

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.

The screenshot shows the Demographics tool interface. The top navigation bar includes 'Census > People > Demographics'. The main content area is divided into several sections:

- Person Identifiers:** A red box highlights this section, which contains fields for Local Student Number (161900001), Student State ID (0000161900001), MilioID, Local Staff Number, Staff State ID, Person GUID (FD8C69B2-7227-49D8-8B87-D1F81AF68CF0), and Portal Username (161900001). A 'Reset Password' link is also present.
- Personal Contact Information:** This section includes a 'Messenger Preferences' grid with columns for Contact Reasons (Emergency, Attendance, Behavior, Food, Service, Priority, Teacher) and rows for various communication methods (Email, Private Device, Text, Voice, etc.). It also includes fields for Preferred Language (en_US: US English) and Comments.
- Demographics Data:** A preview of a report showing a single row of data: Baum, Mary A, Student #: 161900001, DOB: 05/15/2008, HS Graduation.
- Person Information:** Fields include PersonID (46618), Last Name (Baum), First Name (Mary), Middle Name (Anne), Suffix, Gender (Female), Birth Date (05/15/2008), Soc Sec Number, Race/Ethnicity (White, not Hispanic), Federal Designation (White), Race(s) (White), Hispanic/Latino (No), and more.
- Birth Details:** Fields include Birth Country (Select a Value), Date Entered US, Date Entered US School, Date Entered State School, Birth Verification, Home Primary Language (English), Secondary Language (Select a Value), and Nickname.
- Comments:** A text area for comments.

At the bottom, a note states: "Modified by: TestUser, Term 11/13/2024 14:04" and "Modified by: Administrator, Demo 11/13/2024 14:42".

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

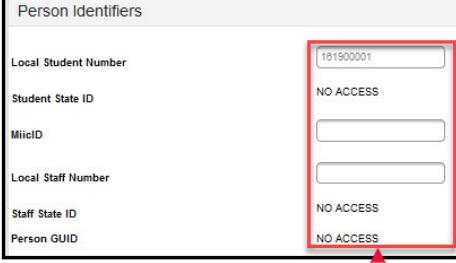
Subrights are in *italics*.

R	W	A	D
Demographics (top level)			
<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.
Staff State ID			
<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
Student State ID			

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
GUID			
<ul style="list-style-type: none"> View the person's GUID. 	N/A	N/A	N/A
Modify Local Staff Number			
<ul style="list-style-type: none"> Modify the staff person's locally assigned staff number. 	N/A	N/A	N/A
Modify Local Student Number			
<ul style="list-style-type: none"> Modify the student's locally assigned student number. 	N/A	N/A	N/A
View Staff Birth Date & Age			
<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
Reset Portal Password			
<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

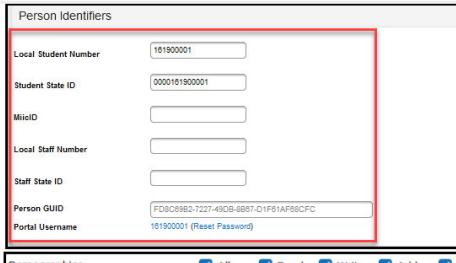
Use subrights under **Census > People > Demographics** to grant access to **Person Identifiers** fields. It is possible to grant access to the Demographics tool itself without granting access to Person Identifiers.



Demographics

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

Demographics - Person Identifiers - No Rights



Demographics

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

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.