

# Delaware Ed-Fi IDs

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## Ed-Fi ID Delaware

### 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:** Delaware 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:** Delaware does not assign unique Ed-Fi IDs for parents. However, a unique ID must be populated to send parent information to the state. If districts leave the Parent Ed-Fi ID field blank, a default value of (District ID) + (Person ID) is populated into the field and sent.

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. See the [Tool Rights](#) article for more information about Tool Rights and how they function.

## Assign an Ed-Fi ID

Tool Search: Demographics

The **Get Ed-Fi ID** tool must be used to enter **Student State IDs** and **Staff State IDs**. These fields are read-only and users may not manually enter IDs for students or staff.

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...](#)

### Person Identifiers

Local Student Number    Generate Number

Student State ID

Local Staff Number

Staff State ID

Contact Ed-Fi ID

MCI Number

Person GUID

Portal Username No Active Portal Account

*Person Identifiers Editor*

**Contact Ed-Fi ID** is a read-only field. This field is populated by resyncing the Parents and Student Parent Association resources.

To assign an Ed-Fi ID to a student or staff, press the Get Ed-Fi ID button. The **Ed-Fi Locator** screen displays.

### Person Identifiers

Local Student Number

Student State ID

Local Staff Number

Staff State ID

Contact Ed-Fi ID

MCI Number

Person GUID

Portal Username No Active Portal Account

### Ed-Fi Locator

\*Last Name

First Name

Middle Name

Birth Date

Ed-Fi ID

Search Intention

Name	Ed-Fi ID	Birth Date	Current District Code	Current School Code	Score

*Ed-Fi Locator*

Enter the person's information. Fields in red are required. The information autofills if it already exists on the person's [Demographics](#) page. Entering additional identifying information is not required but is highly encouraged.

## Ed-Fi ID Locator Editor

Field Names on Locator	Description of Pre-populated Data
<b>Last Name</b> <i>*Required Field</i>	Last name from the current Identity record of the individual being searched.
<b>First Name</b>	First name from the current Identity record of the individual being searched.
<b>Middle Name</b>	Middle name from the current Identity record of the individual being searched.
<b>Birth Date</b>	Birth date from the current Identity record of the individual being searched.
<b>Ed-Fi ID</b>	Does not pre-populate.
<b>Search Intention</b> <i>*Read-Only Field</i>	Intent of the search. <ul style="list-style-type: none"> <li>When creating a Student State ID, the search intention is set to <b>Student</b>. This field selection may not be changed.</li> <li>When creating a Staff State ID, the search intention is set to <b>Staff</b>. This field selection may not be changed.</li> </ul>
Search Results Fields	Description
<b>Name</b>	Name of the individual returned in the search results.
<b>Ed-Fi ID</b>	Ed-Fi ID of the individual returned in the search results.
<b>Birth Date</b>	Birth date of the individual returned in the search results.
<b>Current District Code</b>	District Code of the individual returned in the search results.
<b>Current School Code</b>	School Code of the individual returned in the search results.
<b>Score</b>	Indicates the quality of the match between the search criteria entered and the results within the Ed-Fi database. The higher the Score, the more similar the match to the search query. Only the Last Name, First Name, Gender, and Birth Date fields determine the matching score.
<b>Use this Person</b>	Once the correct person has been identified, click the Use This Person button to populate the Student State ID or Staff State ID (depending on the Search Intention) field within Campus.
<b>Assign Ed-Fi ID</b>	Used to assign a new Ed-Fi ID to the person if you cannot locate the person within the search results.