

Staff Locator Wizard Tool Rights

Last Modified on 03/31/2025 10:35 am CDT

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:

First Name:

Gender:

Birth Date:

Middle Name:

SSN #:

Staff State ID:

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

Staff Locator Wizard All Read Write Add Delete

▼ Census	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ People	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Add Person	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Delete
Contact Log	<input type="checkbox"/> All				
Demographics	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Staff State ID	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
GUID	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Student State ID	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Modify Local Staff Number	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Modify Local Student Number	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
View Staff Birth Date & Age	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete

Census > Staff > Staff Locator Wizard

Users also need at least the following tool rights 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.

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.