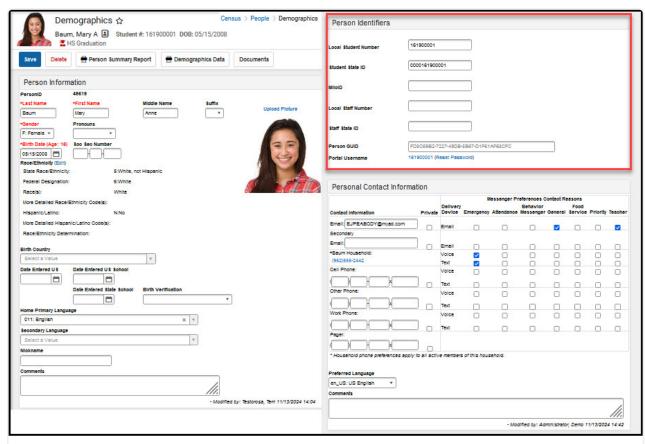# Demographics Tool Rights

Last Modified on 03/28/2025 2:16 pm CDT

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.

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

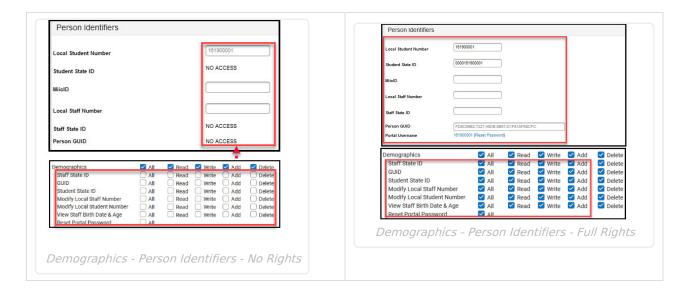| R	W	A	D
Demographics (top level)			
User can: • Search for People and Staff and view their Person and Contact information in the Demographics tool • Generate Person Summary and Graphics Data report • View Documents uploaded for selected person	User can save information they add or modify.	Activates 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	A	D
User can view the student's state-assigned identification number. User can also select the student number in Ad hoc reports.	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
GUID			
Allows the user to view the person's GUID.	N/A	N/A	N/A
Modify Local Staff Number			
User can modify the staff person's locally assigned staff number. Assigning any right level (R, A, W, D) allows this ability.	N/A	N/A	N/A
Modify Local Student Number			
User can modify the student's locally assigned student number. Assigning any right level (R, A, W, D) allows this ability.	N/A	N/A	N/A
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.

Demographics - Person Identifiers - No Rights

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.