

Staff Locator Wizard

Last Modified on 02/14/2025 10:10 am 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.

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.

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

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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.

