

Demographics Tool Rights

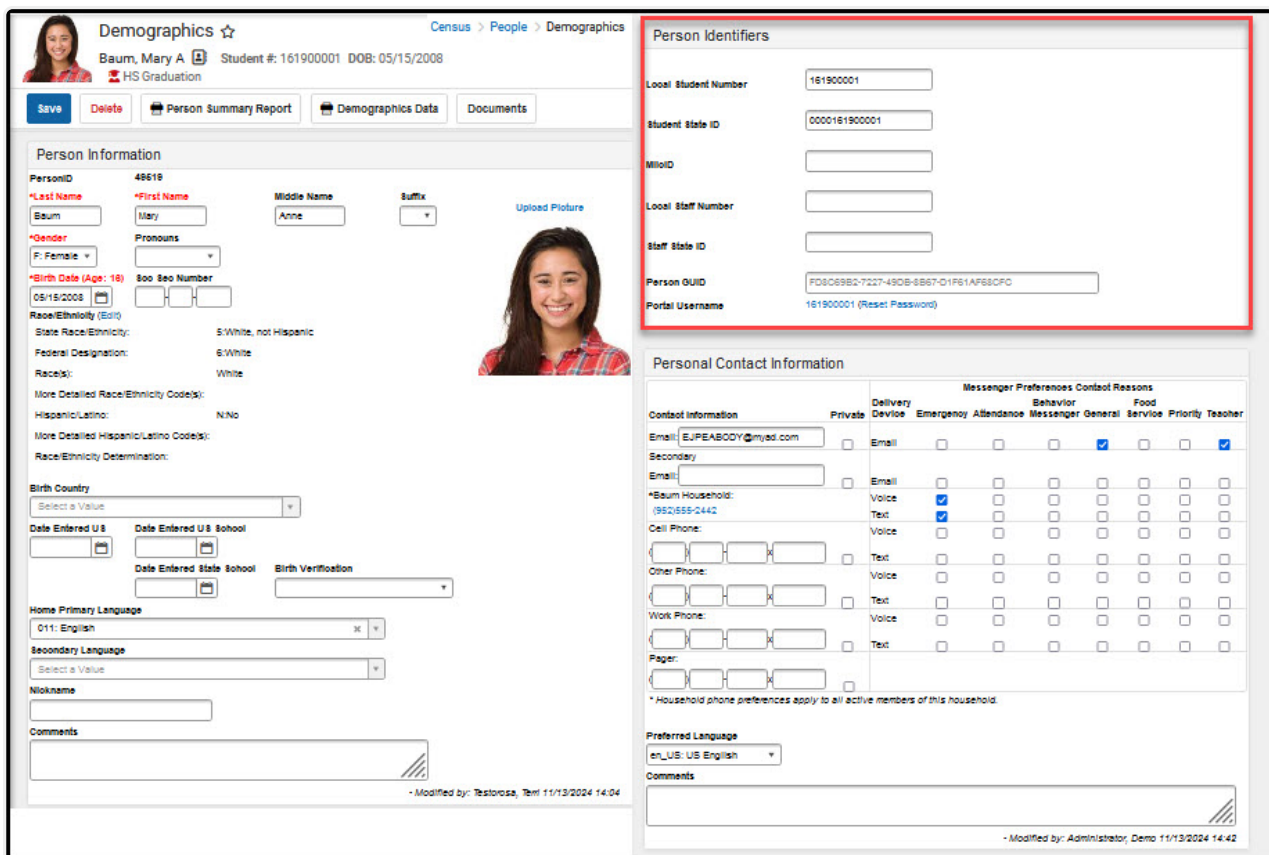
Last Modified on 06/11/2025 9:47 am CDT

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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 Information:** Includes fields for PersonID (48619), Last Name (Baum), First Name (Mary), Middle Name (Anne), Suffix, Gender (Female), Birth Date (05/15/2008), Race/Ethnicity (White), and Home Primary Language (English).
- Person Identifiers:** Includes fields for Local Student Number (161900001), Student State ID (0000161900001), Local Staff Number, Staff State ID, Person GUID (F08C98E2-7227-4908-8B67-01F61AF68CFC), and Portal Username (161900001).
- Personal Contact Information:** Includes fields for Email (EUPBA000@myed.com), Secondary Email, Cell Phone, Other Phone, Work Phone, and Pager. It also includes a table for 'Messenger Preferences Contact Reasons' with columns for Delivery Device, Emergency, Attendance, Messenger, General, Food Service, Priority, and Teacher.

The interface also includes a 'Save' button, a 'Delete' button, and a 'Person Summary Report' button. A 'Modified by' field at the bottom right indicates the user 'Testatorosa' modified the record on 11/13/2024 at 14:04.

Census > People > Demographic

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

R	W	A	D
<p>User can view the student's state-assigned identification number.</p> <p>User can also select the student number in Ad hoc reports.</p>	User can add or modify the student's state-assigned identification number.	User can add a state-assigned identification number for the staff person.	N/A
GUID			
Allows the user to view the person's GUID.	N/A	N/A	N/A
Modify Local Staff Number			
<p>User can modify the staff person's locally assigned staff number.</p> <p>Assigning any right level (R, A, W, D) allows this ability.</p>	N/A	N/A	N/A
Modify Local Student Number			
<p>User can modify the student's locally assigned student number.</p> <p>Assigning any right level (R, A, W, D) allows this ability.</p>	N/A	N/A	N/A
View Staff Birth Date & Age			
User can view the staff person's birth date and age.	User can modify (including delete) the staff' person's birth date and age.	N/A	N/A
Reset Portal Password			
Select All to grant access to the link used to reset user passwords.	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.

Person Identifiers

Local Student Number:

Student State ID:

MiscID:

Local Staff Number:

Staff State ID:

Person GUID:

Demographics	All	Read	Write	Add	Delete
Staff State ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GUID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student State ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify Local Staff Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify Local Student Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Staff Birth Date & Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reset Portal Password	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Demographics - Person Identifiers - No Rights

Person Identifiers

Local Student Number:

Student State ID:

MiscID:

Local Staff Number:

Staff State ID:

Person GUID:

Portal Username:

Demographics	All	Read	Write	Add	Delete
Staff State ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GUID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student State ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Modify Local Staff Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Modify Local Student Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Staff Birth Date & Age	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reset Portal Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.