

# Alternate ID Lookup

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The Scanning toolset is part of the [Campus Workflow Suite](#).

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Districts using RFID-enabled student badges can import RFID values as alternate IDs in [Mass Assign Alternate IDs](#). Alternate IDs for an individual student can be viewed and maintained on the Alternate ID Lookup.

If enabled in [Scanner Settings](#), students can use their Alternate ID to scan in/out at attendance kiosks and scanners, such as a kiosk with an RFID reader attached.

Alternate ID Lookup

Alternate IDs for Emma Smith

Status	Label	ID	Start Date	End Date	
ACTIVE	RFIDBadge	26000001	09/09/2022	06/30/2023	

## Alternate ID Editor

Field	Description
<b>Status</b>	Status for the listed Alternate ID. Options include: <ul style="list-style-type: none"> <li>Active</li> <li>Expired</li> <li>Upcoming</li> </ul>
<b>Label</b>	The type of Alternate ID.
<b>ID</b>	The Alternate ID number for the student.
<b>Start Date</b>	The first date the alternate ID is active.
<b>End Date</b>	The last date the alternate ID is active.
<b>Delete</b>	Deletes the Alternate ID.

# Adding an Alternate ID

A student can be given an Alternate ID on this tool, or an additional alternate ID if needed. As an example, if a student forgot their RFID-enabled badge, a temporary one can be given to them.

1. Click Add Row.
2. Enter a label for the Alternate ID.
3. Enter the RFID number from the badge.
4. Enter the Start and End Dates. In the case of a temporary ID, the Start and End Date can be the same date.
5. Click Save.

Alternate ID Lookup

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Alternate IDs for Emma Smith

Status	Label	ID	Start Date	End Date	
ACTIVE	RFIDBadge	26000001	09/07/2022	06/30/2023	🗑️
NOT SAVED	TempBadge1	99942151	09/09/2022	09/09/2022	🗑️

Add Row

Save