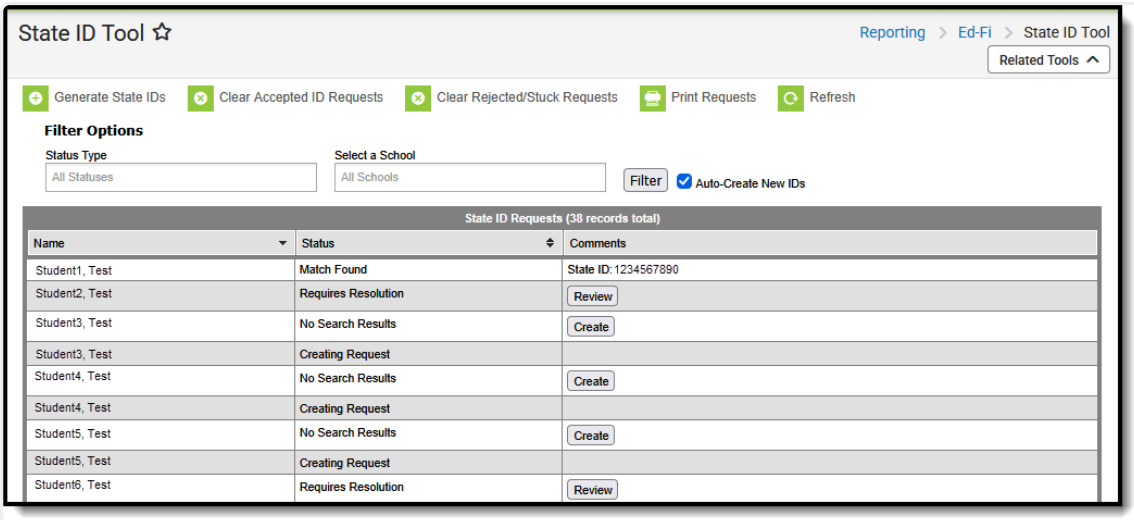
State ID Tool (Wisconsin)

Last Modified on 11/13/2026 8:45 am CST

Path: Reporting > Ed> Fi > State ID Tool

The State ID Tool allows users to search for and request new Ed-Fi IDs for students. 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 Ed-Fi 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 its 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 Ed-Fi IDs for individuals.
Clear Accepted ID Requests	Clears any requests from the State ID Requests Editor that have been accepted.
Clear Rejected/Stuck 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** • **School**	Allows the user to filter the State ID Requests Editor by Status Type and/or by School.
Auto-Create New IDs	When marked, a State ID will automatically be created for individuals who have a status of 'No Search Results'. Once an ID is created, the Status is changed to 'New ID Created' and the State ID will be listed in the Comments.
Name	Displays the name of the individual for whom the request was made.
Status	Indicates the Status of the request. Options include the following: • No Search Results • Match Found • ID Found and Assigned • Requires Resolution • Rejected • Request Rejected • Creating Request • Pending • New ID Created

Field	Description
Comments	Indicates any comments given to the request. Options include: • Displays StateID: UniqueID when a match is found. • Displays the rejection reason when the request has been rejected. • A **Create** button is displayed when the individual has a status of 'No Search Results' and Auto-Create New IDs is not selected. A status of 'New ID Created' displays after the ID has been created and the State ID appears in the Comments. • A **Review** button displays when the request needs user review. Demographic information is displayed about the individual. 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 is Missing Ed-Fi ID** when an Ed-Fi ID does not exist for the individual.

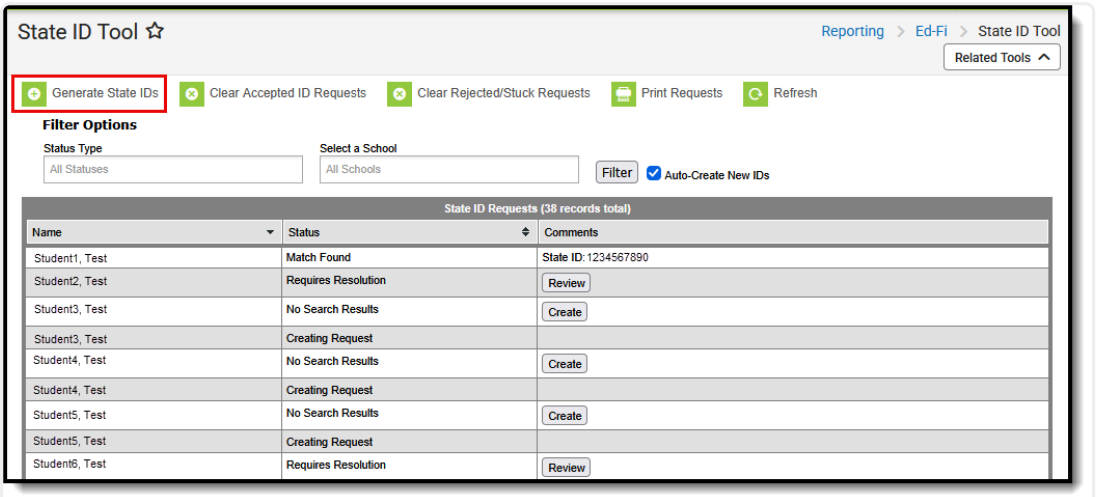
Generate State IDs

The State ID Requests Editor displays students who do not have an Ed-Fi ID. This list can be filtered by using the Status Type or School dropdown under Filter Options.

The following criteria must be met for a person to be considered as needing an Ed-Fi ID:

- Person must have the Ed-Fi ID field as blank.
- Person must have an active enrollment in the configured year.
- Person must not be excluded (Enrollment State Exclude, Grade Level Exclude, Calendar Exclude, or School Exclude).
- Person must not have a pre-existing pending search or create request for Student-based searches.
- Person must have a Birth Date.

Click **Generate State IDs** to assign IDs. When done processing, the screen refreshes and those individuals who weren't assigned Ed-FI IDs now have them. Their status is now 'ID Found and Assigned' and the State ID appears in the Comments.



Generate State IDs

Review ID Requests

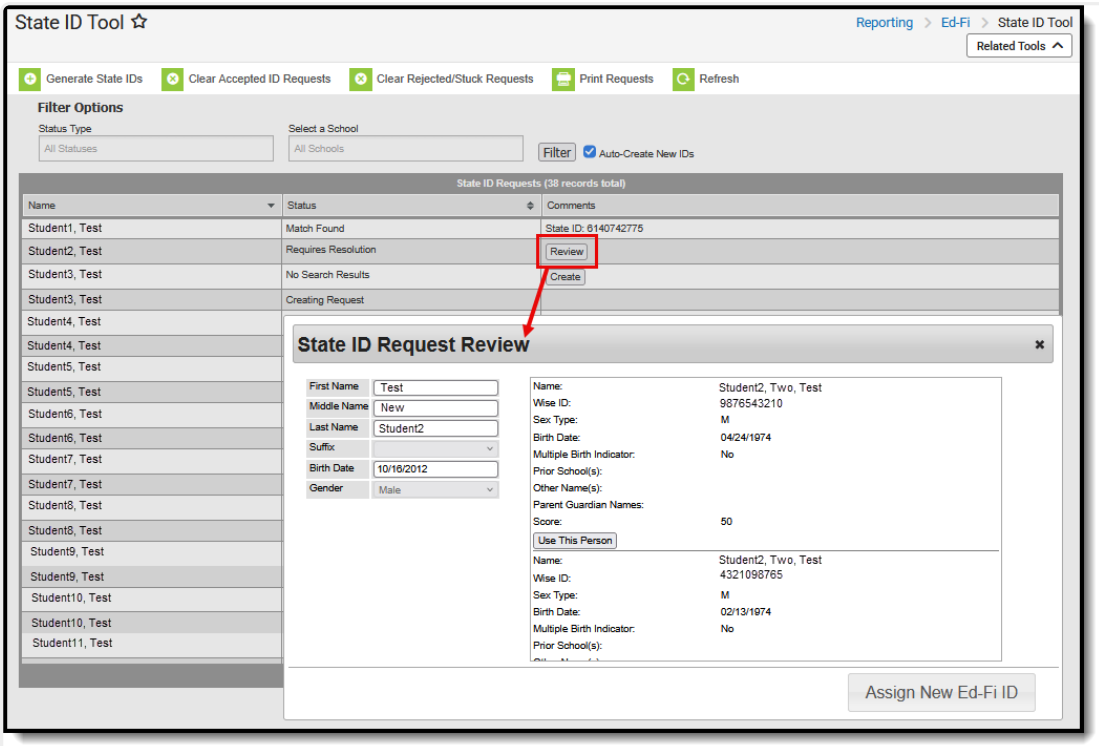
Requests with a status of **Requires Resolution** need to be reviewed before the Ed-Fi ID can be generated. A review occurs when the user has multiple potential matching identities or when their single potential matching identities is not similar enough to the search criteria.

The following criteria is used when matching identities:

- The record has all WISEid required fields of Local Person ID, First Name, Last Name, Birthdate, Gender, Race/Ethnicity: if a required field is missing, then records will not be processed.
- If a Person has Multiple Birth Status = Y, and there is no WISEid in your system, then end-users should always go to match review (should not rely on auto-matching when Multiple Birth Status = Y).
- If no possible match results from identities, and Multiple Birth Status ≠ Y, then do a CREATE of new WISEids.
- If only one record is returned as a possible match from identities and Multiple Birth Status ≠ Y, then auto-match.
    - Note, there must be 100% match to auto-match and update the student in Campus.

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

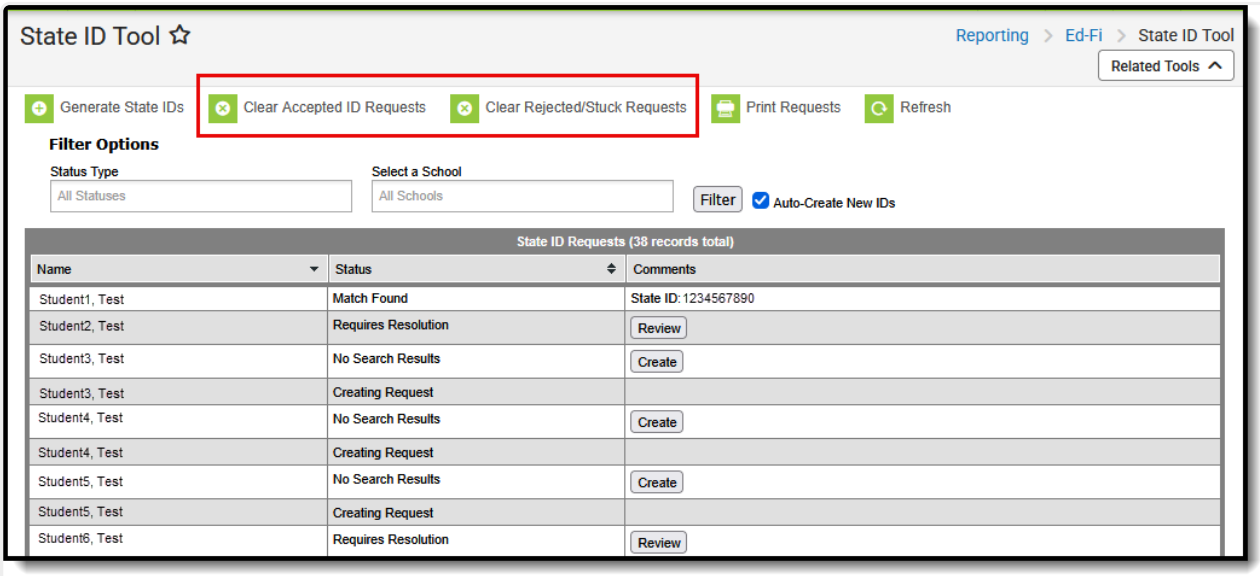
When you cannot locate the person within the State ID Request Review results, assign the person a new Ed-Fi ID by selecting the **Assign New Ed-Fi ID** button. Once the request has been accepted, a message indicates that the new request was successfully been sent.



State ID Request Review

Clear ID Requests

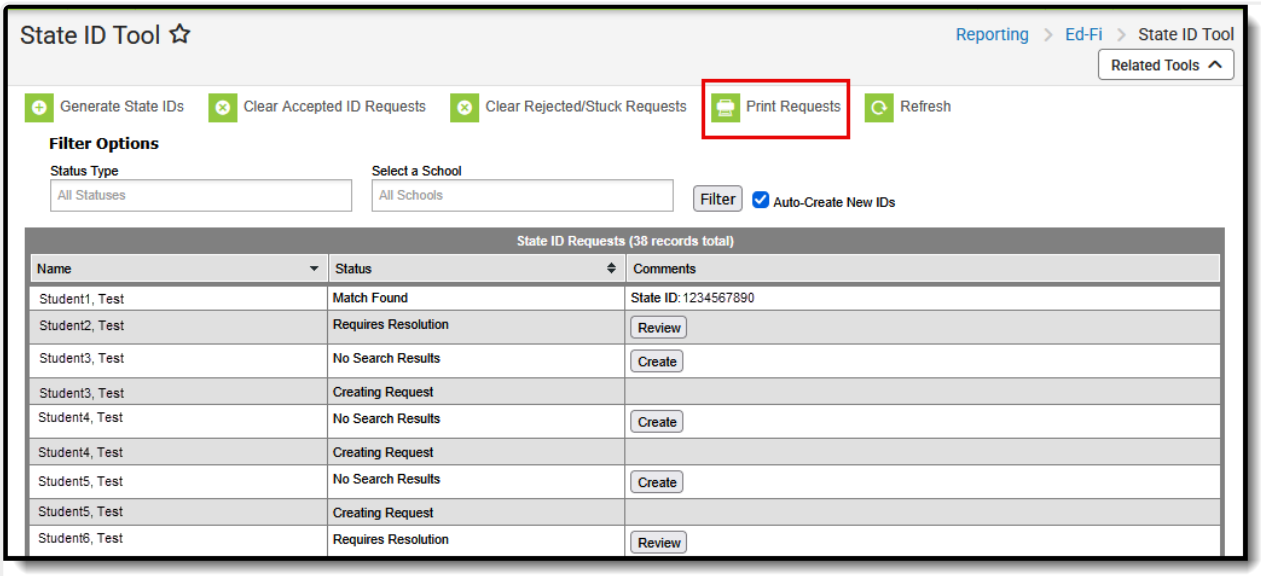
Clear Accepted ID Requests allows users to clear all State ID requests that have been accepted and have a status of Match Found. The **Clear Rejected/Stuck ID Requests** allows users to remove all State ID Requests that have a status of No Results Found or Requires Resolution.



Clear ID Requests

Print ID Requests

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



Print Requests