

My Data (My Account) Tool Rights

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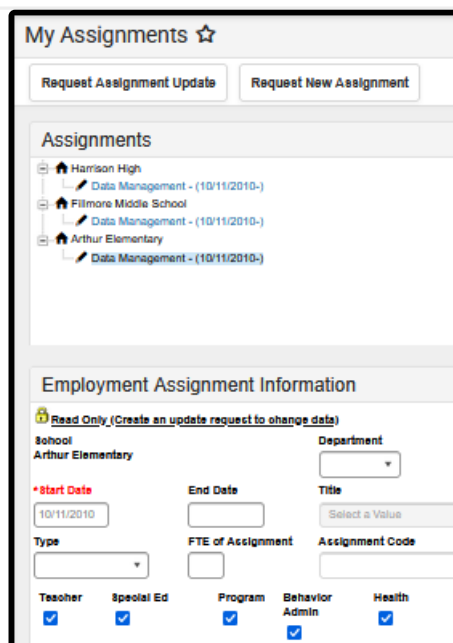
My Data tools allow users to view and manage employment, credential, and demographic-related information in Campus.

See the articles in the [My Data](#) category for information on how these tools are used.

My Assignments

Staff use the [My Assignments](#) tool to view and request updates or changes to their existing District Assignments.

[Click here to expand...](#)



The screenshot shows the 'My Assignments' tool interface. At the top, there are two buttons: 'Request Assignment Update' and 'Request New Assignment'. Below these is a section titled 'Assignments' which lists three schools: Harrison High, Fillmore Middle School, and Arthur Elementary. Each school has a link to 'Data Management - (10/11/2010-)'. Below the list is a section titled 'Employment Assignment Information'. This section includes a 'Read Only (Create an update request to change data)' warning. It contains several fields: 'School' (Arthur Elementary), 'Department' (dropdown), 'Start Date' (10/11/2010), 'End Date' (dropdown), 'Title' (dropdown), 'Type' (dropdown), 'FTE of Assignment' (dropdown), and 'Assignment Code' (dropdown). At the bottom, there are five checkboxes: 'Teacher' (checked), 'Special Ed' (checked), 'Program' (checked), 'Behavior Admin' (checked), and 'Health' (checked).

Staff use My Assignments to review or request changes to their district assignments.

My Courses

Staff use the [My Courses](#) tool to view courses they currently teach and request updates to their section assignments.

[Click here to expand...](#)

My Courses ☆

Course/Sections

Harrison High: 24-25 Harrison High

AP Calculus: 1050

Section: 1

AP Statistics: 1001

Section: 1

Course Information

CourseID 25027

*Number

1050

*Name

AP Calculus

Subject Type

Core Academic Subject Area (CORE) ▾

Department

Mathematics ▾

State Code

Staff can view and request changes to their section assignments via the My Courses tool.

My Credentials

Staff use the [My Credentials](#) tool to view and request updates to records of credentials they've earned.

□ [Click here to expand...](#)

My Credentials ☆
[My Account](#) > [My Data](#) > My Credentials

Request Credential Update Request New Credential

Employment Credentials

#1820 SCHOOL DISTRICT
 Crisis Intervention (10/05/2020)

Crisis Intervention Employment Credential Information

Read Only (Create an update request to change data)

*Start Date
 10/05/2020

*End Date
 10/05/2021

Staff use the *My Credentials* tool to view and request updates to their earned credentials.

My Demographics

Staff use the [My Demographics](#) tool to request updates to their personal demographics information and contact preferences.

Click here to expand...

My Demographics ☆
[My Account](#) > [My Data](#) > My Demographics

Request Demographic Update

Person Information

Read Only (Create an update request to change data)

PersonID 1

*Last Name *First Name Middle Name Suffix
 Staff Elizabeth

*Gender Birth Date Soc Sec Number
 F: Female No Data

Race/Ethnicity (Edit)

Staff submit requests for demographic information updates with the *My Demographics* tool.

My Employment

Staff use the [My Employment](#) tool to request updates to their employment information.

[Click here to expand...](#)

My Employment ☆

Request Employment Update

Request New Employment

Employment Records

#100 Plainview Schools (10/13/2008 -)

Employment Information

Read Only (Create an update request to change data)

*Start Date

10/13/2008

End Date

Teaching Start Year

10/13/2008

Teaching Years Modifier

0

License Number

987654321

FTE Percent (whole number 0-100)

1

Seniority

T: Tenure ▼

Education

Staff request employment updates using the My Employment tool.

My Household/Address

Staff can review and request updates to their household and address information with the [My Household/Address](#) tool.

[Click here to expand...](#)

My Household/Address ☆

[My Account](#) > [My Data](#) > My Household/Address

 Request Update
  Submit Request

Review your household information below. If any information is incorrect or you are moving from an address, select that address and click on Request Update above. If you obtained a new address in addition to those listed, select "Add another address" and click Request Update.

Household Information

☒ 948 Wood Lane
 Any Town, MN 55109
 (612)555-8584

☐ Add another address

Address - New Record Request

Brief Description

Household: Allen

☒ Mailing
 Phone Number
 (612) 555-8584 x

Address Detail (AddressID: 270379)

P.O. Box	Number	Prefix	Street	Tag	Direction	Apt
☐	948		Wood	Lane		
City		State	Zip	County		
Any Town		MN	55109	Ramsey		

Review and request updates to your household and address information with the [My Household/Address](#) tool.

My Requests

Staff can view the status of request they've made and delete pending requests with the [My Requests](#) tool.

[Click here to expand...](#)

My Requests ☆

 Delete Request

Request Information	Request Date/Time	Type of Request	Status
Brief Description HQ	07/29/2026 14:15	Credential	Pending

Brief Description: HQ
 Status: Pending
 Comments:

Request Detail (New record)

Field	Value
Credential Type	HQ:Highly Qualified
Start Date	07/29/2026
Subject Type	SPED:Special Education Content
Subject Matter Competency	RSUB:Rigorous Subject Matter Test

Monitor and delete your own My Data requests.

Available Tool Rights

These tool rights are found under **My Account > My Data**.

Tool	R	W	A	D
My Assignments	View personal District Assignment information.	Request update to active Assignment record.	Request new Assignment record.	N/A
My Courses <i>(User must have rights to the applicable calendar to see section assignment)</i>	User can view courses they currently teach.	Request update to Section Assignment.	NA	N/A
My Credentials	View personal Credential information.	Request update to existing Credential record.	Request new Credential record.	N/A
My Demographics	View personal Demographics information.	N/A	Must have RWA to request demographic update or change.	N/A
My Employment	View existing personal District Employment information.	Request update to active employment record.	Request new employment record.	N/A
My Household/Address	View existing personal household/address information.	N/A	Must have RWA to request an updated or new address.	N/A
My Requests	View pending requests	N/A	N/A	Delete pending request.

Suggested User Groups

Create User Groups as appropriate for your district's needs.

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