

# Request Processor (Portal and Staff) Tool Rights

Last Modified on 05/05/2026 1:04 pm CDT

**Census Change Requests** are processed with either the Portal Request Processor or the Staff Request Processor tool.

The **Portal Request Processor** tool is used by approved staff members to approve or deny changes requested by guardians of students through the Campus Portal. Each type of Portal Request has its own tool right.

The **Staff Request Processor** tool is used by approved staff members to approve or deny changes requested by other staff members through the My Data tool. Users with the **Self Service Approver** checkbox marked on their district assignment will receive Process Inbox notifications for approval requests.

See the [Portal Request Processor](#) and [Staff Request Processor](#) articles to learn more about these tools.

**Portal Request Processor** ☆

Census > Change Requests > Portal Request Processor

Show:  
 Requests made after:  Request Type:  Status:

Request Date	Requester	Request For	Request Type	Status
01/13/2021 16:25	Parent, Paul	Student, Joseph James	Student Demographic	Pending
05/02/2018 11:24	Parent, Cindy	Student, Luisa	Family Contact	Pending
05/02/2018 11:20	Parent, Cindy	Student, Carl	Family Contact	Pending
04/27/2018 18:56	Parent, Lynn	Student, Khloe	Family Contact	Pending

**Change Request**

**Date Submitted:** 01/13/2021 16:25:00 -0600  
**Requested By:** Paul Parent  
**Requested For:** Joseph James Student  
**Enrollment:** 2020-21 Drew Middle School (Grade: 08)  
**Request Type:** Student Demographic  
**Requester Comments:** Update to Suffix  
**Status:** Pending

Field	Original Value	Change Request
Suffix		Jr.

### Staff Request Processor ☆

Census > Change Requests > Staff Request Processor

Summary Report Request List Filter

**User Request List**

- Credential
  - Abra, Dean (Staff#: 10810)
    - 04/24/2026 10:04 Pending ()
- Demographic
  - Abra, Dean (Staff#: 10810)
    - 04/24/2026 10:03 Pending (Phone num)

**Brief Description** Phone number

**Requested By** Abra, Dean 04/24/2026 10:03

**Status** Pending

**Processed By**

**Comments**

Approve Deny

**Request Detail (Update record)**

Field	Original Value	Change Request
Cell Phone	(555)555-5432	(555)555-0000

Verify the value chosen in the request is correct

Overwrite the existing Demographics Data: The requester chose, "I am adding or correcting my information."

Create a New Identity: The requester chose, "My legal name has changed."

Approve Deny

[+ Click to show the rest of the fields](#)

Staff Request Processor

### District Assignments ☆

Abra, Dean Staff #: 10810 DOB: 01/03/1982

Save Delete New Documents

#### Employment Assignment Information

**School** Harrison High

**Department** Mathematics

**\*Start Date** 12/08/2013 **End Date**

**Title** Select a Value

**Type** 02:Certified **FTE of Assignment** 1 **Assignment Code**

<b>Teacher</b> <input checked="" type="checkbox"/>	<b>Special Ed</b> <input checked="" type="checkbox"/>	<b>Program</b> <input type="checkbox"/>	<b>Behavior Admin</b> <input type="checkbox"/>	<b>Health</b> <input type="checkbox"/>	<b>Behavior Response Approver</b> <input type="checkbox"/>	<b>Response to Intervention</b> <input type="checkbox"/>
<b>Advisor</b> <input type="checkbox"/>	<b>Supervisor</b> <input type="checkbox"/>	<b>Counselor</b> <input type="checkbox"/>	<b>Foodservice</b> <input type="checkbox"/>	<b>Exclude Behavior Referral</b> <input type="checkbox"/>	<b>Self Service Approver</b> <input checked="" type="checkbox"/>	<b>FRAM Processor</b> <input type="checkbox"/>
<b>Activity Staff</b> <input type="checkbox"/>	<b>Activity Preapproval</b> <input type="checkbox"/>					

District Assignment - Self Service Approver

Additional Tool Rights may be needed. A user can only view and process requests for students and staff associated with calendars to which the user has access.

▼ Change Requests	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<b>Portal Request Processor</b>	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Student Demographics Requests	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Non-Household Contact Requests	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Household Phone Requests	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Address Requests	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Family Contact Info Requests	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Family Relationship Requests	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
<b>Staff Request Processor</b>	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
Edit Household/Address	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

## Available Tool Rights

Multiple user groups may be created with varying levels of access. For example, one group may have full access to the Portal Request Processor including subrights, while another may only be able to process Household Phone Requests and Address Requests.

Note that enabling **System Administration > Preferences > Self Service Auto Approval** allows users without Write/Add access to **Staff Request Processor** to process requests.

R	W	A	D
<b>Portal Request Processor (and subrights) - District Edition Only</b>			
<ul style="list-style-type: none"> <li>View requests made in the tool for any request type (subrights) the user has R access to.</li> </ul>	<ul style="list-style-type: none"> <li>Approve or Deny requests for any request type the user has W access to.</li> </ul>	N/A	N/A
<b>Staff Request Processor</b>			
<ul style="list-style-type: none"> <li>View requests and Summary Report.</li> </ul>	<ul style="list-style-type: none"> <li>Approve or Deny requests. (<i>W or A grants this access</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Approve or Deny requests. (<i>W or A grants this access</i>)</li> </ul>	N/A
<b>Edit Household/Address (subright)</b>			

R	W	A	D
<ul style="list-style-type: none"> <li>• Approve or deny a submitted request.</li> <li>• Modify a request and approve the modified version.</li> </ul>	N/A	N/A	N/A

## Portal Request Acceptance and Denial

Before assigning tool rights, consider how the district processes data:

Administration Type	Suggested Configuration	Result
<b>Centralized Processing</b>	Assign Read and Write access for all Portal Request types to a person who has All Calendar rights.	Selected persons are able to process all requests submitted via the portal for the entire district.
<b>Decentralized Processing</b>	Assign school-level administrators Read and Write access to one or more request types.	Selected persons are able to process all requests that impact students in their school. Any request made for someone that is either enrolled in the school, related to a student enrolled in the school or lives with a student enrolled in your school, they are able to see and process the requests. If the person is related to students in multiple schools, each school administrator sees the request.
<b>Mixed Processing</b>	Assign some Portal Request types for centralized processing (e.g., addresses) and some types for school-level processing (e.g., Student Demographics) depending on district process.	

## Suggested User Groups

- [Front Office Staff](#)
- [Registrars](#)

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