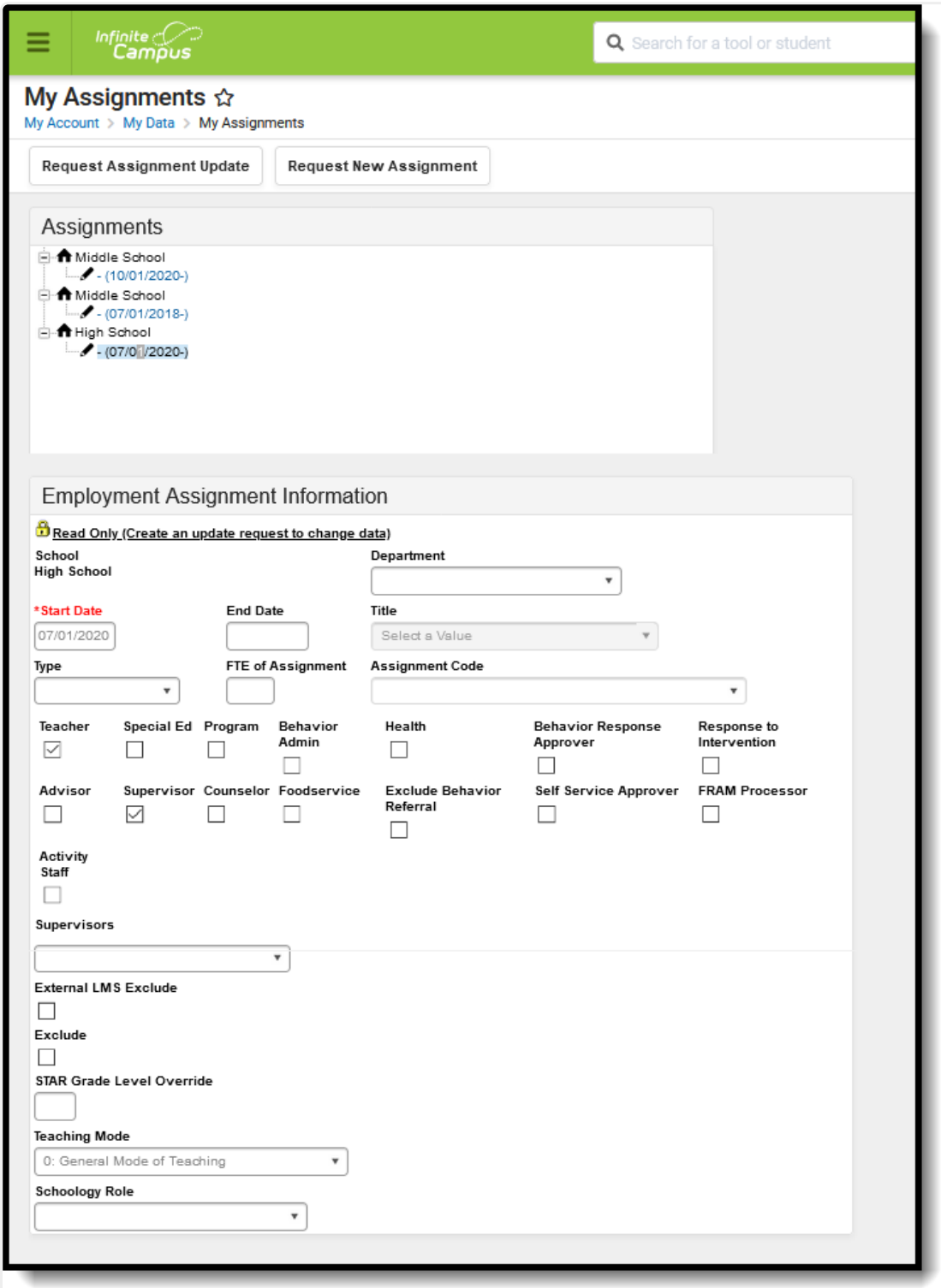
My Assignments

Last Modified on 08/07/2026 11:27 am CDT

Tool Search: My Assignments

The My Assignments tool lists the district location(s) where a staff member is employed, as well as details about their assignment.



My Assignments

Proper tool rights must be assigned to request updates to My Demographics. See the Census Tool Rights document for more information.

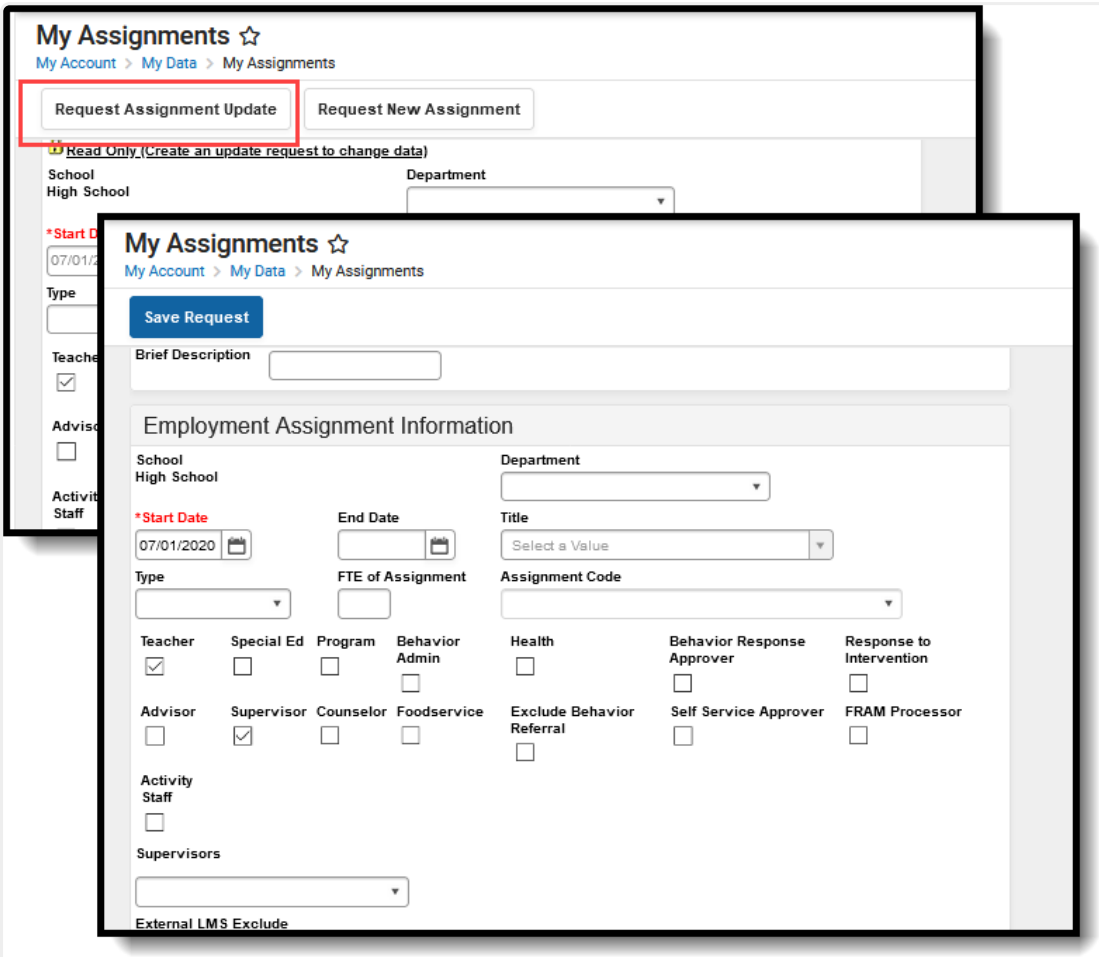
Available options when requesting an update or when requesting a new assignment vary by state.

A user can request an update to an existing district assignment record or request a new assignment record. A request to an existing assignment record can be done if the assignment record is selected from the Assignment tree.

If the school and/or district has set the District Employment for District Assignment System Preferences, validations may appear if a staff person attempts to create a request for a District Assignment without having a District Employment record.

Request an Assignment update

1. Select the **Request Assignment Update** icon. A new **District Assignment - Update Record Request** editor will appear.
2. Enter a **Brief Description** for this modification.
3. Enter the modified employment assignment information.
4. Click the **Save Request** icon when finished. An entry will be added to the My Requests tool, indicating that a pending request exists. A designated approver will review the changes and accept or deny as necessary. A record of the change will also be visible in the Process Inbox.



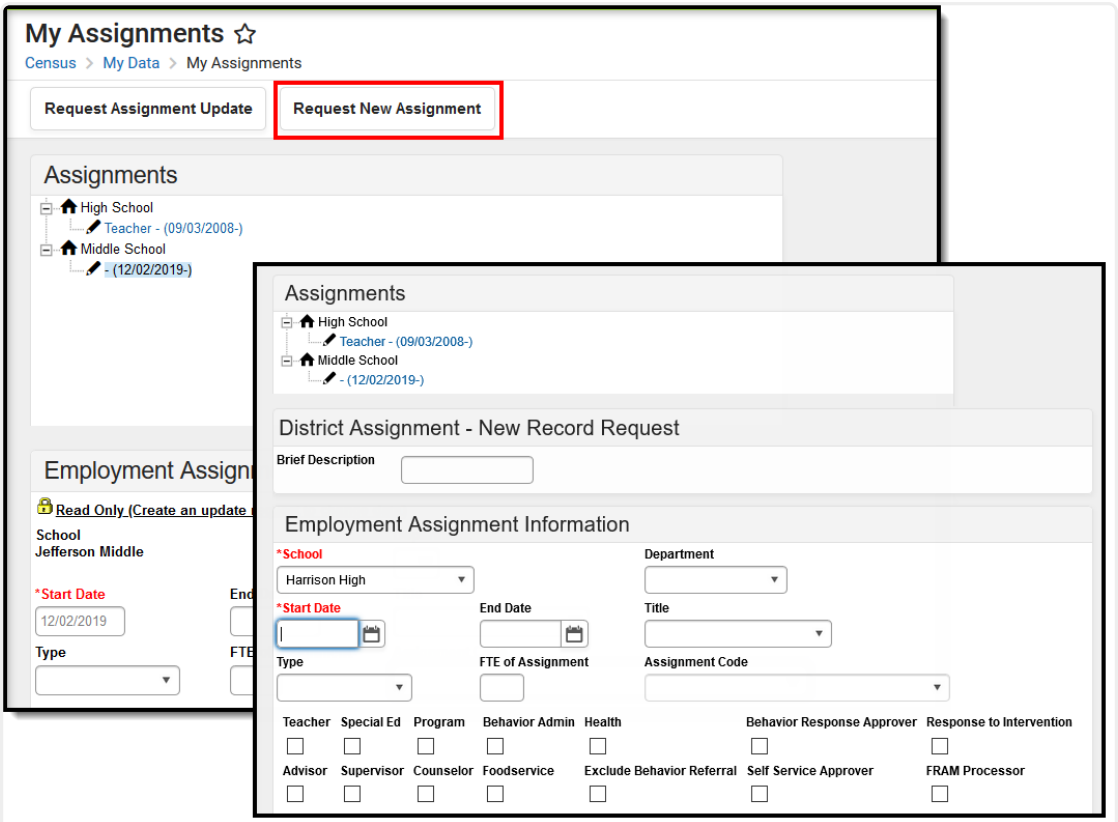
Request Assignment Update

Request a new Assignment

Select an existing Employment Assignment record. The **Request New Assignment** and **Request New Assignment Update** icons will appear.

1. Select the **Request New Assignment** icon. A new **Employment Assignment Information** editor will appear.
2. Enter a **Brief Description** for this new assignment.
3. Enter the desired employment assignment information.
4. Click the **Save Request** icon when finished.

An entry will be added to the My Request tool, noting changes were requested on a particular date. A designated approver will review the changes and accept or deny as necessary. A message indicating a request has been approved or denied is sent via the Process Inbox. The user may select this link, and the My Requests tool displays.



Request New Assignment