

Demographics Tool Rights

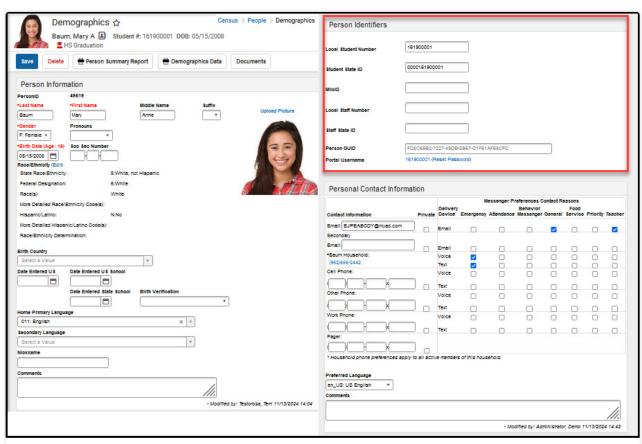
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The Demographics tool can be used to view and update:

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

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the Tool Rights Catalog forum.

Most of the information that displays in the Demographics tool is created elsewhere. To learn how to use this tool, see the Demographics article.



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

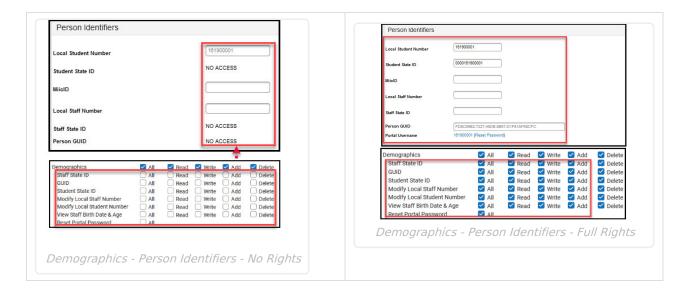


R	w	Α	D		
User can view the student's state-assigned identification number.	User can add or modify the student's state-assigned identification number.	User can add a state- assigned identification number for the staff person.	N/A		
User can also select the student number in Ad hoc reports.					
GUID	GUID				
Allows the user to view the person's GUID.	N/A	N/A	N/A		
Modify Local Staff Nu	Modify Local Staff Number				
User can modify the staff person's locally assigned staff number.	N/A	N/A	N/A		
Assigning any right level (R, A, W, D) allows this ability.					
Modify Local Student Number					
User can modify the student's locally assigned student number.	N/A	N/A	N/A		
Assigning any right level (R, A, W, D) allows this ability.					
View Staff Birth Date & Age					
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		
Reset Portal Password					
Select All 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.



Suggested User Groups

- Counselors
- Front Office Staff
- Health Office Administrators
- Principals
- Registrars
- Schedulers
- Transportation

See User Groups and Suggested Roles for more information.