

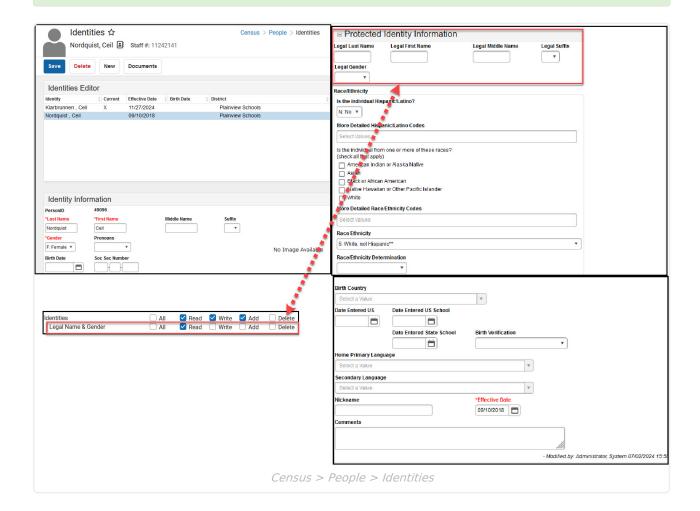
## **Identities Tool Rights**

Last Modified on 02/13/2025 3:41 pm CST

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

To learn how to use this tool, see the Identities article.

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the Tool Rights Catalog forum.



- 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 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**

- Counselors
- Front Office Staff
- Principals
- Registrars

See User Groups and Suggested Roles for more information.