	D
Allows the user to view the student's enrollment history information.	Allows the user to edit existing enrollment information and enrollment history information.	Allows the user to add enrollments and enrollment history information.	Allows the user full access to all options available on the enrollment tab.
<b>General Enrollment Information</b>			
Allows the user to view the student's General Enrollment Information editor.	Allows the user to edit existing enrollment information located on the General Enrollment Information editor.	N/A	N/A
<b>State Reporting</b>			
Allows the user to view the student's State Reporting Enrollment editor.	Allows the user to edit existing enrollment information located on the State Reporting Enrollment editor.	N/A	N/A
<b>Special Ed</b>			
Allows the user to view the Special Education enrollment editor.	Allows the user to view the Special Education enrollment editor.	N/A	N/A

**Tool Rights** ☆

User Management > User Accounts > Tool Rights

▶ Instruction	None	Read	Write	Add	Delete
▶ Student Information	None	Read	Write	Add	Delete
▶ Attendance Office	None	Read	Write	Add	Delete
▶ Behavior Office	None	Read	Write	Add	Delete
▼ Census	None	Read	Write	Add	Delete
▼ People	None	Read	Write	Add	Delete
Add Person	None	Read	Write	Add	Delete
▶ Demographics	None	Read	Write	Add	Delete
▼ Enrollments	None	Read	Write	Add	Delete
FutureEnrollment	None	Read	Write	Add	Delete
Enrollment History	None	Read	Write	Add	Delete
General Enrollment Information	None	Read	Write	Add	Delete
State Reporting	None	Read	Write	Add	Delete
Special Ed	None	Read	Write	Add	Delete
Fees	None	Read	Write	Add	Delete
ID History	None	Read	Write	Add	Delete

Enrollment Tool Right

## Fees

R	W	A	D
Allows the user to view fee information.	Allows the user to edit fee information.	Allows the user to edit fee information.	Allows the user to edit fee information.

## ID History

R	W	A	D
Allows the user to view a person's ID history.	N/A	N/A	N/A

## Identities

R	W	A	D
Allows the user to view the person's identity information.	Allows the user to edit existing identities information.	Allows the user to add a new identity record for a person.	Allows the user to delete a person's identity record.
<b><i>Legal Name and Gender</i></b>			
Allows users to view Protected Identity Information section.	Allows users to view Protected Identity Information section.	Allows the user to modify Protected Identity Information.	Allows the user to modify Protected Identity Information.

## Impact Aid

R	W	A	D
Allows the user to view the Impact Aid tab.	Allows the user to modify existing Impact Aid information.	Allows the user to add new Impact Aid information.	Allows the user to delete Impact Aid Information.

## Membership in Households

R	W	A	D
---	---	---	---

R	W	A	D
Allows the user to view household member information.	Allows the user to edit existing information on the household members tab.	Allows the user to add new members to the household.	Allows the user to delete members from the household.  NOTE: Members should only be deleted from a household if they were added in error.

## Military Connections

R	W	A	D
Allows the user to view the Military Connections tab.	Allows the user to modify existing Military Connections information.	Allows the user to add new Military Connections information.	Allows the user to delete Military Connection information.

## Payments

R	W	A	D
Allows the user to view the Payments tab.	N/A	Allows the user to modify information on the Payments tab.	N/A
<b>Show Payment Amounts</b>			
Allows the user to view the Amount column on the Payments tab.	N/A	N/A	N/A

## Person Document

R	W	A	D
Allows a user to view uploaded documents, edit details (description and file name) and replace a file.	N/A	Allows the user to upload a new document.	Allows the user to delete a document.

## Programs

R	W	A	D
Allows the user to view existing program information for non-students.	Allows the user to modify existing program information for non-students.	Allows the user to add new program information for non-students.	Allows the user to completely remove program information for non-students.

## Relationships

R	W	A	D
Allows the user to view existing relationships.	Allows the user to edit existing relationships.	Allows the user to add new relationships.	Allows the user to remove relationships.  NOTE: Relationships should not be deleted, but rather end dated.

## School Choice Applications

R	W	A	D
Allows the user to view the People School Choice tab.	Allows the user to edit existing People School Choice information.	Allows the user to add new school choice information.	Allows the user to remove school choice information.
<b>All Field Editing</b>			
Allows the user to view the Application Status, Comments and Rules for the school choice record.	Allows the user to edit existing selections for the Application Status, Comments and Rules for the school choice record.	Allows the user to add a new record for the school choice record.	
<b>Out of Sequence Editing</b>			
Allows the user to view all applications that need to be processed, despite priority.	Allows the user to edit applications that need to be processed, despite priority.	Allows the user to modify school choice applications out of sequence.	

## Student Assignment Overrides

R	W	A	D
Allows the user to view school choice override information.	Allows the user to edit existing school choice override information.	Allows the user to add new school choice override information.	Allows the user to delete school choice override information.

## Additional Relationship Tool Rights

To be able to use the New Non-household Relationship icon to add a person who does not already have a Campus person account, the user also needs:

- **R** rights to Census > Demographics
- **RWA** rights to Census > Add Person

## People Setup

These rights display when the **Select Tag Filters** field is blank.

R	W	A	D
<b>Impact Aid/Military Connections Site Setup</b>			
Allows the user to view details for existing impact aid sites.	Allows the user to edit details for existing impact aid sites.	Allows the user to create new impact ad sites.	Allows the user to delete existing impact aid sites.
<b>Relationship Type Setup</b>			
Allows the user to view details for existing relationship types.	Allows the user to edit details for existing relationship types.	Allows the user to create new relationship types.	Allows the user to delete existing relationship types.

## Staff

R	W	A	D
<b>Staff Locator Wizard</b>			
Allows the user to view and search for staff.	Allows the user to search for and create new district staff.	N/A	N/A
<b>Credentials</b>			

R	W	A	D
Allows the user to view staff credentials.	Allows the user to edit existing staff credentials.	Allows the user to add new staff credentials.	Allows the user to delete staff credential records.
<b>District Assignments</b>			
Allows the user to view the District Assignment tab.	Allows the user to modify an existing District Assignment information.	Allows the user to add a new District Assignment record.	Allows the user to delete a District Assignment record.
<b>District Employment</b>			
Allows the user to view the District Employment tab.	Allows the user to modify an existing District Employment information.	Allows the user to add a new District Employment record.	N/A
<b>Teacher Schedule</b>			
Allows the user to view the staff person's teaching schedule and view the grade book for that section.  Additional tool rights are necessary for <a href="#">guest access to grade book</a> .	N/A	N/A	N/A

**Tool Rights** ☆

User Management > User Accounts > Tool Rights

▶ Behavior Office	None	Read	Write	Add	Delete
▼ Census	None	Read	Write	Add	Delete
▶ People	None	Read	Write	Add	Delete
▶ People Setup	None	Read	Write	Add	Delete
▼ Staff	None	Read	Write	Add	Delete
Staff Locator Wizard	None	Read	Write	Add	Delete
Credentials	None	Read	Write	Add	Delete
District Assignments	None	Read	Write	Add	Delete
▶ District Employment	None	Read	Write	Add	Delete
Teacher Schedule	None	Read	Write	Add	Delete
▶ Households	None	Read	Write	Add	Delete
▶ Addresses	None	Read	Write	Add	Delete

*Census Staff Tool Rights*

## Households

R	W	A	D
<b>Add Household</b>			
Allows the user to search for existing households in the Add Household Wizard.	Allows the user to search for and create new households using the Add Household wizard.  Users should also have at least <b>RWA</b> rights to Census > Households and Census > Households > Household Info.	N/A	N/A
<b>Census Wizard</b>			
Allows the user to view information in the Census Wizard.	Allows users to add information in the Census Wizard.	N/A	N/A
<b>Add Person</b>			
Allows the user to view person information in the Census Wizard.	Allows the user to add person information in the Census Wizard.	N/A	N/A
<b>Add Address</b>			
Allows the user to view address information in the Census Wizard.	Allows the user to add address information in the Census Wizard.	N/A	N/A
<b>Add Household</b>			
Allows the user to view household information in the Census Wizard.	Allows the user to add household information in the Census Wizard.	N/A	N/A
<b>Household Information</b>			
Allows the user to view household information.	Allows the user to view and modify household and membership information.	Allows the user to view and modify household and membership information.	Allows the user to view and modify household and membership information.



R	W	A	D
<b>Household Addresses</b>			
Allows the user to view addresses on the addresses tab.	Allows the user to view addresses on the addresses tab.	Allows the user to view addresses on the addresses tab.	Allows the user to view addresses on the addresses tab.
<b>Household Fees</b>			
Allows the user to view household fees.	Allows the user to edit household fees.	Allows the user to add new fees for the household.	Allows the user to add new fees for the household.
<b>Household Members</b>			
Allows the user to view household member information.	Allows the user to edit existing information on the household members tab.	Allows the user to add existing information on the household members tab.	Allows the user to edit existing information on the household members tab.
<b>Household Payments</b>			
Allows the user to view the household payment information.	Allows the user to edit existing information on the household payments tab.	N/A	N/A

**Tool Rights** ☆

User Management > User Accounts > Tool Rights

▶ Behavior Office	None	Read	Write	Add	Delete
▼ Census	None	Read	Write	Add	Delete
▶ People	None	Read	Write	Add	Delete
▶ People Setup	None	Read	Write	Add	Delete
▶ Staff	None	Read	Write	Add	Delete
▼ Households	None	Read	Write	Add	Delete
Add Household	None	Read	Write	Add	Delete
▼ Census Wizard	None	Read	Write	Add	Delete
Add Address	None	Read	Write	Add	Delete
Add Household	None	Read	Write	Add	Delete
Add Person	None	Read	Write	Add	Delete
Household Information	None	Read	Write	Add	Delete
Household Addresses	None	Read	Write	Add	Delete
Household Fees	None	Read	Write	Add	Delete
Household Members	None	Read	Write	Add	Delete
Household Payments	None	Read	Write	Add	Delete

Census Household Tool Rights

## Additional Household Tool Rights

Unless the tab should be read-only purposes, users should have RWAD rights to Census > Households.

### New Household Membership

To use the New Household Membership icon to add the person to a new household, the user must have:

- **RWAD** rights to Census > Household > Household Information
- **RWAD** rights to Census > Household > Members

### Edit Field

If a user should have access to view/modify household and membership information through the edit fields, he/she must have:

- **RW** rights to Census > Households
- **RW** rights to Census > Household > Household Info
- **RW** rights to Census > Household > Members

### Phone Field

To edit the phone field, the user must have:

- **RW** rights to Census > Households
- **RW** rights to Census > Households > Household Information

### Address Field

To edit the address field, the user must have:

- **RW** rights to Census > Addresses > Address Information

## Addresses

R	W	A	D
<b>Add Address</b>			

R	W	A	D
Allows the user to search for existing addresses in the Add Address Wizard.	Allows the user to search for and create new addresses using the Add Address Wizard.  Users should also have at least <b>RWA</b> rights to Census > Address Info.	N/A	N/A
<b>Address Information</b>			
Allows the user to view addresses on the addresses tab.	Allows the user to edit existing information on the addresses tab.	Allows the user to edit existing information on the addresses tab.	Allows the user to delete data on the addresses tab.
<b>Related Households</b>			
Allows the user to view existing households that have been or are located at the selected address.	Allows the user to edit household information associated with the address.	Allows the user to add new households to the selected address.	Allows the user to delete households from the associated address.
<b>School Boundaries</b>			
Allows the user to view the list of schools (for boundary purposes) associated with the selected address.	Allows the user to edit existing school information for the selected address.	Allows the user to add new schools to the selected address.	Allows the user to delete schools from the selected address.
<b>School Boundaries Override</b>			
Allows the user to view a list of program information for school choice purposes.	Allows the user to edit existing override information for school choice purposes	Allows the user to add new information to the Overrides tab.	Allows the user to delete override information.

## Change Requests

R	W	A	D
<b>Portal Request Processor</b>			

R	W	A	D
Allows the user to view requests from parents/guardians that were submitted through the Campus Portal.	Allows the user to view requests from parents/guardians that were submitted through the Campus Portal.	N/A	N/A
<b>Address Requests</b>			
Allows a user to view the Household Address Requests if the person making the request is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	Allows a user to view, approve and deny the Household Address Requests if the person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights	N/A	N/A
<b>Student Demographics Requests</b>			
Allows the user to view Student Demographic requests for students enrolled in school for which they have current calendar rights.	Allows the user to view, approve and deny the Student Demographic requests for students enrolled in schools for which they have current calendar rights.	N/A	N/A
<b>Family Contact Info Requests</b>			

R	W	A	D
<p>Allows a user to view the Family Contact Information requests if the person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.</p>	<p>Allows a user to view, approve and deny the Family Contact Information Requests if the person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.</p>	<p>N/A</p>	<p>N/A</p>
<p><b><i>Non-Household Contact Requests</i></b></p>			
<p>Allows the user to view the Non-Household Contact requests if the person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.</p>	<p>Allows the user to view, approve and deny the Non-Household Contact Request if the person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.</p>	<p>N/A</p>	<p>N/A</p>
<p><b><i>Household Phone Requests</i></b></p>			

R	W	A	D
Allows a user to view the household phone requests if the person making the request is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	Allows a user to view, approve and deny the Household Phone Requests if the person for whom the request is being made is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	N/A	N/A
<b>Family Relationship Requests</b>			
Allows a user to view the Family Relationship Information requests if at least one person in the relationship request is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	Allows a user to view, approve and deny the Family Relationship Information requests if at least one person in the relationship request is either related to or in a household with a student enrolled in a school for which they have current year calendar rights.	N/A	N/A
<b>Staff Request Processor</b>			
Allows the user to view staff requests for data changes.	N/A	N/A	N/A
<b>Edit Household/Address</b>			
Allows the user to edit the staff person's household/address.	N/A	N/A	Allows user to delete a pending request.

**Tool Rights** ☆  
 User Management > User Accounts > Tool Rights

▶ Behavior Office	None	Read	Write	Add	Delete
▼ Census	None	Read	Write	Add	Delete
▶ People	None	Read	Write	Add	Delete
▶ Staff	None	Read	Write	Add	Delete
▶ Households	None	Read	Write	Add	Delete
▶ Addresses	None	Read	Write	Add	Delete
▼ Change Requests	None	Read	Write	Add	Delete
▼ Portal Request Processor	None	Read	Write	Add	Delete
Address Requests	None	Read	Write	Add	Delete
Student Demographics Requests	None	Read	Write	Add	Delete
Family Contact Info Requests	None	Read	Write	Add	Delete
Non-Household Contact Requests	None	Read	Write	Add	Delete
Household Phone Requests	None	Read	Write	Add	Delete
Family Relationship Requests	None	Read	Write	Add	Delete
▼ Staff Request Processor	None	Read	Write	Add	Delete
Edit Household/Address	None	Read	Write	Add	Delete
▶ Reports	None	Read	Write	Add	Delete

Census Change Request Tool Rights

## School Choice Administration

R	W	A	D
<b>Application Batch Update Wizard</b>			
Allows the user to post application updates.	N/A	N/A	N/A
<b>Applications Conflict Report</b>			
Allows the user to generate the Applications Conflict Report.	N/A	N/A	N/A
<b>Application Status Report</b>			
Allows the user to generate the Application Status Report	N/A	N/A	N/A
<b>Post Applications Wizard</b>			
Allows the user to post school choice applications.	N/A	N/A	N/A

R	W	A	D
<b>Process Applications Wizard</b>			
Allows the user to process school choice applications.	N/A	N/A	N/A
<b>School Choice Messenger</b>			
Allows the user to view existing templates and send School Choice messages.	Allows the user to modify School Choice messages.	Allows the user to add new School Choice message templates.	Allows the user to delete School Choice Message templates.
<b>User Group Formats</b>			
Allows viewing and sending existing Group templates.	N/A	N/A	N/A
<b>School Choice Preferences</b>			
Allows the user to view School Choice preferences.	Allows the user to edit existing school choice preferences.	Allows the user to add new School Choice Preferences	Allows the user to remove School Choice Preferences.
<b>School Choice Rule Setup</b>			
Allows the user to view School Choice Rules.	N/A	Allows the user to add new School Choice Rules.	Allows the user to remove School Choice rules.

## Reports

Read rights provide full access to the generation of all Census Reports. WAD rights are not necessary.



**Tool Rights** ☆

User Management > User Accounts > Tool Rights

▶ Change Requests	None	Read	Write	Add	Delete
▶ School Choice Administration	None	Read	Write	Add	Delete
▼ Reports	None	Read	Write	Add	Delete
Address Change Report	None	Read	Write	Add	Delete
Census by Address Report	None	Read	Write	Add	Delete
Census by Birth Date Report	None	Read	Write	Add	Delete
Census by School Boundary Report	None	Read	Write	Add	Delete
Census Verification Report	None	Read	Write	Add	Delete
Impact Aid Report	None	Read	Write	Add	Delete
Mailing Labels	None	Read	Write	Add	Delete
Missing Photo - Student Report	None	Read	Write	Add	Delete
Staff Data Extract	None	Read	Write	Add	Delete
Staff Report	None	Read	Write	Add	Delete
▶ Communication	None	Read	Write	Add	Delete

*Census Reports Tool Rights*