Staff Locator Wizard Tool Rights

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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.

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

Census > Staff > Staff Locator Wizard

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 User Groups and Suggested Roles for more information.