

Demographics Tool Rights

Last Modified on 05/29/2026 3:47 pm CDT

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.

Person Information

PersonID: 49619
 *Last Name: Baum, *First Name: Mary, Middle Name: Anne, Suffix: [v]
 *Gender: P. Female, Pronouns: [v]
 *Birth Date (Age: 18): 05/15/2008, Soc Sec Number: [v]
 Race/Ethnicity (Edit): State Race/Ethnicity: S.White, not Hispanic; Federal Designation: S.White; Race(s): White

Person Identifiers

Local Student Number: 161900001
 Student State ID: 0000161900001
 MisoID: [v]
 Local Staff Number: [v]
 Staff State ID: [v]
 Person GUID: FD0C9982-7C27-49DB-8867-C1F61AF68CFC
 Portal Username: 161900001 (Reset Password)

Contact Information	Private	Delivery Device	Emergency	Attendance	Behavior	Messenger	General	Food Service	Priority	Teacher
Email: EUJEA80DY@myed.com	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Secondary Email:	<input type="checkbox"/>	Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Baum Household: (952)555-2442	<input type="checkbox"/>	Voice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pager:	<input type="checkbox"/>	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Use extreme caution with Delete rights.

Available Tool Rights

Subrights are in *italics*.

R	W	A	D
<ul style="list-style-type: none"> • Access and view the Demographics tool. • 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. 	<ul style="list-style-type: none"> • Modify and save demographics information. 	<ul style="list-style-type: none"> • Upload a picture for the selected individual. 	<ul style="list-style-type: none"> • Delete information if no other records are tied to it.
<i>Staff State ID</i>			
<ul style="list-style-type: none"> • View the staff person's state-assigned identification number. • Select the staff ID number in Ad hoc reports. 	<ul style="list-style-type: none"> • Modify the staff person's state-assigned identification number. 	<ul style="list-style-type: none"> • Add a state-assigned identification number for the staff person. 	N/A
<i>Student State ID</i>			

R	W	A	D
<ul style="list-style-type: none"> View the student's state-assigned identification number. Select the student number in Ad hoc reports. 	<ul style="list-style-type: none"> Modify the student's state-assigned identification number. 	<ul style="list-style-type: none"> Add a state-assigned identification number for the staff person. 	N/A
<i>GUID</i>			
<ul style="list-style-type: none"> View the person's GUID. 	N/A	N/A	N/A
<i>Modify Local Staff Number</i>			
<ul style="list-style-type: none"> Modify the staff person's locally assigned staff number. 	N/A	N/A	N/A
<i>Modify Local Student Number</i>			
<ul style="list-style-type: none"> Modify the student's locally assigned student number. 	N/A	N/A	N/A
<i>Ed-Fi ID</i>			

R	W	A	D
<ul style="list-style-type: none"> View the Student Ed-Fi ID field. 	N/A	<ul style="list-style-type: none"> Use the Get Ed-Fi button to assign a new ID to the student. <p>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.</p>	N/A
<i>View Staff Birth Date & Age</i>			
<ul style="list-style-type: none"> View the staff person's birth date and age. 	<ul style="list-style-type: none"> Modify (including delete) the staff person's birth date and age. 	N/A	N/A
<i>Reset Portal Password</i>			
<ul style="list-style-type: none"> 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: 181900001

Student State ID: NO ACCESS

MiiolID: [Empty]

Local Staff Number: [Empty]

Staff State ID: NO ACCESS

Person GUID: NO ACCESS

Demographics	All	Read	Write	Add	Delete
Staff State ID	<input checked="" 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: 181900001

Student State ID: 0000181900001

MiiolID: [Empty]

Local Staff Number: [Empty]

Staff State ID: [Empty]

Person GUID: F08C2982-7227-49D8-8887-D1F81AF89CFC

Portal Username: 181900001 (Reset Password)

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.