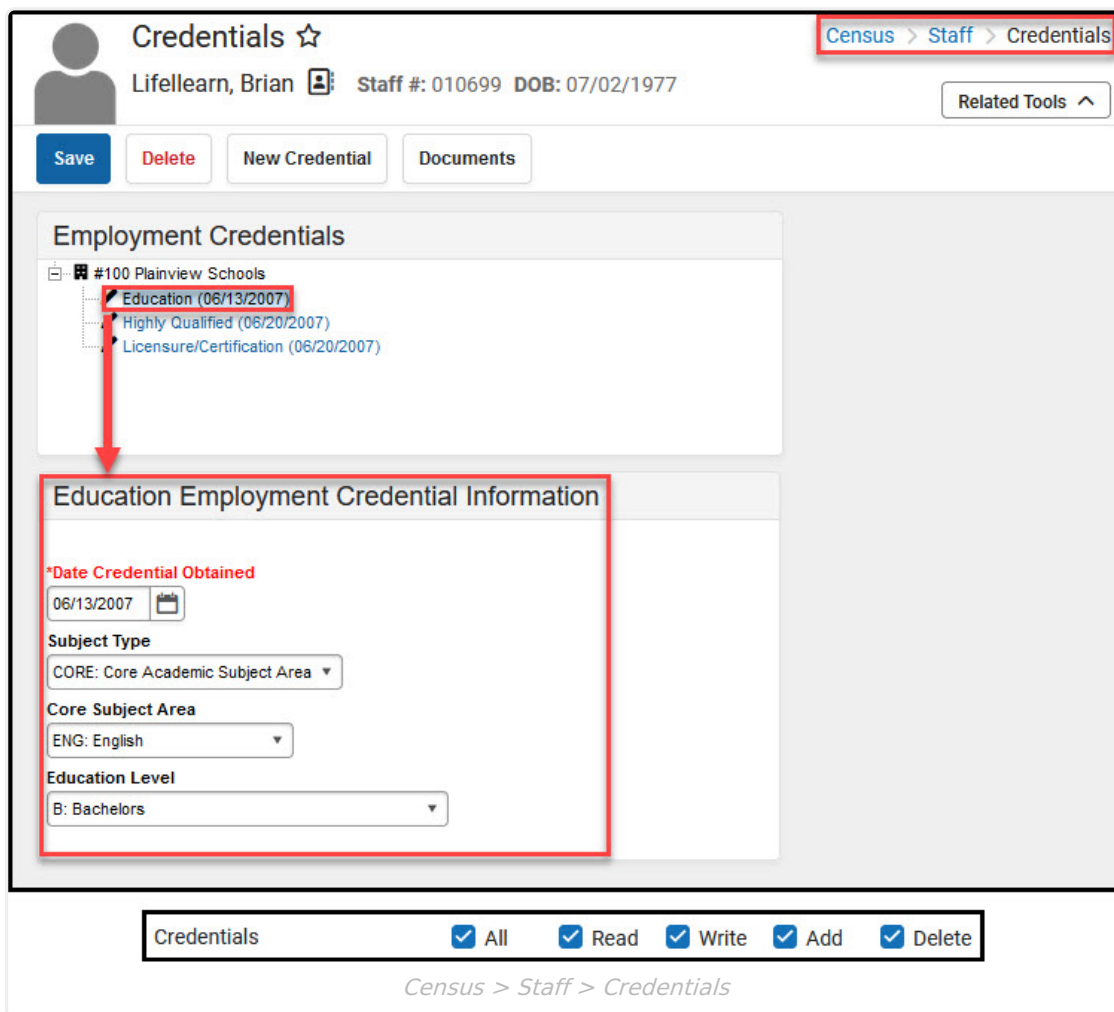


Credentials Tool Rights

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

The **Credentials** tool is used to document credentials held by staff. Options are configured in Campus according to district or state guidelines and reporting needs.

See the [Credentials](#) article to learn more about this tool.



The screenshot shows the 'Credentials' tool interface for a staff member named Lifellearn, Brian. The breadcrumb trail at the top right is 'Census > Staff > Credentials'. Below the staff member's name and ID, there are buttons for 'Save', 'Delete', 'New Credential', and 'Documents'. The main section is titled 'Employment Credentials' and lists three credentials: 'Education (06/13/2007)', 'Highly Qualified (06/20/2007)', and 'Licensure/Certification (06/20/2007)'. A red arrow points from the 'Education (06/13/2007)' credential to a form titled 'Education Employment Credential Information'. This form contains the following fields: '*Date Credential Obtained' (06/13/2007), 'Subject Type' (CORE: Core Academic Subject Area), 'Core Subject Area' (ENG: English), and 'Education Level' (B: Bachelors). At the bottom, there is a table with columns for 'Credentials', 'All', 'Read', 'Write', 'Add', and 'Delete', all of which are checked. The breadcrumb trail at the bottom is 'Census > Staff > Credentials'.

Available Tool Rights

R	W	A	D
View existing credential information.	Edit existing credential information.	Add new credential information.	Delete credential information.

Suggested User Groups

- [Front Office Staff](#)
- [Principals](#)
- [Schedulers](#)

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