

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.

Staff Locator Wizard ☆

Census > Staff > Staff Locator Wizard

Related Tools ^

Staff Locator

Search for a staff already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the staff member's Staff State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Staff button.

Last Name

Abeggert

First Name

Laney

Gender

Female

Birth Date

Middle Name

SSN #

Staff State ID

Search -->

Name	Staff State ID	Gender	Birth Date	%
Abeggert, Laney		F		100

Create New District Staff -->

Staff Locator Wizard

☒ All
☒ Read
☒ Write
☒ Add
☒ Delete

Census

People

Add Person

☐ All
☒ Read
☒ Write
☒ Add
☐ Delete

Contact Log

☐ All

Demographics

☒ All
☒ Read
☒ Write
☒ Add
☒ Delete

Staff State ID

☒ All
☒ Read
☒ Write
☒ Add
☒ Delete

GUID

☒ All
☒ Read
☒ Write
☒ Add
☒ Delete

Student State ID

☐ All
☐ Read
☐ Write
☐ Add
☐ Delete

Modify Local Staff Number

☒ All
☒ Read
☒ Write
☒ Add
☒ Delete

Modify Local Student Number

☐ All
☐ Read
☐ Write
☐ Add
☐ Delete

View Staff Birth Date & Age

☒ All
☒ Read
☒ Write
☒ Add
☒ Delete

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.