

Scanning Tools Tool Rights

Last Modified on 08/07/2026 9:30 am CDT

The **Scanning toolset** is part of the Campus Workflow Suite. These tools are used to manage scanning of badges/ID's for various situations where schools choose to implement scanning capabilities..

Scanning tools are found in different locations within Campus. Users may need rights to general tools that are related to the ones used to scan students in and out (e.g. health office, hall pass, attendance, detention). When creating user groups and assigning rights, consider how your district plans to use the entire toolset and what your local workflow(s) will be.

To learn more about scanning-related tools, follow the article links in the tables below.

Student Information

The **Appointments** tool is used to view, add, and manage appointments for individual students. There is a Create Returning Pass checkbox that can be used to create a scannable Return to Class hall pass for the student.

Tool Rights					
▶ Instruction	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Student Information	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ General	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Activity Registration	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Ad Hoc Letters	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
User Group Reports	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Alternate ID Lookup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Appointments	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Assessment	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Athletics	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Appointments Tool Rights

Tool	R	W	A	D
Alternate ID Lookup	View student Alternate IDs.	N/A	N/A	Add, edit, and delete Alternate IDs for students.

Tool	R	W	A	D
Appointments	View appointments	Take attendance for an appointment, end an appointment early (must be a staff member), edit appointments, create hall pass to return student to class.	Create appointments.	Delete appointments.

Attendance Office Tool Rights

Scanning-related tools found in Attendance Office are used to configure options, generate reports, and process attendance.

Attendance Management

The **Absence Request Processing** tool is used to process requests entered via the Portal or when students scan themselves in or out.

▼ Attendance Office	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Attendance Management	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Absence Request Processing	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Attendance Entry Wizard	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Classroom Monitor	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Daily Attendance Processing	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
State ID	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
GUID	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Positive Attendance Import Wizard	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Attendance Communication	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Student Attendance	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Teacher Attendance	☐ All				
▶ Reports	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Settings	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Scanning	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Attendance Office - Attendance Management Scanning Tool Rights

Tool	R	W	A	D
Absence Request Processing	View Absence Requests.	Process Absence Requests.	N/A	N/A

Reports

Users may need to generate scanning-related reports.

▼ Attendance Office	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Attendance Management	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Attendance Communication	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Student Attendance	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Teacher Attendance	☐ All				
▼ Reports	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
ADM and ADA Detail Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Appointment Attendance Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Attendance Change Tracking Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Attendance Reason Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Attendance Register	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Attendance Unexcused Code Analysis	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Barcode Labels	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Behavior Attendance Audit Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Consecutive Absence Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Day Count Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Dialer Extract	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Federal Chronic Absenteeism Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Funding Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Hall Pass History Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Home & Hospital Attendance Register	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Lunch Counts	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Period Count Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Period Detail Batch Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Positive Attendance Summary Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Scan History	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Section Change Tracking Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Sign Out Audit Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Sub Attendance Roster Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Attendance Office - Reports Scanning Tool Rights

Tool	R	W	A	D
Appointment Attendance Report	Generate the report.	N/A	N/A	N/A
Barcode Labels	Generate the report.	N/A	N/A	N/A
Hall Pass History Report	Generate the report.	N/A	N/A	N/A
Scan History	Generate the report.	N/A	N/A	N/A
Sign Out Audit Report	Generate the report.	N/A	N/A	N/A

Settings

These tools are used to set options and parameters for scanning, badge creation, and hall pass control.

▼ Attendance Office	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Attendance Management	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Attendance Communication	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Student Attendance	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Teacher Attendance	☐ All				
▶ Reports	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Settings	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Attendance Aggregation Preferences	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Attendance Aggregation Refresh Wizard	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Attendance Code Setup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Badge Designer	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Custom Scanners	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Excuse Code Copier Wizard	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Hall Pass Settings	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Mass Assign Alternate IDs	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Positive Attendance Preferences	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Scanner Settings	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Student Limits	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Virtual Attendance Preferences	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Virtual Attendance Preferences Copier Wizard	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Workflow Roll Forward	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Attendance Office - Settings Scanning Tool Rights

Tool	R	W	A	D
Badge Designer	View existing badge templates.	Edit existing badge templates.	Add new and edit existing badge templates.	Delete badge templates.
Custom Scanners	View existing custom scanners.	Edit existing custom scanners.	Add new custom scanners.	Delete custom scanners.
Hall Pass Settings	View existing Hall Pass settings.	Edit Hall Pass settings.	N/A	N/A
Mass Assign Alternate IDs	N/A	N/A	Import Alternate IDs.	N/A
Scanner Settings	View existing scanner settings.	Edit scanner settings.	N/A	N/A

Tool	R	W	A	D
Student Limits	View existing Student Limits settings.	Edit Student Limits settings.	N/A	N/A
Workflow Roll Forward	View the tool.	Use the tool.	N/A	N/A

Scanning

The attendance office Scanning tools are used to monitor and manage whether students are present and where they are, for example checking in/out of school or checking in/out for an in-school appointment.

▼ Attendance Office	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Attendance Management	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Attendance Communication	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Student Attendance	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Teacher Attendance	☐ All				
▶ Reports	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Settings	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Scanning	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Check In/Out	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Check In/Out Kiosk	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Classroom Attendance Kiosk	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
*Custom Scanner Data	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
*Custom Scanner	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Counseling Scanning	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Hall Monitor Grid	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Hall Monitor Scanner	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Location Capacity View	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Scanning Kiosk Subright	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Staff Appointment Calendar	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Student Hall Pass Lookup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Teacher Attendance Scanner	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Teacher Hall Pass View	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Attendance Office - Scanning Tool Rights

Tool	R	W	A	D
Check In/Out	Scan in students.	N/A	N/A	N/A
Check In/Out Kiosk	Launch the kiosk.	N/A	N/A	N/A
Classroom Attendance Kiosk	Scan in students.	N/A	N/A	N/A

Tool	R	W	A	D
Counseling Scanning	Scan in students.	N/A	N/A	N/A
Hall Monitor Grid	View Hall Passes.	N/A	N/A	N/A
Hall Monitor Scanner	Scan in students.	N/A	N/A	N/A
Location Capacity View	View location capacity data.	Check students into/out of the location, enable/disable hall passes to a specific location, and assign hall passes to students who are checked into a location.		
Scanning Kiosk Subright	Assign this subright to a system user "ScanningKioskUser."	N/A	N/A	N/A
Staff Appointment Calendar	View appointments.	Take attendance for an appointment, end an appointment early (must be a staff member), and edit appointments.	Add appointments.	Delete appointments.
Student Hall Pass Lookup	View hall passes.	Assign and end hall passes.	N/A	N/A
Teacher Attendance Scanner	Scan in students.	Change the Tardy Threshold.	N/A	N/A

Tool	R	W	A	D
Teacher Hall Pass View	View hall passes.	Assign and end hall passes.	Create and modify their hall pass code.	N/A
Custom Scanning Tools <i>* (Reflects the district-assigned name of the scanner)</i>	Scan in students.	N/A	N/A	N/A
Custom Scanning Data <i>* (Reflects the district-assigned name of the scanner)</i>	View custom scanning data.	N/A	N/A	N/A

Behavior Office Tool Rights

Students can be scanned in and out of detention. A behavior-resolution matrix can be used to mass-enter behavior resolutions for students who meet certain attendance conditions.

Behavior Management

These tools allow users to check students in and out of detention and manually run any applicable attendance resolution matrix.

▼ Behavior Office	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Behavior Management	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Behavior Management	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Modify Attendance	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Unlock Incident	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Behavior Referral	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Detention Scanner	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Detention Tracker	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Matrix Manual Run	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Teacher Managed Behavior Contact Log	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Access to Records Created By Other Users	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
► Behavior Communication	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Behavior Office - Behavior Management Scanning Tool Rights

Tool	R	W	A	D
Detention Scanner	Scan in students.	N/A	N/A	N/A

Tool	R	W	A	D
Matrix Manual Run	Run the tool and preview the results.	N/A	Assign behavior resolutions.	N/A

Reports (Matrix)

▼ Behavior Office	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Behavior Management	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Behavior Communication	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Student Behavior	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Reports	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Behavior Attendance Audit Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Event Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Incident Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Matrix History	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Removal Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Resolution Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Settings	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Behavior Office - Reports Scanning Tool Rights

Tool	R	W	A	D
Matrix History	Generate the report.	N/A	N/A	N/A

Settings (Matrix)

▼ Behavior Office	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Behavior Management	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Behavior Communication	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Student Behavior	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Reports	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Settings	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Behavior Preferences	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Behavior-Resolution Matrix	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Event Type Setup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Resolution Type Setup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Response Type Setup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Census	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Tool	R	W	A	D
Behavior Resolution Matrix	Allows the user to view existing matrices.	Allows the user to edit existing matrices.	Allows the user to add existing matrices.	Allows the user to delete existing matrices.

Census Tool Rights

NOTE: To use the Photo and Badge Printing tool, users must have the Read tool right assigned for both Badge Printing and Photo and Badge Printing.

▼ Census	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ People	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ People Setup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Staff	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Households	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Addresses	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Change Requests	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ School Choice Administration	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Reports	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Address Change Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Badge Printing	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Badge Printing Staff Subright	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Badge Printing Student Subright	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Census by Address Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Census by Birth Date Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Census by School Boundary Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Census Verification Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Impact Aid Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Mailing Labels	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Missing Photo - Student Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Photo and Badge Printing	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Staff Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Communication	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Census - Reports Scanning Tool Rights

Tool	R	W	A	D
Badge Printing	Allows the user to print both student and staff badges.	N/A	N/A	N/A
Badge Printing Staff Subright	Allows the user to print staff badges.	N/A	N/A	N/A
Badge Printing Student Subright	Allows users to print student badges.	N/A	N/A	N/A
Photo and Badge Printing	Allows the user to print a student badge and upload a photo to Campus profile.	N/A	N/A	N/A

Health Office Tool Rights

Students can be scanned in and out for health office appointments.

▼ Health Office	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Health Management	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Daily Health Log Scanning	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Health Office Calendar	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Health Office Scanning	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Health Office Visit Cancellations	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Health Screening Batch Entry Wizard	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Immunization Import Wizard	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Student Health	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Reports	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ My Account	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

Health Office - Health Management Scanning Tool Rights

Tool	R	W	A	D
Health Office Scanning	Allows the user to scan in students.	N/A	N/A	N/A

Portal Preferences Tool Rights

These tools allow users to enable or disable, at the district level, the absence requests, appointments, and hall pass portal tabs for portal users.

▼ System Settings	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Business Office Integration	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Custom Data and Links	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Data Defining Tools	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Data Interchange Setup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Data Interchange Administration	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Data Utilities	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Data Warehouse	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Digital Repository	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Internal ONLY	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▶ Payments	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
▼ Portal Preferences	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Absence Requests	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Appointments	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Hall Pass	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Portal Display Options	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Portal Display Options Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Portal Gender Identity	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Portal Home Screen	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Portal Request Summary Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Portal Usage Report	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Push Notifications	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Self Service Options	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Translation Language Setup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete
Translation Setup	☐ All	☐ Read	☐ Write	☐ Add	☐ Delete

System Settings - Portal Preferences Scanning Tool Rights

Tool	R	W	A	D
Absence Requests	Allows the user to view Absence Requests Portal Preferences.	Allows the user to edit existing Absence Requests Portal Preferences.	N/A	N/A
Appointments	Allows the user to view the Appointment Portal Preferences.	Allows the user to edit the Appointment Portal Preferences.	N/A	N/A
Hall Pass	Allows the user to view Hall Pass Portal Preferences.	Allows the user to edit existing Hall Pass Portal Preferences.	N/A	N/A

Suggested User Groups

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

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