

# Demographics Tool Rights

Last Modified on 02/14/2025 4:25 pm CST

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.

**Person Information**

PersonID: 48619  
 \*Last Name: Baum, \*First Name: Mary, Middle Name: Anne, Suffix:   
 \*Gender: F: Female, Pronouns:   
 \*Birth Date (Age: 18): 05/15/2008, SSN:   
 Race/Ethnicity (Edit): State Race/Ethnicity: 5:White, not Hispanic, Federal Designation: 6:White, Race(s): White, More Detailed Race/Ethnicity Code(s): Hispanic/Latino: N:No, More Detailed Hispanic/Latino Code(s): Race/Ethnicity Determination:   
 Birth Country:   
 Date Entered US: , Date Entered US School: , Date Entered State School: , Birth Verification:   
 Home Primary Language: 011: English, Secondary Language:   
 Nickname:   
 Comments:   
 - Modified by: Testrossa, Test 11/13/2024 14:04

**Person Identifiers**

Local Student Number: 161900001  
 Student State ID: 0000161900001  
 MillID:   
 Local Staff Number:   
 Staff State ID:   
 Person GUID: F030C98D-7227-49DB-8867-D1F61AF68CFC  
 Portal Username: 161900001 (Reset Password)

**Personal Contact Information**

Contact Information	Private	Delivery Device	Emergency	Attendance	Messenger	Behavior	General	Food Service	Priority	Teacher
Email: E:UPEABODY@myad.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"/>	Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Household phone preferences apply to all active members of this household.

Preferred Language: en\_US: US English  
 Comments:   
 - Modified by: Administrator, Demo 11/13/2024 14:42

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
<b>Demographics (top level)</b>			
User can: <ul style="list-style-type: none"> <li>• Search for People and Staff and view their Person and Contact information in the Demographics tool</li> <li>• Generate Person Summary and Graphics Data report</li> <li>• View Documents uploaded for selected person</li> </ul>	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.
<b>Staff State ID</b>			
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
<b>Student State ID</b>			

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

**Person Identifiers**

Local Student Number:

Student State ID:

MiiidID:

Local Staff Number:

Staff State ID:

Person GUID:

Demographics	All	Read	Write	Add	Delete
Staff State ID	<input 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:

MiiidID:

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.