

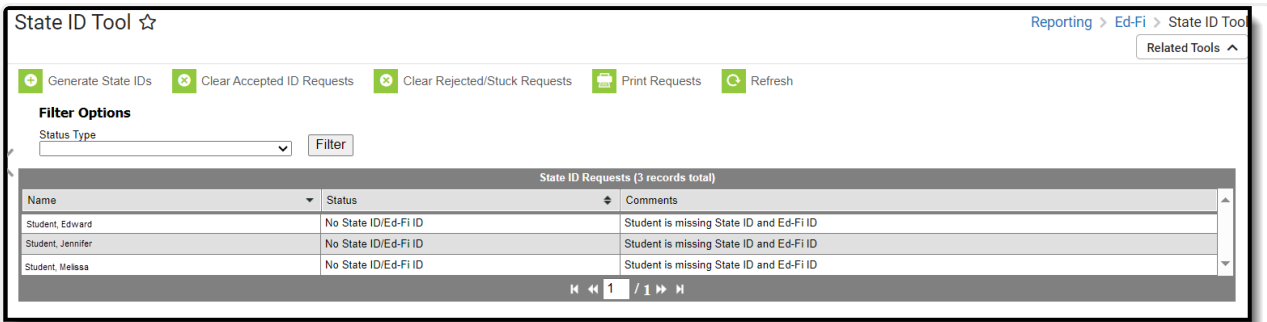
# Ed-Fi State ID Tool (Arizona)

Last Modified on 11/14/2024 12:49 pm CST

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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, print requests, and refresh data.

**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

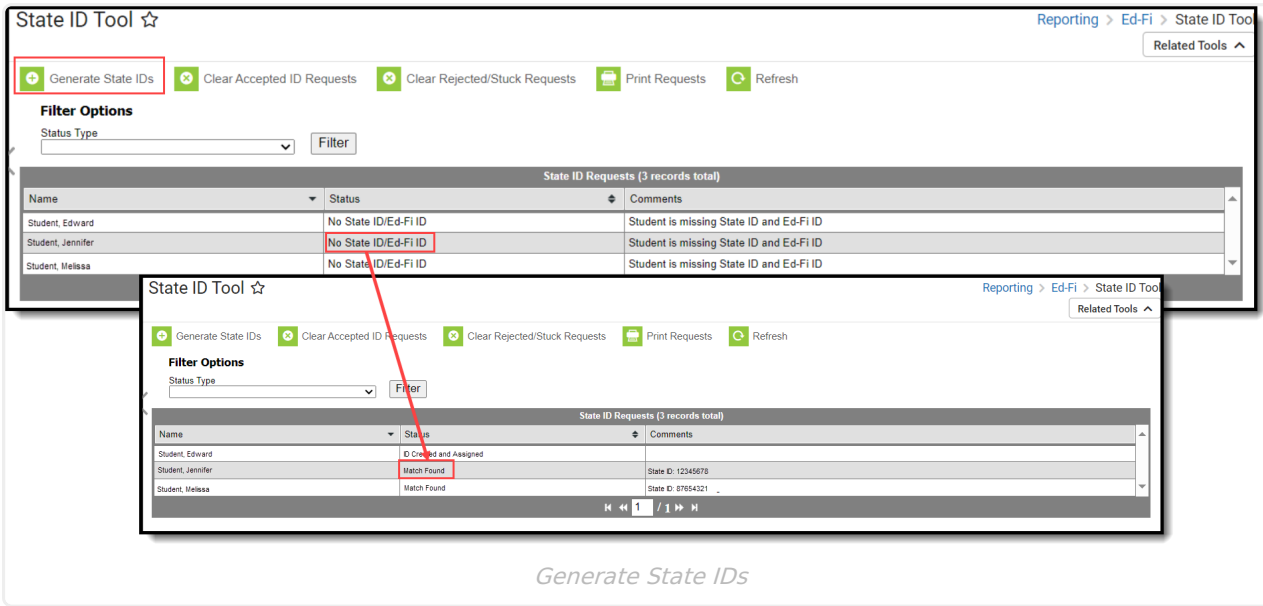
Field	Description
<b>Generate State IDs</b>	Allows the user to generate State IDs for individuals.

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

## 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

Name	Status	Comments
Student, Edward	Requires Resolution	<a href="#">Review</a>
Student, Jennifer	Match Found	State ID: 12345678
Student, Melissa	Match Found	State ID: 87654321

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**State ID Request Review**

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

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

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

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

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

**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

