Social Security Number Tool Rights

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Tool Rights | Assign Tool Rights for SSN Viewing to an Individual User | Assign Tool Rights for SSN Viewing to an User Group | Social Security Number Management

Tool Search: Demographics

Private student, staff, and person information is stored in Infinite Campus for use in state reporting requirements and other auditing and tracking processes. A person's Social Security number (SSN) is included in this private data.

Infinite Campus provides specific tool rights that can be assigned to certain individuals, limiting the viewing of the SSN to only those who need to see the number to perform their job duties.

Demographics tool - Social Security Number field

Social Security numbers and other private information are included in the Family Educational Rights and Privacy Act.

To protect this information, SSNs display as XXX-XX-XXXX initially, and if the user has rights to see the information, clicking **Show** displays the full number. To hide the number, click **Hide**.

The following information details the settings needed for viewing the SSN based on the type of person.

Tool Rights

Tool Search: User Account

SSN information is viewable only with appropriate tool rights. Users must have the SSN tool right assigned and applicable calendar rights to view information.

Tool rights for the SSN can be assigned such that an individual can view persons, staff or students. See the definitions below for each group.

Person	Definition
Student	People who have enrollment records (current or inactive).
Staff	People who have an active district employment or district assignment record.
People	Any person entered into Campus.

A user could have any combination of the tool rights assigned. The district is responsible for maintaining tool rights and ensuring proper privacy guidelines are in effect.

Users can be assigned the following rights:

- Read - allows the user to view the SSN
- Write - allows the user to view and enter SSN information and update existing SSN information.

Add and Delete tool rights contain no functionality for SSN management.

User Tool Rights Editor - SSN Rights
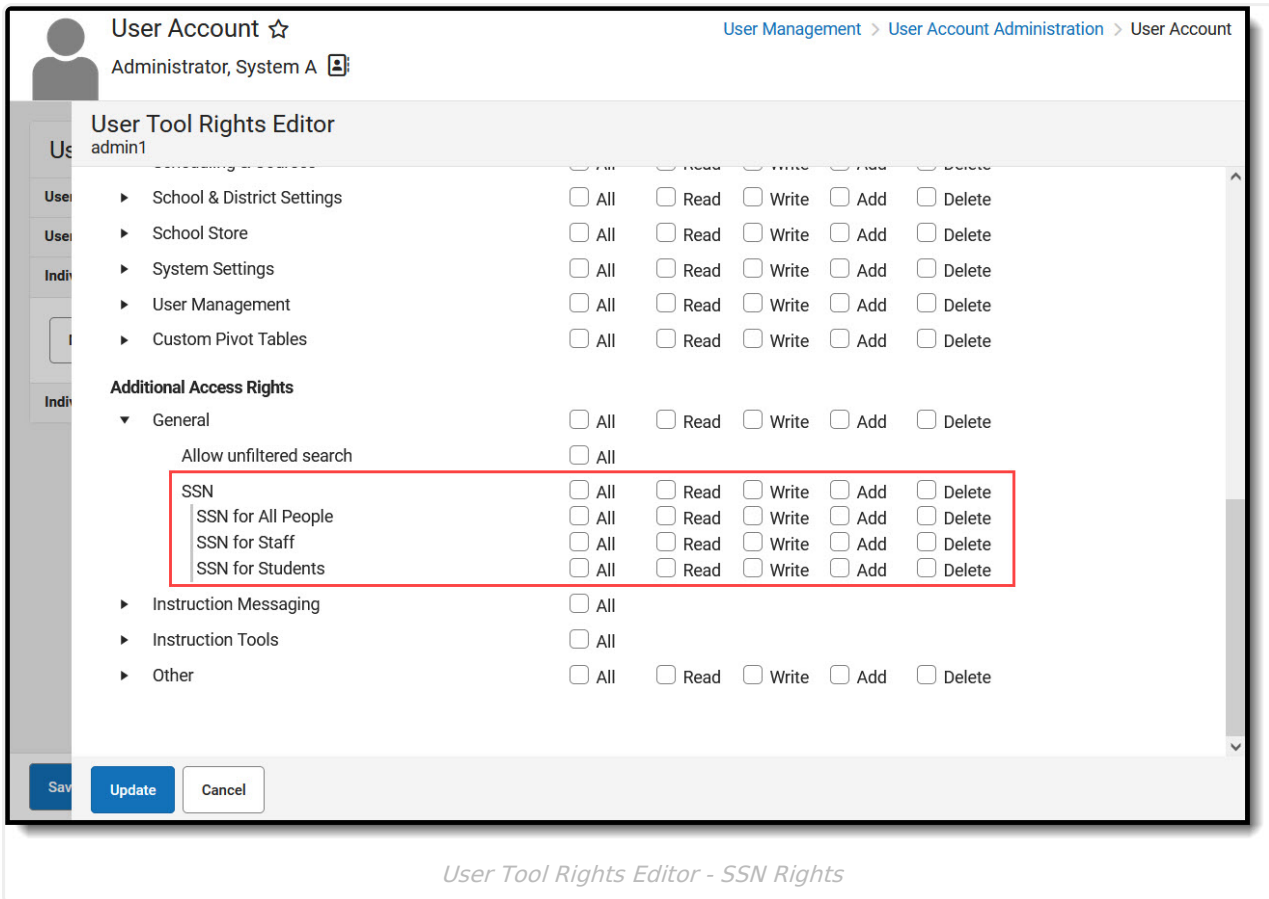
Assign Tool Rights for SSN Viewing to an Individual User

1. After selecting the appropriate user from the search results, navigate to **Individual Tool Rights.**
2. Select **Modify Tool Rights.**
3. Expand **Additional Access Rights > General**
4. Place a checkmark in the **Read** or **Write** column to assign the appropriate rights. A user could have any combination of SSN rights. Checkboxes assigned at the header give rights to all subgroups, while checkboxes assigned at the subgroup only give rights to that option.
5. Click **Update** when finished. The selected individual now has SSN rights. The tool rights are in place the next time the user logs into Campus.

Assign Tool Rights for SSN Viewing to an User Group

1. After selecting the appropriate user group from the search results, navigate to **Tool Rights**.
2. Expand **Additional Access Rights > General**
3. Place a checkmark in the **Read** or **Write** column to assign the appropriate rights. A user could have any combination of SSN rights. Checkboxes assigned at the header give rights to all subgroups, while checkboxes assigned at the subgroup only give rights to that option.
4. Click **Save** when finished. The selected user group now has SSN rights. The tool rights are in

place the next time a user group member logs into Campus.

Social Security Number Management

Social Security numbers are added to a person's Demographic data and used in reports, to locate students and staff, in advanced searches, and in general maintenance processes.

The Social Security Number field will only appear when a user has assigned SSN Rights. The school and/or district can change tool rights at any time, and sensitive information like SSNs and other private information should be reviewed regularly.

> When a user does not have SSN rights but has rights to modify Demographics or Identities, upon saving the changes, the SSN does not display for that user, but it still exists on the record.

If a user does not have the SSN subright selected, the SSN field does not display.

SSN Subright	Description
SSN for All People	When selected, the user sees the Social Security numbers of students, staff, and other persons entered into Census.
SSN for Students	When selected, the user sees only the Social Security numbers for students, not for staff or other people (emergency contacts, parents, etc.).
SSN for Staff	When selected, the user sees only Social Security numbers for staff, but not for students or other people (emergency contacts, parents, etc.)

Users also need appropriate Calendar Rights to see the SSN for students. This means the SSN is only visible when the user has calendar rights to the school where the student is enrolled.

Additional Social Security Number Management

The following tools follow the logic established by the Social Security tool rights.

Tool	Logic
Student Locator	Search by SSN is only allowed with sub-rights. Display and/or edit of SSN follows sub-rights. **Entering SSN in the Student Locator is not recommended.**

Tool	Logic
Staff Locator	Search by SSN is only allowed with sub-rights. Display and/or edit of SSN follows sub-rights.
Advanced Search	Search by SSN is only allowed with sub-rights.
Census Demographics	Display and/or edit of SSN follows sub-rights.
School Years	Start and end date fields have been added to the School Years editor to ensure proper SSN subright functionality. These are not required fields, and logic has been added to have a school year's start date be July 1 and an end date of June 30 unless otherwise entered.
Reporting	All Campus-provided reports that contain SSN data are generated but do not display the SSN unless the user has the appropriate tool and calendar rights. State reports are not included in this logic. Any state report formatted to return SSN information extracts the value regardless of the user's SSN tool and calendar rights.
Ad hoc Reports	Display of SSN follows sub-rights.