

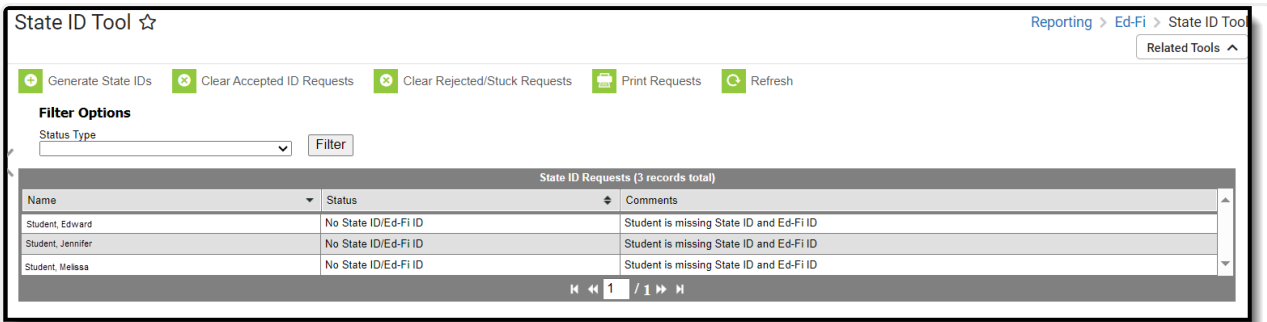
Ed-Fi State ID Tool (Arizona)

Last Modified on 06/05/2024 1:45 pm CDT

[Prerequisites](#) | [State ID Tool Editor](#) | [Generate State IDs](#) | [Review ID Requests](#) | [Print ID Requests](#)

Tool Search: State ID Tool

The State ID Tool allows users to search for and request new Ed-Fi IDs that are placed in the Student State ID field. The State ID Tool can also be used to print a list of ID requests.



State ID Tool

Read - Access the State ID tool.

Write - Generate state IDs, clear IDs, reject IDs, print requests and refresh data.

Add - N/A

Delete - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Prerequisites

The following must be done PRIOR to using this tool:

- Ed-Fi functionality must be enabled via the [Enable Ed-Fi System Preference](#).
- In order to properly use Ed-Fi tools, proper values must be established within the [Ed-Fi Configuration tool](#). This ensures Campus is communicating with Ed-Fi and successfully sending data to their servers.
- Ed-Fi IDs should be assigned to users via the Demographics tool.

State ID Tool Editor

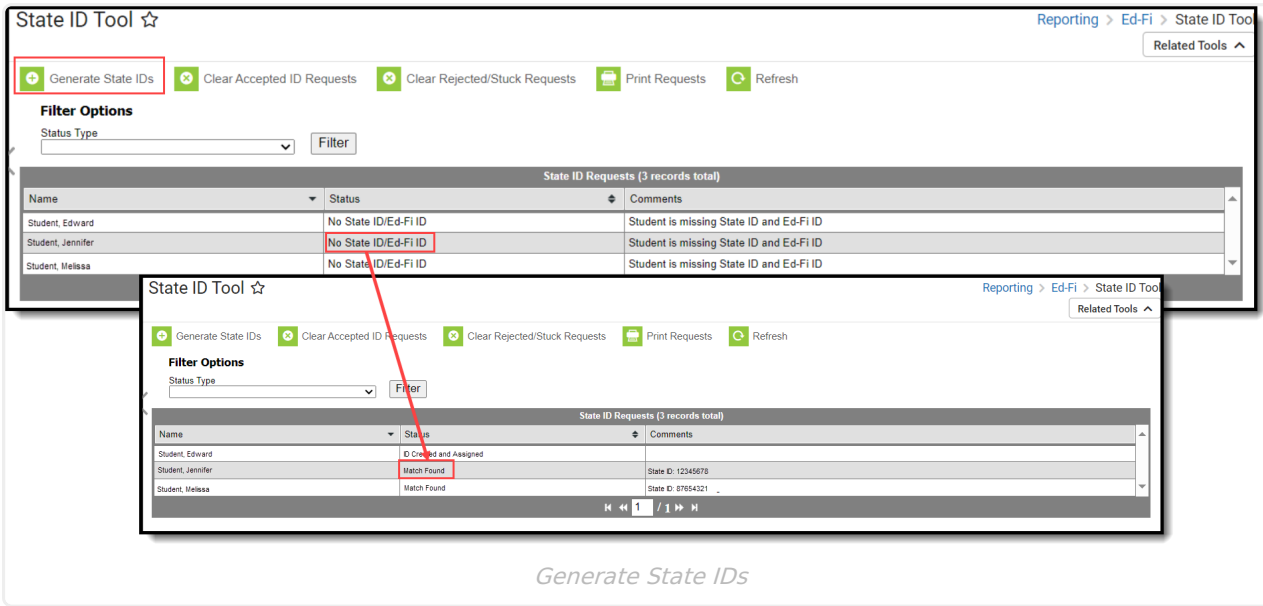
Field	Description
Generate State IDs	Allows the user to generate State IDs for individuals.

Field	Description
Clear Accepted ID Requests	Clears any requests from the State ID Requests Editor that have been accepted.
Clear Rejected ID Requests	Clears any requests from the State ID Requests Editor that have been rejected.
Print Requests	Allows the user to print the requests displayed in the State ID Requests Editor.
Refresh	Refreshes the results in the State ID Requests Editor.
Filter Options: Status Type	Allows the user to filter the State ID Requests Editor by Status Type.
Name	Displays the name of the individual for which the requests was made.
Status	Indicates the Status of the request. Options include the following: <ul style="list-style-type: none"> • No State ID / Ed-Fi ID • Match Found • ID Created and Assigned • Requires Resolution • Rejected • Create Request • Pending
Comments	Indicates any comments given to the request. Options include: <ul style="list-style-type: none"> • Displays StateID: UniqueID when a match is found • Displays the reason for rejection when the request has been rejected. • A Review button displays when the request needs user review. The user can review information about the request by pressing this button. The user can assign an Ed-Fi ID from this location. • Displays blank when the request is pending. • Displays Student Missing State ID and Ed-Fi ID when a State ID or Ed-Fi ID does not exist for the individual.

Generate State IDs

The State ID Requests Editor displays students who do not have an Ed-Fi ID or Student State ID but do have an enrollment in the active year that is not excluded. A student may be excluded when they are marked as State Exclude on their Enrollment, associated with a Grade Level that is excluded, associated with a Calendar that is excluded, or associated with a School that is excluded. This list can be filtered by using the Status Type dropdown under Filter Options.

Click **Generate State IDs** to assign IDs. When done processing, the screen refreshes and those individuals who weren't assigned state IDs now have them. Their status is now ID Created and Assigned.



When students have a status of No Search Results after the Generate State IDs step, create Ed-Fi IDs using the **Create** button. Once created, click **Clear Rejected/Stuck Requests** to remove all No Search Results from the table.

Review ID Requests

Requests with a status of **Requires Resolution** need to be reviewed before the Ed-Fi ID can be generated. A review occurs when the user has multiple potential matching identities or when their single potential matching identities is not similar enough to the search criteria. A single match needs a score of 95% or higher to be automatically used. Users can review potential matching identities or assign a new Ed-Fi ID.

The **Use This Person** button can be used to select the identity that receives the new ID.

When you cannot locate the person within the State ID Request Review results, assign the person a new Ed-Fi ID by selecting the **Assign New Ed-Fi ID** button. Once the request has been accepted, a message indicates that the new request was successfully been sent to the Arizona Department of Education.

State ID Tool ☆ Reporting > Ed-Fi > State ID Tool

Generate State IDs
Clear Accepted ID Requests
Clear Rejected/Stuck Requests
Print Requests
Refresh

Filter Options
 Status Type: Filter

Name	Status	Comments
Student, Edward	Requires Resolution	Review
Student, Jennifer	Match Found	State ID: 12345678
Student, Melissa	Match Found	State ID: 87654321

1 / 1

State ID Request Review

Name: Student, Edward
 Gender: Male
 Ed-Fi ID: 54323728
 Birth Date: 06/05/2016
 Score: 100

Use This Person

Name: Student, Edward
 Gender: Male
 Ed-Fi ID: 78461612
 Birth Date: 06/05/2016
 Score: 100

Use This Person

Name: Student, Edward
 Gender: Male
 Ed-Fi ID: 73514598
 Birth Date: 06/05/2016
 Score: 100

Assign New Ed-Fi ID

State ID Request Review

Clear ID Requests

Clear Accepted ID Requests allows users to clear all State ID requests that have been accepted and have a status of MID Created and Assigned or Match Found. The **Clear Rejected ID Requests** allows users to remove all State ID Requests that have been rejected.

State ID Tool ☆ Reporting > Ed-Fi > State ID Tool

Generate State IDs
Clear Accepted ID Requests
Clear Rejected/Stuck Requests
Print Requests
Refresh

Filter Options
 Status Type: Filter

Name	Status	Comments
Student, Edward	ID Created and Assigned	
Student, Jennifer	Match Found	State ID: 12345678
Student, Melissa	Match Found	State ID: 87654321

1 / 1

Clear ID Requests

Print ID Requests

Use **Print Requests** to print a list of requests that have been made.

State ID Tool ☆ Reporting > Ed-Fi > State ID Tool

Generate State IDs
Clear Accepted ID Requests
Clear Rejected/Stuck Requests
Print Requests
Refresh

Filter Options
 Status Type: Filter

State ID Requests Report

Generated on 10/09/2023 04:04:11 PM

Name	Status	Comments
Student, Edward	ID Created and Assigned	State ID: 12345678
Student, Jennifer	Match Found	State ID: 87654321
Student, Melissa	Match Found	State ID: 12345678
Student, Melissa	Match Found	State ID: 87654321

Print Requests

