

# Demographics Tool Rights

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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 (48618), Last Name (Baum), First Name (Mary), Middle Name (Anne), Suffix, Gender (Female), Birth Date (05/15/2008), Race (White), and various other demographic details.
- Person Identifiers:** A red-bordered section containing fields for Local Student Number (161900001), Student State ID (0000161900001), MillID, Local Staff Number, Staff State ID, Person GUID (FD3C8982-7227-49D8-8867-D1F61AF68CFC), and Portal Username (161900001).
- Personal Contact Information:** A table with columns for Contact Information, Private, Delivery Device, Emergency, Attendance, Messenger, Behavior, General, Food Service, Priority, and Teacher. It lists contact methods like Email, Voice, and Text for various devices and preferences.

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
<b>Demographics (top level)</b>			
<p>User can:</p> <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>	<p>User can save information they add or modify.</p>	<p>Activates Upload Picture link, allows user to browse to and upload a picture for the selected individual.</p>	<p>User can delete information if no other records are tied to it.</p>
<b>Staff State ID</b>			
<p>User can view the staff person's state-assigned identification number.</p> <p>User can also select the staff ID number in Ad hoc reports.</p>	<p>User can add or modify the staff person's state-assigned identification number.</p>	<p>User can add a state-assigned identification number for the staff person.</p>	<p>N/A</p>
<b>Student State ID</b>			

<b>R</b>	<b>W</b>	<b>A</b>	<b>D</b>
<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
<b>GUID</b>			
Allows the user to view the person's GUID.	N/A	N/A	N/A
<b>Modify Local Staff Number</b>			
<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
<b>Modify Local Student Number</b>			
<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
<b>View Staff Birth Date &amp; Age</b>			
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
<b>Reset Portal Password</b>			
Select <b>All</b> 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:

MiiidID:

Local Staff Number:

Staff State ID:

Person GUID:

Demographics	All	Read	Write	Add	Delete
Staff State ID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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:

MiiidID:

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.