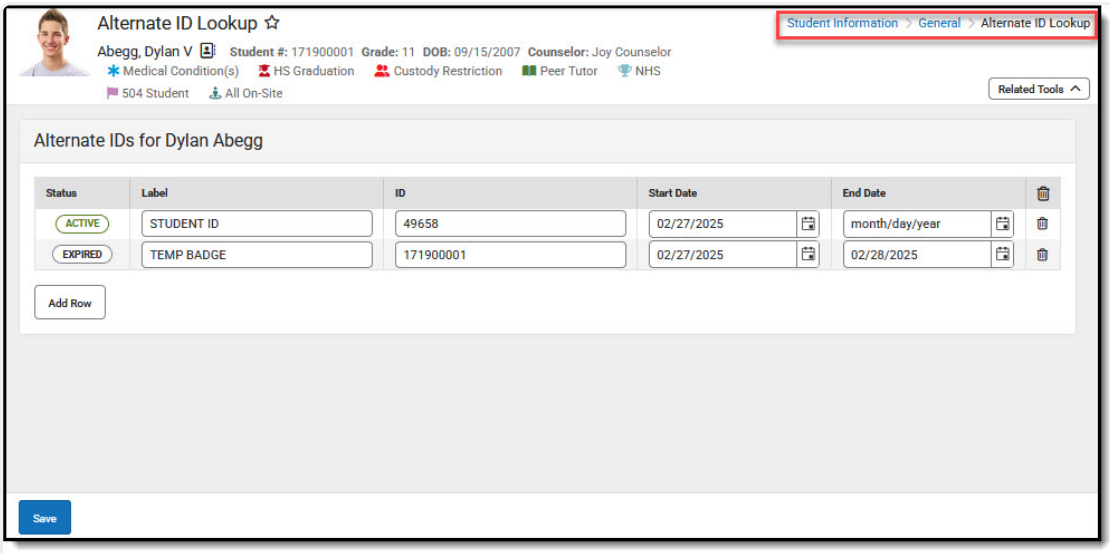
Alternate ID Lookup Tool Rights

Last Modified on 10/27/2026 8:25 am CDT

The Alternative ID Lookup tool is available with Campus Workflow Suite.

A student can be given an Alternate ID via this tool, or an additional alternate ID if needed. For example, if a student forgot their RFID-enabled badge, they can be given a temporary one.

See the Alternate ID Lookup article to learn more about how to use this tool. 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.



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.
