

Indiana Ed-Fi IDs

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Ed-Fi ID Indiana

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](#).

Students / Staff: Indiana assigns unique Ed-Fi IDs for students and staff. These unique IDs are populated into the Student State ID and Staff State ID fields respectively. 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).

Parents: Indiana does not assign unique Ed-Fi IDs for parents. However, a unique ID must be populated for parent information to send to the state. If districts leave the Parent Ed-Fi ID field blank, a default value of (4 digit District ID) + (Person ID) is populated into the field and sent. Districts can also populate this field with a different unique value if they do not want to use the default value.

Users must have **Read**, **Write**, and **Add** tool rights to the following for the ability to select the **Get Ed-Fi ID** button and access the Ed-Fi database to search and locate a person's Ed-Fi ID:

Demographics - Ed-Fi Configuration - Ed-Fi Locator - Ed-Fi Tools

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.

Use extreme caution when assigning **Delete** 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. For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Assign an Ed-Fi ID

Tool Search: Demographics

Select the **Get Ed-Fi ID** button to assign an Ed-Fi ID to a student or staff member. The **Get Ed-Fi ID** button is inactive if an Ed-Fi ID already exists for the individual.

▶ [Click here to expand...](#)

Student Batch Method

Tool Search: State ID Tool

Use the **Generate State IDs** button on the **State ID Tool** to search and generate student state IDs for all students that do not currently have a Student State ID.

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