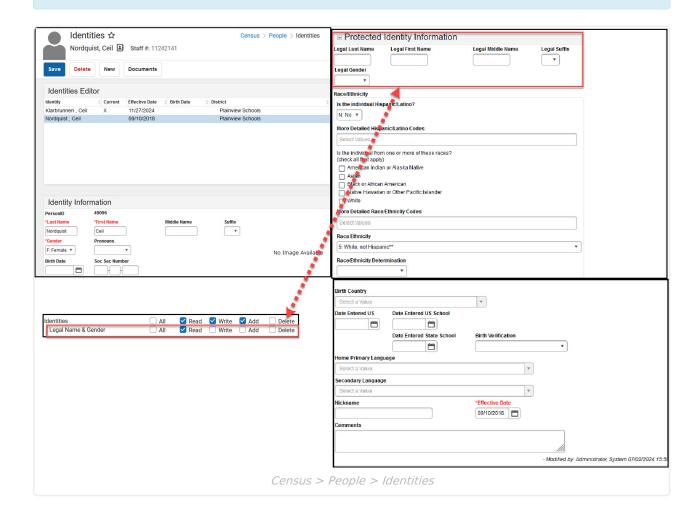


Identities Tool Rights

Last Modified on 11/19/2025 3:55 pm CST

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

See the <u>Identities</u> article to learn how to use this tool.



- 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 <u>Demographics</u> 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 Identitity Information. When no rights are selected, protected information does not display.	Allows the user to edit and save changes to the existing Protected Identity Information.	N/A	N/A

Suggested User Groups

- <u>Counselors</u>
- Front Office Staff
- <u>Principals</u>
- <u>Registrars</u>

See <u>User Groups and Suggested Roles</u> for more information.