

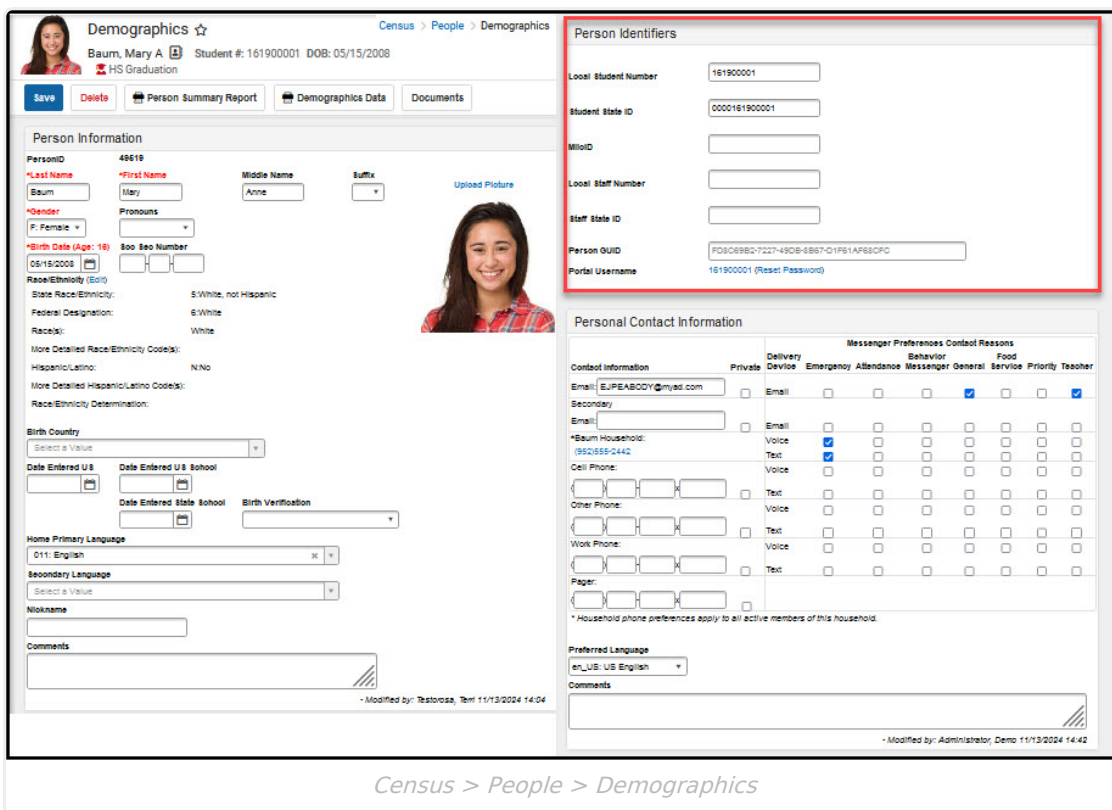
Demographics Tool Rights

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 for a student named Mary A. Baum. The interface is divided into several sections:

- Person Identifiers:** This section is highlighted with a red box and contains fields for:
 - Local Student Number: 161900001
 - Student State ID: 0000161900001
 - MiloID: (empty)
 - Local Staff Number: (empty)
 - Staff State ID: (empty)
 - Person GUID: F0D0698D-7C27-49D8-B867-01F61AF68CFC
 - Portal Username: 161900001 (Reset Password)
- Person Information:** This section contains fields for:
 - PersonID: 49619
 - Last Name: Baum
 - First Name: Mary
 - Middle Name: Anne
 - Suffix: (empty)
 - Gender: P. Female
 - Birth Date (Age: 16): 05/15/2008
 - Race/Ethnicity: S. White, not Hispanic
 - Federal Designation: S. White
 - Race(s): White
 - More Detailed Race/Ethnicity Code(s): (empty)
 - Hispanic/Latino: N. No
 - More Detailed Hispanic/Latino Code(s): (empty)
 - Race/Ethnicity Determination: (empty)
 - Birth Country: (empty)
 - Date Entered U.S.: (empty)
 - Date Entered U.S. School: (empty)
 - Date Entered State School: (empty)
 - Birth Verification: (empty)
 - Home Primary Language: 011: English
 - Secondary Language: (empty)
 - Nickname: (empty)
 - Comments: (empty)
- Personal Contact Information:** This section contains fields for:
 - Contact Information: Email (EJPEABODY@myed.com), Secondary Email, Email, Voice, Text, Cell Phone, Other Phone, Work Phone, Pager.
 - Messenger Preferences: Private, Delivery Device, Emergency, Attendance, Behavior, Messenger, General, Service, Priority, Teacher.
 - Preferred Language: en_US: US English
 - Comments: (empty)

The interface also includes a navigation bar at the top with 'Census > People > Demographics' and a sidebar on the left with 'Save', 'Delete', 'Person Summary Report', 'Demographics Data', and 'Documents'.

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.

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 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:

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.