

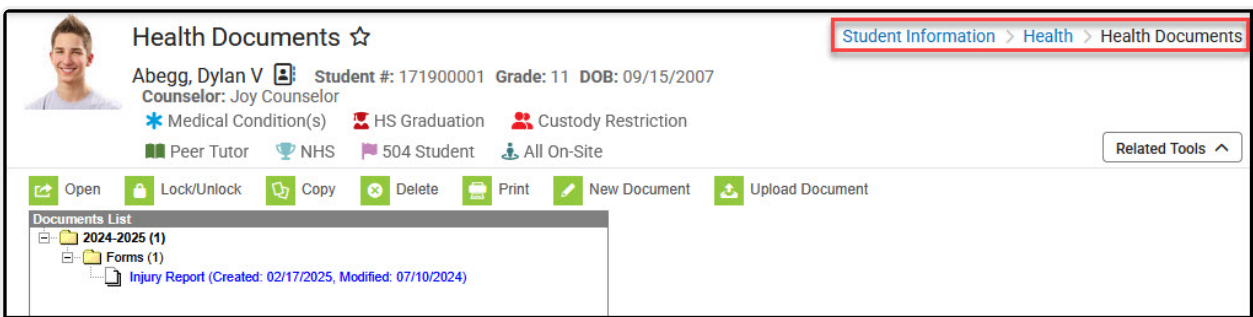
Health Documents Tool Rights

Last Modified on 07/17/2025 2:58 pm CDT

[Available Tool Rights](#) | [Suggested User Groups](#)

Health Office staff use the **Health Documents** tool to Upload health-related documents or add New Documents using Forms. For example, a school may have custom forms such as an Injury Report or Student Medication Form that can be added for individual students.

See the [Health Documents](#) article to learn more about this tool.



Student Information > Health > Health Documents

[Campus Digital Repository](#) must be enabled in order for documents to be uploaded in Campus. See the [Custom Forms](#) article to learn more about custom forms in Campus.

This tool displays in both **Student Information > Health** and **Health Office > Student Health**.

Student Health Tool Rights Assignment: When tool rights are assigned to *Student Information > Health > Health Documents*, the same tool rights are also assigned to *Health Office > Student Health > Health Documents*.

Available Tool Rights

Subrights in *italics*.

| R | W | A | D |
|-------------------------|---|---|---|
| Health Documents | | | |

| R | W | A | D |
|--|---|---|--------------------------------------|
| View all documents in a student's Health Documents | Edit a student's existing Health Documents. | Add new Health Documents for a student. | Remove a student's Health Documents. |
| Document Upload | | | |
| N/A | N/A | Upload new documents for a student. | N/A |
| Lock | | | |
| Prevent other users from editing or removing a document. | N/A | N/A | N/A |
| Unlock | | | |
| Allow users to edit or remove a document per their assigned rights. | N/A | N/A | N/A |
| Custom Forms | | | |
| View student's existing custom form. | Edit student's existing custom form. | Add new custom form for student. | Remove student's custom form. |
| Lock | | | |
| Prevent other users from editing or removing a student's custom form. | | | |
| Unlock | | | |
| Allow other users to edit or remove a student's custom form per their assigned rights. | | | |
| Copy | | | |
| Copy an existing form. | | | |

Suggested User Groups

- Health Office

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

