

## **Staff Locator Wizard**

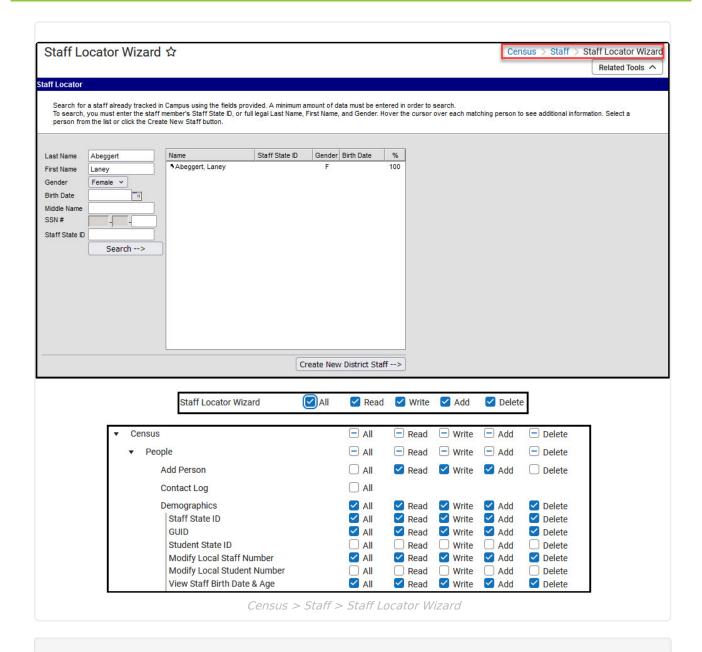
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The **Staff Locator** tool searches for individuals who already have a person record in Campus before adding them as a staff person. This is intended to prevent duplicate person records, particularly for State Edition customers where a person could already have an employment record and state staff ID at another school district within the state.

Use the Staff Locator article to learn more about this tool.

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





## Minimum tool rights required to access existing staff records or create new ones via the Staff Locator:

- Demographics (core.Person) Read, Write, Add
- Add Person (core.addPerson) Read, Write, Add
- Staff Locator (census.addStaff) Read, Write

Not all districts or states use Staff Locator. Follow local practices when assigning rights to this tool.

## **Suggested User Groups**

- Front Office Staff
- Registrars
- Schedulers



See User Groups and Suggested Roles for more information.	