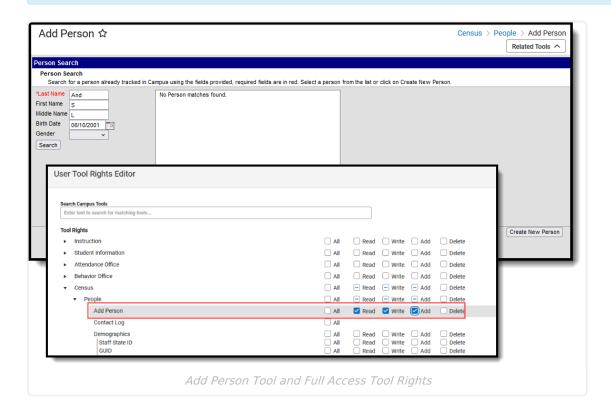# Add Person Tool Rights

Last Modified on 03/10/2025 10:58 am CDT

The Add Person tool allows the creation of new persons - staff members, students, parents/guardians, etc. - in Infinite Campus. Full access to this tool requires Read, Write, and Add tool rights; Delete rights are not applicable for this tool.

See the Add Person article to learn more about how this tool is used.

Add Person Tool and Full Access Tool Rights

Best Practices for Add Person Tool Rights:

The Add Person tool is used to add new person records to your Campus database. It is recommended that FULL rights to the Add Person tool be assigned to staff responsible for adding individuals - students, parents/guardians, staff, non-guardians, etc.

Full access to Add Person requires Read, Write, and Add.

Additional access to one of the following tools is needed to create and save a new person record, as follows:

- Demographics - Read, Write, Add
- Add Person - Read, Write, Add
- Food Service Account Information - Read, Write, Add, Delete

- Student Locator - Read, Write, Add
- Staff Locator - Read, Write

Available Tool Rights

R	W	A	D
- Select the Add Person tool from the Index. - Enter search criteria to view existing person records. - Generate a Person Summary Report from the search results. - Select a person from the search results. - Click Create New Person and enter data for the new person, but cannot save the new person record.	Enter data into the New Person form (the fields Last Name, First Name, and Gender are required) to create a new person. However, that record does not save.	- Save the new person record. - Choose **Add Another Person** button to create an additional person record.	N/A

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- Counselors
- Front Office Staff
- Registrars

See User Groups and Suggested Roles for more information.