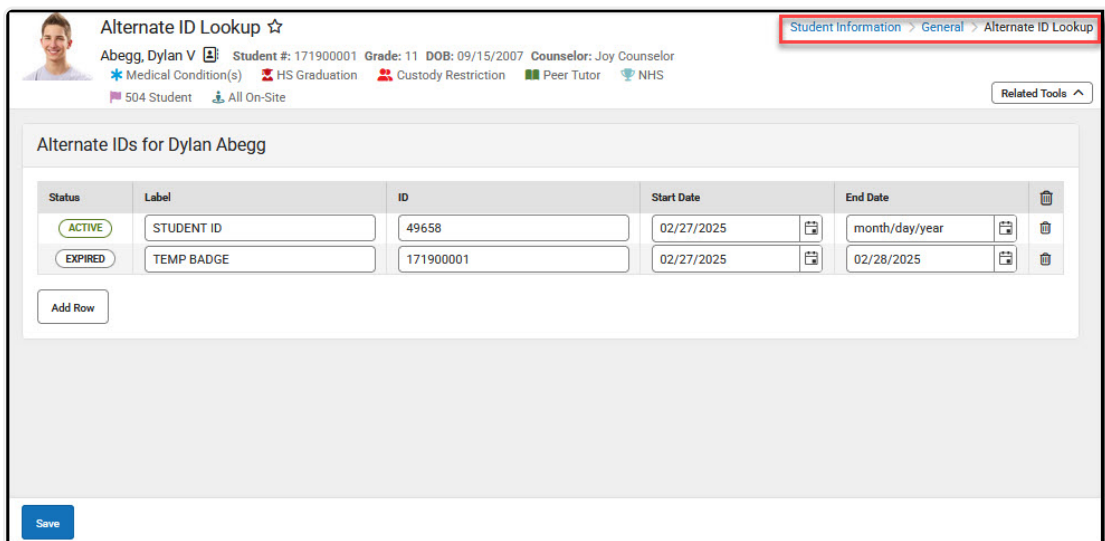


Alternate ID Lookup Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

This tool is part of the **Campus Workflow Suite**. A student can be given an Alternate ID via this tool, or an additional alternate ID if needed. As an example, if a student forgot their RFID-enabled badge, a temporary one can be given to them.

See the [Alternate ID Lookup](#) article to learn more about how this tool is used. See the [Scanning](#) articles to learn more about how to set up scanning locations, configure and generate badges for scanning, and generate scanning-related reports.



Status	Label	ID	Start Date	End Date
ACTIVE	STUDENT ID	49658	02/27/2025	month/day/year
EXPIRED	TEMP BADGE	171900001	02/27/2025	02/28/2025

Student Information > General > Alternate ID Lookup

Users wishing to work with Alternate IDs must have **RWAD** tool rights to the Alternate ID tool. Not having one of those rights will result in a Permissions Error.

Scanning Tool Rights Assignment: When tool rights are assigned to *Student Information > General > Alternate ID Lookup*, the same tool rights are also assigned to *Attendance Office > Scanning > Alternate ID Lookup*.

Suggested User Groups

Some groups may only need Read access to the information displayed in this tool.

- [Attendance](#)
- [Front Office](#)

See [User Groups and Suggested Roles](#) for more information.

