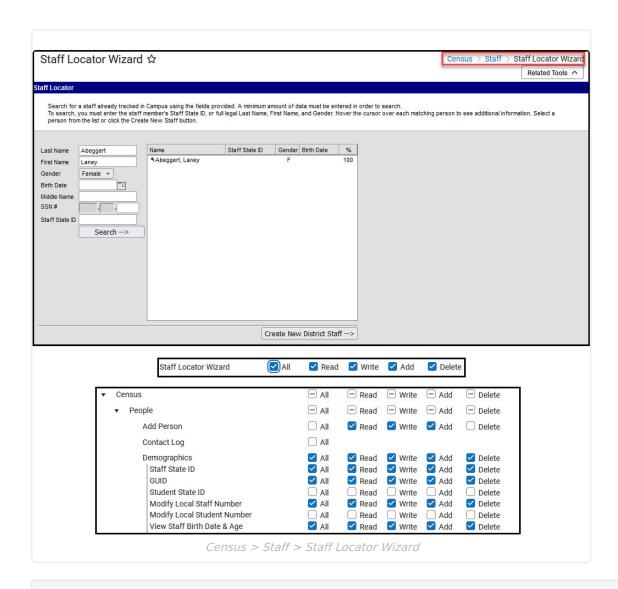


Staff Locator Wizard Tool Rights

Last Modified on 11/07/2025 12:19 pm CST

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.

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



Users also need access to one of the following tools to access existing staff records or create new records via the staff locator: **Demographics** (Read, Write, Add); **Add Person** (Read, Write, Add)



Available Tool Rights

R	w	A	D
Access and view the Staff Locator tool.	Search for and create new district staff.	N/A	N/A

Suggested User Groups

- Front Office Staff
- Registrars
- Schedulers

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