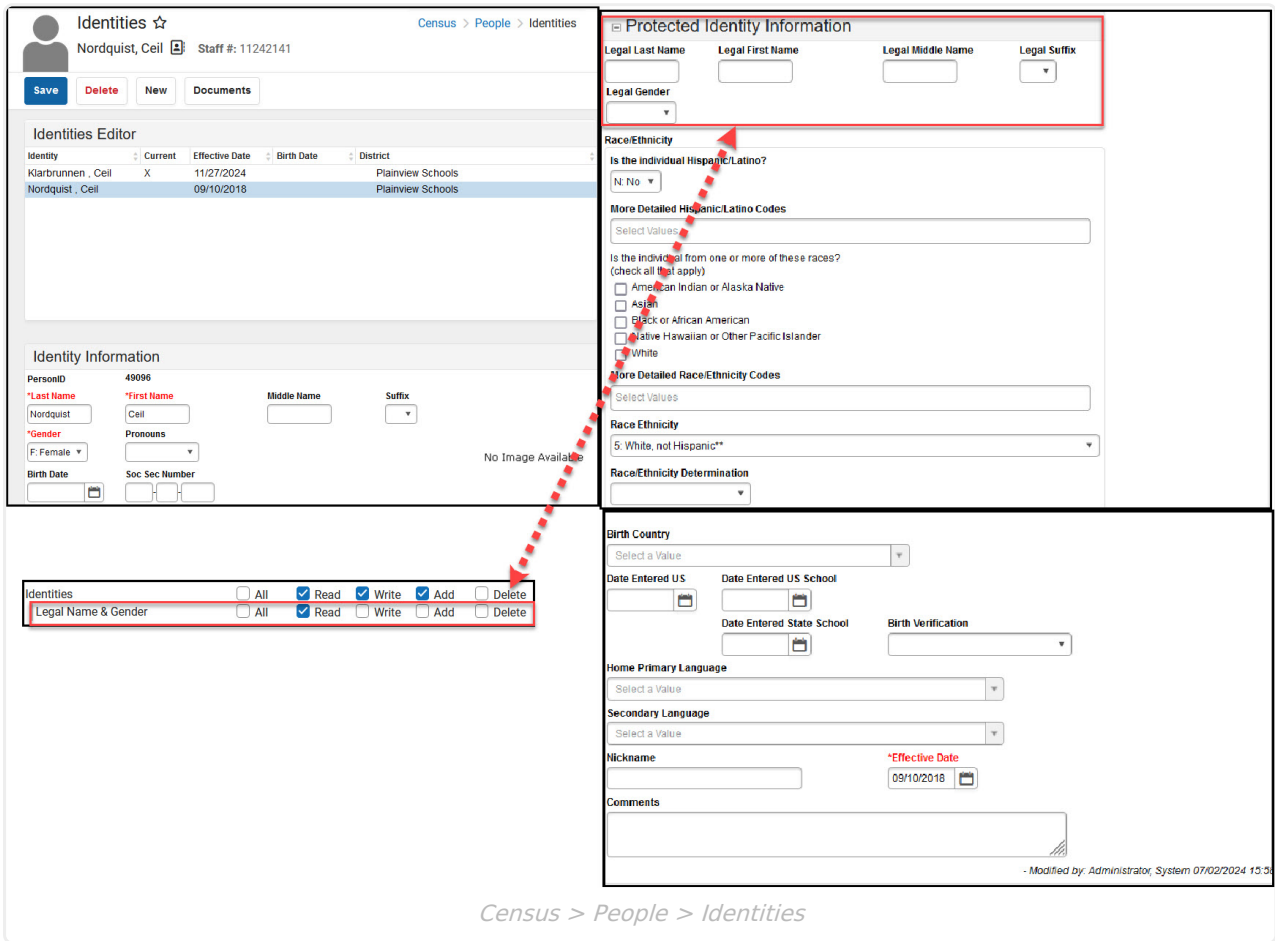


Identities Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

The Identities record acts as an historical record of a person's demographic information. The Current Identity displays in Campus.

See the [Identities](#) article to learn how to use this tool.



The screenshot displays the 'Identities' tool interface. At the top, it shows the user 'Nordquist, Ceil' with staff ID 11242141. Below this is the 'Identities Editor' table, which lists identities for 'Klarbrunnen, Ceil' and 'Nordquist, Ceil'. The 'Identity Information' section includes fields for PersonID, Last Name, First Name, Middle Name, Suffix, Gender, Pronouns, Birth Date, and Soc Sec Number. A red dashed arrow points from the 'Legal Name & Gender' row in the permissions table to the 'Protected Identity Information' section. This section contains fields for Legal Last Name, Legal First Name, Legal Middle Name, Legal Suffix, Legal Gender, Race/Ethnicity, and more detailed codes. Another red dashed arrow points from the 'Legal Name & Gender' row to the 'Birth Country' section, which includes fields for Birth Country, Date Entered US, Date Entered US School, Date Entered State School, Birth Verification, Home Primary Language, Secondary Language, Nickname, and Effective Date. A third red dashed arrow points from the 'Legal Name & Gender' row to the 'Comments' section.

Identities	All	Read	Write	Add	Delete
Legal Name & Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Modified by: Administrator, System 07/02/2024 15:34

- Only a small number of front office or other administrative staff should be allowed access to the Identities, tool, particularly Protected Identity information.
- To preserve historical demographic information, changes should be made via Identities rather than via the [Demographics](#) tool.
- Use **Legal Name & Gender** subrights to grant access to or hide Protected Identity Information.

Available Tool Rights

R	W	A	D
Identities			
Allows the user to view the person's Identities information. Save, New and Delete are unavailable.	Allows the user to edit and save changes to existing records. Save is available.	Allows user to add new Identity records.	Allows user to delete Identity records. This cannot be undone.
Legal Name & Gender			
Allows the user to view Protected Identity Information . <i>When no rights are selected, protected information does not display.</i>	Allows the user to edit and save changes to the existing Protected Identity Information .	N/A	N/A

Suggested User Groups

- [Counselors](#)
- [Front Office Staff](#)
- [Principals](#)
- [Registrars](#)

See [User Groups and Suggested Roles](#) for more information.