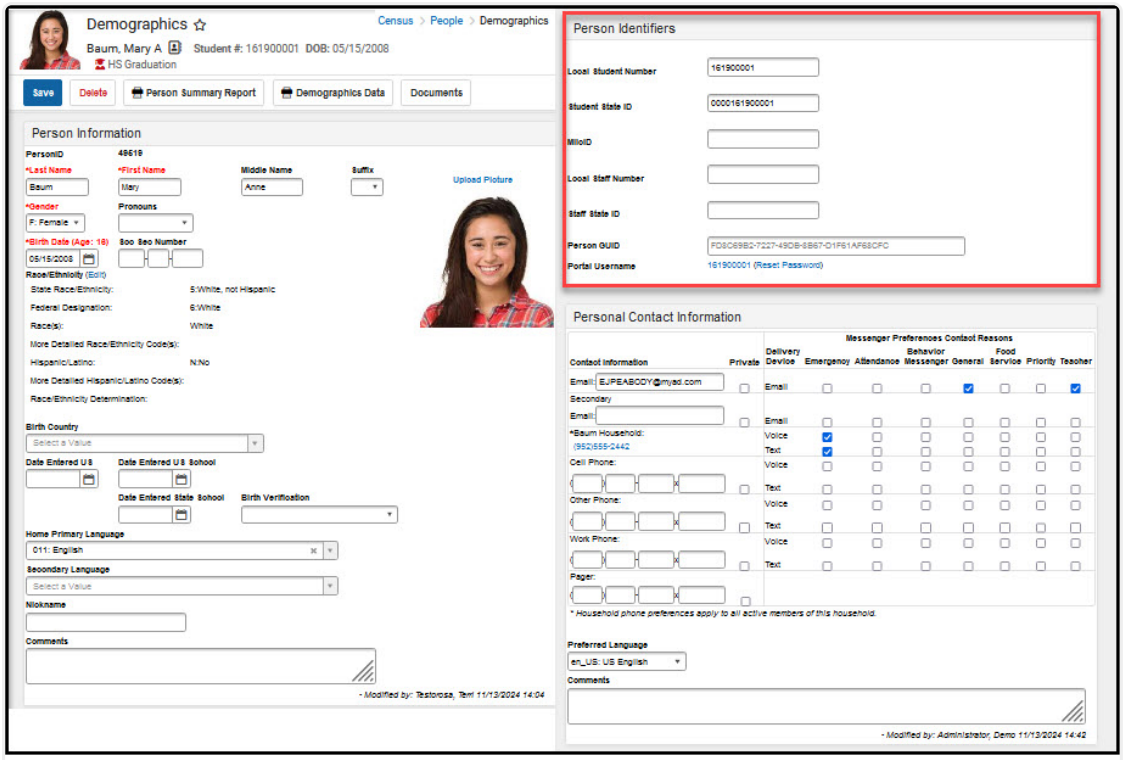
# Demographics Tool Rights

Last Modified on 12/23/2025 1:42 pm CST

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

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

See the Demographics article to learn how to use this tool.




*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

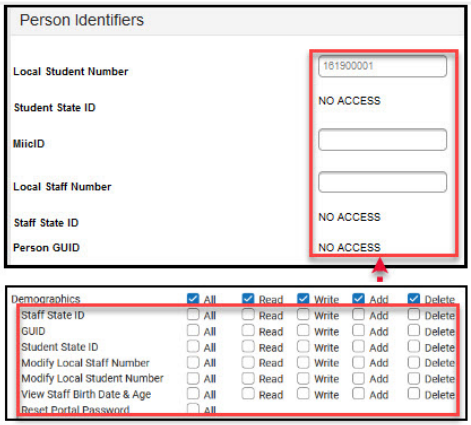
Subrights are in *italics.*

| R | W | A | D |
|---|---|---|---|
| **Demographics (top level)** | | | |
| • Access and view the Demographics tool.<br>• Search for People and Staff and view their Person and Contact information in the Demographics tool.<br>• Generate Person Summary and Graphics Data report.<br>• View Documents uploaded for selected person. | • Modify and save demographics information. | • Upload a picture for the selected individual. | • Delete information if no other records are tied to it. |
| ***Staff State ID*** | | | |
| • View the staff person's state-assigned identification number.<br>• Select the staff ID number in Ad hoc reports. | • Modify the staff person's state-assigned identification number. | • Add a state-assigned identification number for the staff person. | N/A |
| ***Student State ID*** | | | |

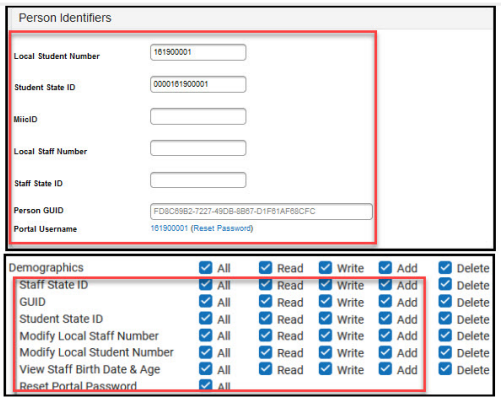
| R | W | A | D |
|---|---|---|---|
| • View the student's state-assigned identification number.<br>• Select the student number in Ad hoc reports. | • Modify the student's state-assigned identification number. | • Add a state-assigned identification number for the staff person. | N/A |
| ***GUID*** | | | |
| • View the person's GUID. | N/A | N/A | N/A |
| ***Modify Local Staff Number*** | | | |
| • Modify the staff person's locally assigned staff number. | N/A | N/A | N/A |
| ***Modify Local Student Number*** | | | |
| • Modify the student's locally assigned student number. | N/A | N/A | N/A |
| ***View Staff Birth Date & Age*** | | | |
| • View the staff person's birth date and age. | • Modify (including delete) the staff person's birth date and age. | N/A | N/A |
| ***Reset Portal Password*** | | | |
| • 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.




*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.