

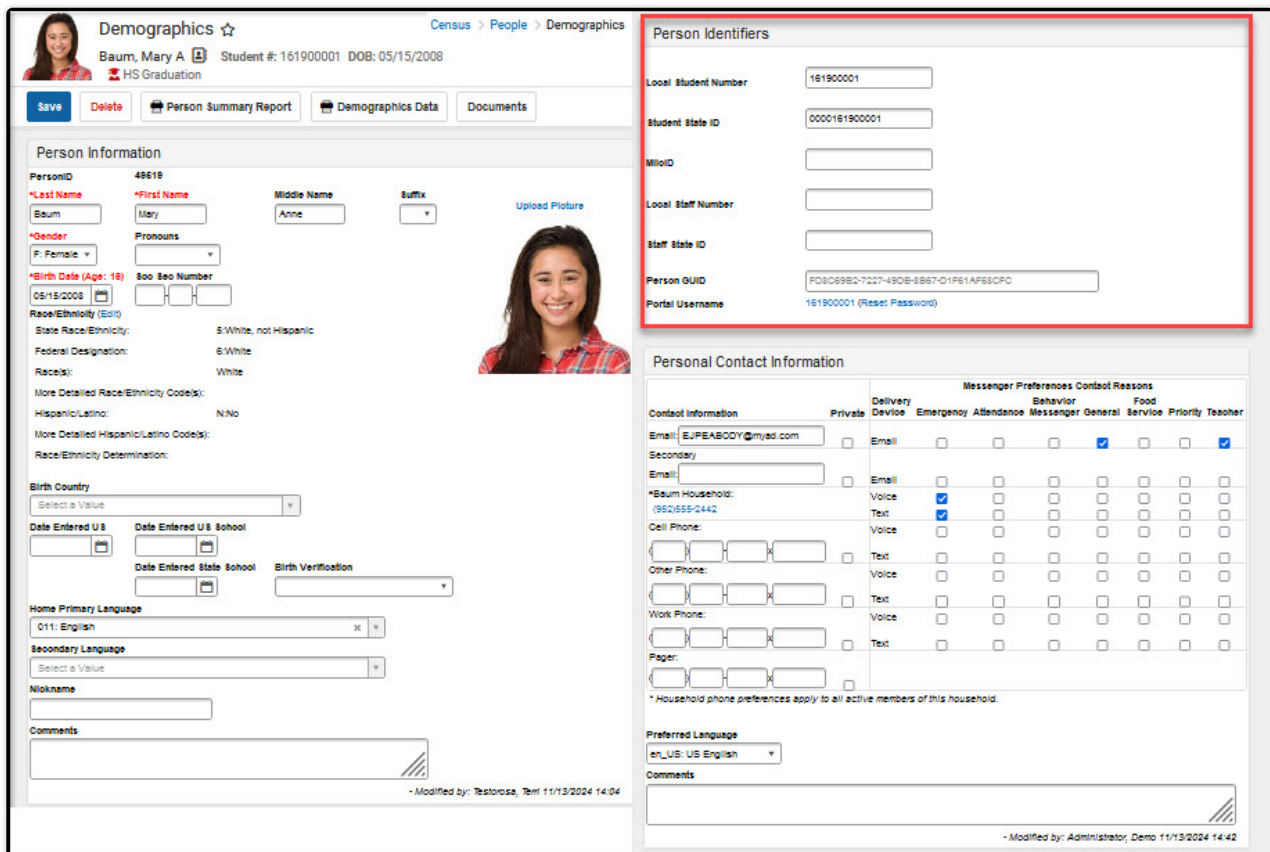
# Demographics Tool Rights

Last Modified on 11/19/2025 3:44 pm CST

The **Demographics** tool can be used to view and update:

- Demographic information
- Person, student, and staff ID information
- Personal contact information

Most of the information that displays in the Demographics tool is created elsewhere. To learn how to use this tool, see the [Demographics](#) article.



The screenshot shows the 'Demographics' tool interface for a student named Mary A. Baum. The interface is divided into several sections:

- Person Identifiers:** This section is highlighted with a red box and contains fields for Local Student Number (161900001), Student State ID (0000161900001), MIID, Local Staff Number, Staff State ID, Person GUID (FD3C69B2-7227-49DB-8B67-D1F61AF68CFC), and Portal Username (161900001 (Reset Password)).
- Person Information:** This section contains fields for PersonID (45619), Last Name (Baum), First Name (Mary), Middle Name (Anne), Suffix, Gender (Female), Birth Date (05/15/2008), Race/Ethnicity (White), and various other demographic details.
- Personal Contact Information:** This section contains fields for Contact Information, Messenger Preferences, and Contact Reasons.

The interface also includes a navigation bar at the top with 'Census > People > Demographics' and a sidebar on the left with 'Save', 'Delete', 'Person Summary Report', 'Demographics Data', and 'Documents'.

Census > People > Demographics

**The Person Identifiers, Staff Birthday and Age fields are subrights of Demographics.**

## Related Tool Impact Alert

- The [Identities](#) tool is used to update information such as a student's name or gender so that a historical record of that information can be retained.
- Changes made and saved via the Demographics tool update the most recent record in

the Identities tool without creating a historical record.

- Depending on your district's procedures, you may need to adjust rights accordingly.

## Available Tool Rights

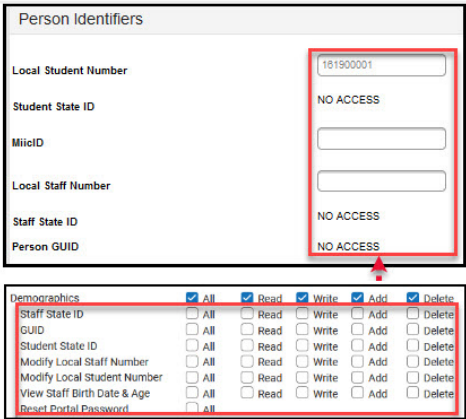
R	W	A	D
<b>Demographics (top level)</b>			
User can: <ul style="list-style-type: none"> <li>• Search for People and Staff and view their Person and Contact information in the Demographics tool</li> <li>• Generate Person Summary and Graphics Data report</li> <li>• View Documents uploaded for selected person</li> </ul>	<ul style="list-style-type: none"> <li>• User can save information they add or modify.</li> </ul>	<ul style="list-style-type: none"> <li>• Activates Upload Picture link, allows user to browse to and upload a picture for the selected individual.</li> </ul>	<ul style="list-style-type: none"> <li>• User can delete information if no other records are tied to it.</li> </ul>
<b>Staff State ID</b>			
<ul style="list-style-type: none"> <li>• User can view the staff person's state-assigned identification number.</li> <li>• User can also select the staff ID number in Ad hoc reports.</li> </ul>	<ul style="list-style-type: none"> <li>• User can add or modify the staff person's state-assigned identification number.</li> </ul>	<ul style="list-style-type: none"> <li>• User can add a state-assigned identification number for the staff person.</li> </ul>	N/A
<b>Student State ID</b>			

R	W	A	D
<ul style="list-style-type: none"> <li>User can view the student's state-assigned identification number.</li> <li>User can also select the student number in Ad hoc reports.</li> </ul>	<ul style="list-style-type: none"> <li>User can add or modify the student's state-assigned identification number.</li> </ul>	<ul style="list-style-type: none"> <li>User can add a state-assigned identification number for the staff person.</li> </ul>	N/A
<b>GUID</b>			
<ul style="list-style-type: none"> <li>Allows the user to view the person's GUID.</li> </ul>	N/A	N/A	N/A
<b>Modify Local Staff Number</b>			
<ul style="list-style-type: none"> <li>User can modify the staff person's locally assigned staff number.</li> <li>Assigning any right level (R, A, W, D) allows this ability.</li> </ul>	N/A	N/A	N/A
<b>Modify Local Student Number</b>			
<ul style="list-style-type: none"> <li>User can modify the student's locally assigned student number.</li> <li>Assigning any right level (R, A, W, D) allows this ability.</li> </ul>	N/A	N/A	N/A
<b>View Staff Birth Date &amp; Age</b>			

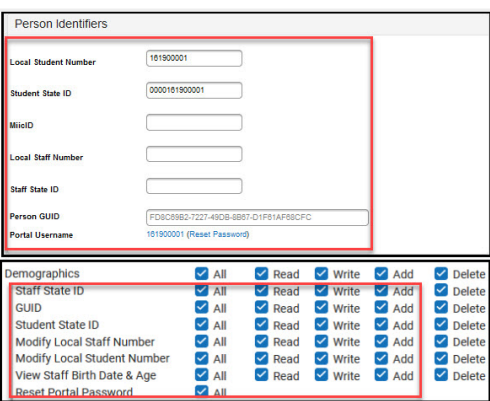
R	W	A	D
<ul style="list-style-type: none"> <li>User can view the staff person's birth date and age.</li> </ul>	<ul style="list-style-type: none"> <li>User can modify (including delete) the staff person's birth date and age.</li> </ul>	N/A	N/A
<b>Reset Portal Password</b>			
<ul style="list-style-type: none"> <li>Select <b>All</b> to grant access to the link used to reset user passwords.</li> </ul>	N/A	N/A	N/A

## Demographics - Person Identifiers Subrights

Use subrights under **Census > People > Demographics** to grant access to **Person Identifiers** fields. It is possible to grant access to the Demographics tool itself without granting access to Person Identifiers.



*Demographics - Person Identifiers - No Rights*



*Demographics - Person Identifiers - Full Rights*

## Suggested User Groups

- [Counselors](#)
- [Front Office Staff](#)
- [Health Office Administrators](#)
- [Principals](#)
- [Registrars](#)
- [Schedulers](#)
- [Transportation](#)

See [User Groups and Suggested Roles](#) for more information.

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