

Individual User Tool Rights

Last Modified on 12/23/2025 3:18 pm CST

Tool Search: User Account

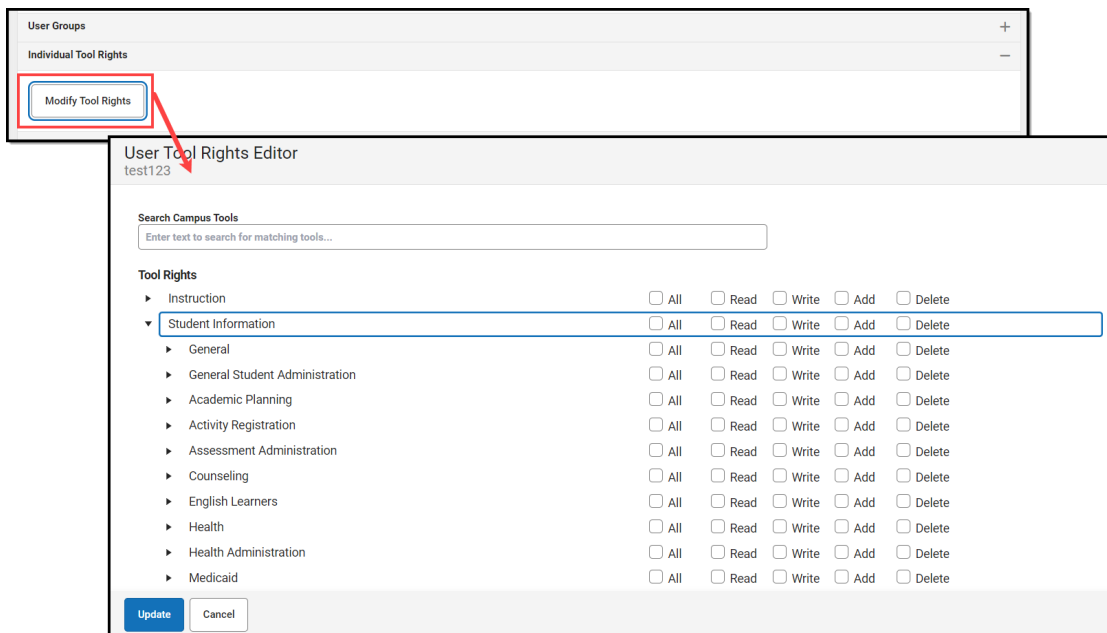
Tool Rights determine the level of access users have to tools throughout Infinite Campus.

Due to the wide range of school-specific duties and policies, this article cannot recommend how to assign tool rights to particular types of users. District administrators must determine the appropriate amount of access for each user/group based on that user/group's needs.

Assign Tool Rights

Only users assigned a Product Security Role may assign tool rights to users.


1. Navigate to a person's [User Account](#) (User Management > User Account Information > User Account)
2. Click the **Modify Tool Rights** button. The User Tool Rights Editor will appear.



3. Navigate to each tool you wish to grant the user rights to access and determine the level of access they should receive (Read, Write, Add, Delete). See the section below for more information about these levels of access and how they impact using Infinite Campus.
4. Once all tool rights have been selected, click **Update**. The user will now have access to the tools marked.

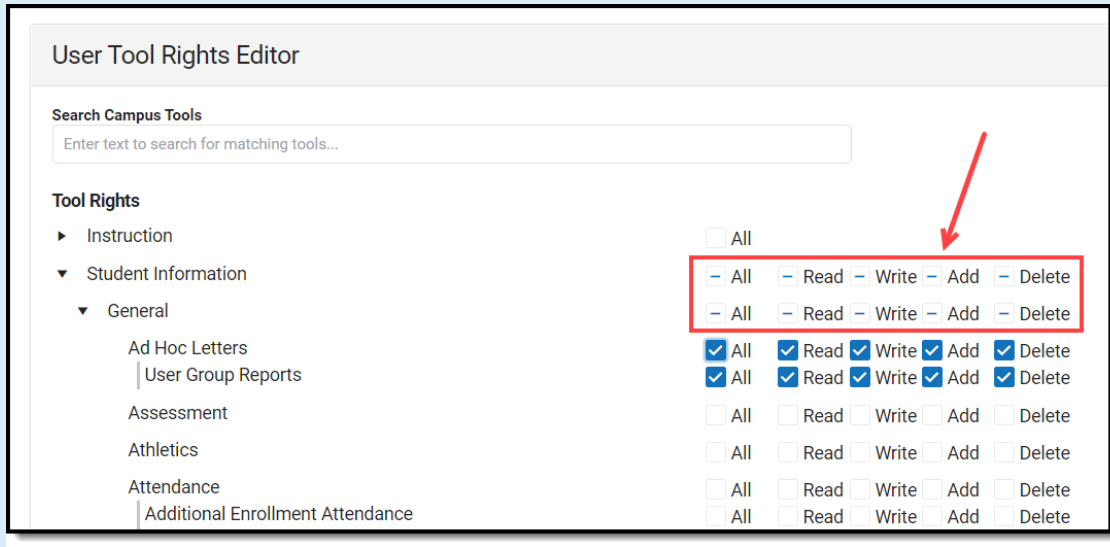
Tool Rights Access Levels

This section explain the four different access levels that can be assigned for each tool within Infinite Campus.

A partially checked indicator  has been added to the New Look of Infinite Campus, appearing in the RWAD checkboxes of tools/menu items where the user does not have tool rights to the tool/menu item but does have rights to tools or sub-rights contained within the tool/menu-item.

Expand the link below for an example of this indication.

► [Click here to expand...](#)



User Tool Rights Editor

Search Campus Tools
Enter text to search for matching tools...

Tool Rights

- Instruction
- ▼ Student Information
 - ▼ General
 - Ad Hoc Letters
 - User Group Reports
 - Assessment
 - Athletics
 - Attendance
 - Additional Enrollment Attendance

Tool	All	Read	Write	Add	Delete
All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Read	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Write	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Read

► [Click here to expand...](#)

Read indicates the user may view the information in the applicable interface area. When only R rights are applied, the user cannot access the action bar's Save, Add, or Delete icons. Reports need only the R right for full access to viewing and generating results. In addition, R rights allow the printing of information, when applicable. Many wizards require only the R right to have complete access.

User Tool Rights Editor

Search Campus Tools

Enter text to search for matching tools...

Tool Rights

▶ Instruction

▶ Student Information

▶ Attendance Office

▶ Behavior Office

▼ Census

▶ People

▶ People Setup

▶ Staff

▶ Households

▶ Addresses

All

Read

Write

Add

Delete

All

Read

Write

Add

Delete

All

Read

Write

Add

Delete

All

Read

Write

Add

Delete

All

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Write

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Read

Write

Add

Delete

Save

Reset

User Rights Summary

Write

▶ [Click here to expand...](#)

Write indicates that the information on the applicable interface area may be viewed and modified by the user. When this right is applied, the Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area (adding new data is controlled by the A right). This right includes the ability to modify data from a specific field.

User Tool Rights Editor

Search Campus Tools

Enter text to search for matching tools...

Tool Rights

▶ Instruction

▶ Student Information

▶ Attendance Office

▶ Behavior Office

▼ Census

▶ People

▶ People Setup

▶ Staff

▶ Households

▶ Addresses

All

Read

Write

Add

Delete

All

Read

Write

Add

Delete

All

Read

Write

Add

Delete

All

Read

Write

Add

Delete

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Save

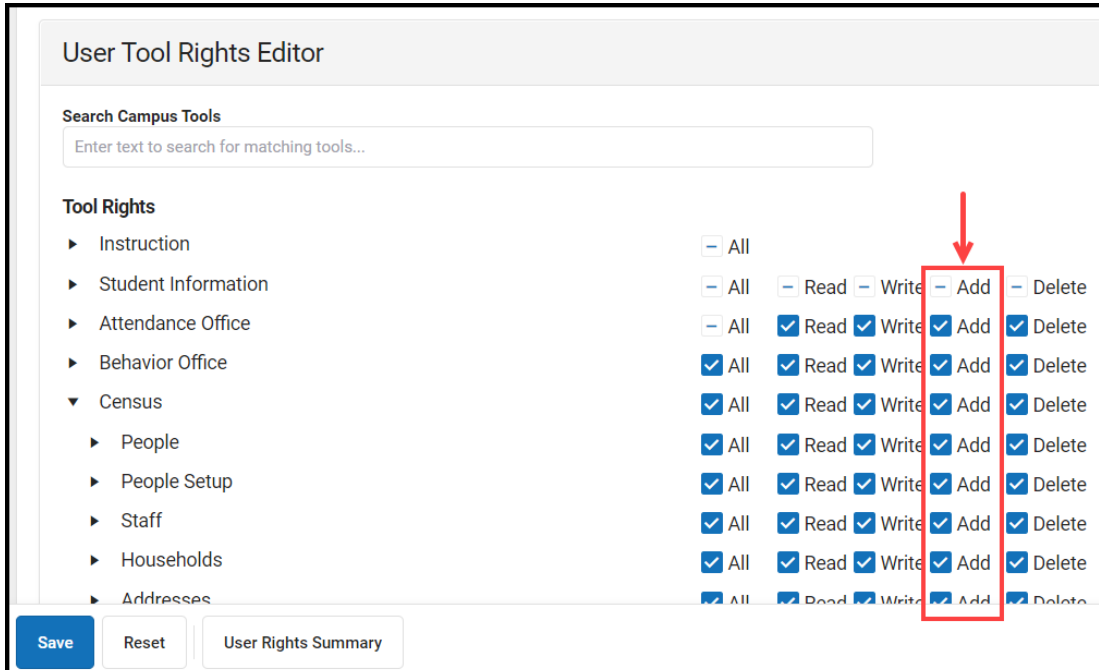
Reset

User Rights Summary

Add

► [Click here to expand...](#)

Add indicates the information on the applicable interface area may be viewed, modified, and added to. When this right is applied, the New or Add icons in the action bar will be functional. This right allows the user to add new data/records.



User Tool Rights Editor

Search Campus Tools
Enter text to search for matching tools...

Tool Rights

- Instruction
- Student Information
- Attendance Office
- Behavior Office
- ▼ Census
 - People
 - People Setup
 - Staff
 - Households
 - Addresses

	All	Read	Write	Add	Delete
All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Reset User Rights Summary

Delete

► [Click here to expand...](#)

Delete indicates the information on the applicable interface area may be deleted. When this right is applied, 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 Write. A user generally has RWA rights if he/she has D rights.

Users should assign this right with caution.

Sub-rights are used to control specific functions or gatekeep certain data within a tool. Sub-rights are also found under the tool it applies to and have a | to the left of the sub-right, delineating it as a sub-right.

Tool Rights ☆					
natetest Test, Fake					
▶ Attendance Office	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
▶ Behavior Office	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
▼ Census	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
▼ People	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Add Person	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Demographics	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Modify Local Staff Number	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Modify Local Student Number	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Ed-Fi ID	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
GUID	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Student State ID	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
View Staff Birth Date & Age	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Staff State ID	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Reset Portal Password	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Enrollments	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Special Ed	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Service Hours	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Service Hrs Percent Reported	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
State Reporting	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Meal Status	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Homeless	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Ward of State	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete
Migrant	✓ All	✓ Read	✓ Write	✓ Add	✓ Delete

Example of Tool Rights

The following are examples of how tool rights affect how users are able to view and access tools throughout Campus.

Limited Tool Rights (Read Only)

▶ [Click here to expand...](#)

Limiting a user's tool rights affects how they are able to interact with a tool. In the example below, the user is given only Read rights to the Student Information module. Because the user only has Read rights, all of the fields within each Student Information tool are read-only and the Save, Delete, and New buttons are unable to be used.

User Tool Rights Editor

Search Campus Tools
Enter text to search for matching tools...

Tool Rights

Tool	All	Read	Write	Add	Delete
Instruction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Census	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Self Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FRAM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grading & Standards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons and fields are grayed out and read-only

Save Delete New Print Enrollment History Documents

General Enrollment Information

Enrollment ID: [Redacted]

Calendar: 2024 - EBHS - REGULAR Schedule (read only) Main

*Start Date: 07/19/2023 No Show: ☐ End Date: [Redacted]

*Local Start Status: E2: E02 1st AZ enroll, from within district

State Start Status: E2: 1st AZ enroll, from within district

Start Comments: [Redacted]

*Grade: 09

End Action: [Redacted]

Local End Status: Select a Value

State End Status: [Redacted]

End Comments: [Redacted]

Class Rank Exclude: ☐ External LMS Exclude: ☐

*Service Type: S: Partial

Rolled From Enrollment ID: N/A

Full Tool Rights (RWAD)

► [Click here to expand...](#)

Providing **RWAD** tool rights to a user means the user has full access to modifying data with the tool. In the example below, a user with **RWAD** tool rights to the Student Information module is able to modify all data within any Student Information tool.

Compare this example with the example above for a better understanding of how user groups are provided different tool access based on tool rights.

User Tool Rights Editor

Search Campus Tools
Enter text to search for matching tools...

Tool Rights

Tool	Read	Write	Add	Delete
Instruction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Census	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee Self Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FRAM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grading & Standards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Health Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Insights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Delete New **Print Enrollment History** New Enrollment History Documents

General Enrollment Information

Enrollment ID: []

Calendar: 2024 - CEC - REGULAR

*Start Date: 07/19/2023 No Show: ☐ End Date: []

*Local Start Status: E1: E01 1st AZ enroll, from same school

State Start Status: E1: 1st AZ enroll, from same school

Start Comments: []

Schedule (read only): Main

*Grade: 10

End Action: []

Local End Status: Select a Value

State End Status: []

End Comments: []

Class Rank Exclude: ☐ External LMS Exclude: ☐

*Service Type: S: Partial

Rolled From Enrollment ID: 1246126

Manage User Accounts

See the [User Account](#) article to learn more about managing user accounts, including tool rights, calendar rights, authentication options, and more.