Enter Ed-Fi IDs for People in Campus

Last Modified on 10/22/2022 9:58 am CDT

Tool Rights | Assign an ID (Core) | Locate and Assign an Ed-Fi ID (State Specific)

Classic View: Census > People > Demographics > Person Identifiers
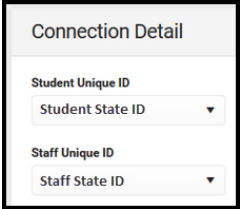
Search Terms: Ed-Fi ID

All students, staff and parents/guardians need an ID in order to create an Identity record in Ed-Fi. If Ed-Fi functionality is enabled on your version of Campus, the Use Ed-Fi ID button is available next to each Person Identifier to copy the Ed-Fi ID into the other fields (if desired).

Ed-Fi ID Person Identifiers

State	Process
	Process

State	Process
Core	For students and staff, unique identifiers need to be assigned using the Student Unique ID and Staff Unique ID fields on the Connection Detail screen in the Configuration tool (System Administration > Ed-Fi > Ed-Fi Configuration > Connection). These unique identifiers are used in Ed-Fi to link all related data to students and staff. For students, users may assign an Ed-Fi ID, Local Student Number, or Student State ID as the unique identifier. For staff, users may assign an Ed-Fi ID, Local Staff Number, or Staff State ID as the unique identifier. After the unique identifiers have been assigned, users can manually enter the IDs in the appropriate fields on the Person Identifiers section of the Demographics tab, if needed. Campus will auto-generate a unique ID for parents when the Student Parent Association is sent for the first time. Once an ID has been used for a Configuration it should not be changed. If this option is changed after data has been sent, there is potential for data conflicts from Campus to the ODS.
Arizona	For students, staff, and parents/guardians, use the appropriate **Get Ed-Fi** button next to the Ed-Fi ID field to connect the person to the person locator tool so you can either search for and find the person in Ed-Fi or create a new Ed-Fi person. It is a requirement is Arizona that a student, staff, and parent have different Ed-Fi IDs. Once the Ed-Fi ID is found, you can then use the **Use Ed-Fi ID** button next to each field to copy/paste the Ed-Fi ID into these fields (if desired). It is a requirement in Arizona that a student, staff, and parent all need to have different Ed-Fi Ids.
Indiana	For students, enter Ed-Fi IDs in the Ed-Fi ID field. Once an Ed-Fi ID has been entered, you can then use the **Use Ed-Fi ID** button next to each field to copy/paste the Ed-Fi ID into these fields (if desired). Currently the Ed-Fi ID is the same as the Student State ID.
Michigan	For students, use the **Get Ed-Fi** button next to the Ed-Fi ID field to connect the person to the student locator tool so you can either search for and find the State ID (UIC) in Ed-Fi or make a request to create a new State ID (UIC) or link Ed-Fi ID's. Once the Ed-Fi ID is found, you can then use the **Use Ed-Fi ID** button next to each field to copy/paste the Ed-Fi ID into these fields (if desired). The Ed-Fi ID will always match the student's State ID (UIC). For staff, districts will use a third party system to locate/generate ID's and then manually enter them into the Ed-Fi ID field in Campus. Setting the Ed-Fi ID equal to the Staff State ID is optional for staff members. Ed-Fi does not currently have an API setup to search for and generate staff state IDs (PIC). For parents/guardians, Ed-Fi IDs are auto-generated when the Guardian checkbox is marked for an enrolled student.

State	Process
Minnesota	For students, staff, and parents/guardians, enter Ed-Fi IDs in the Ed-Fi ID field. Once an Ed-Fi ID has been entered, you can then use the **Use Ed-Fi ID** button next to each field to copy/paste the Ed-Fi ID into these fields (if desired).
Nebraska	For students and staff, Ed-Fi IDs are generated using a third party system to locate/generate IDs. Those IDs need to be manually entered into Campus or use the Import Tool. For parents/guardians, Ed-Fi IDs are auto-generated when the Guardian checkbox is marked for an enrolled student.
Wisconsin	For students, use the **Get Ed-Fi** button next to the Ed-Fi ID field to connect the person to the person locator tool so you can either search for and find the person in Ed-Fi or create a new Ed-Fi person. Once the Ed-Fi ID is found/assigned, you can then use the **Use Ed-Fi ID** button next to each field to copy/paste the Ed-Fi ID into these fields (if desired).
Wyoming	For students, Ed-Fi IDs are generated using a third party system to locate/generate IDs. Those IDs need to be manually entered into Campus or use the Import Tool. For parents/guardians, Ed-Fi IDs are auto-generated when the Guardian checkbox is marked for an enrolled student.

Prerequisites

- Ed-Fi functionality must be enabled via the Enable Ed-Fi System Preference.
- Ed-Fi must be configured by a system administrator via the Ed-Fi Configuration tool.

Tool Rights

PATH: System Administration > User Security > Users > Tool Rights

State	Description	Necessary Tool Rights

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Core	Access to the Person Identifier fields on the Demographics tab is needed in order to enter data into the fields. Access to the Connection Detail screen is needed to select the unique identifiers for students and staff. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	System Administration > Ed-Fi > Ed-Fi Configuration > Connection Detail Census > People > Demographics > State ID Census > People > Demographics > Modify Local Student Number Census > People > Demographics > Modify Local Staff Number Census > People > Demographics > Ed-Fi ID System Administration > Ed-Fi > Ed-Fi Tools
Arizona	In order to select the **Get Ed-Fi ID** button and access the Ed-Fi database to search and locate a person's Ed-Fi ID, you must have **R**(ead), **W**(rite),and **A**(dd) tool rights. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Census> Ed-Fi Locator Census > People > Demographics System Administration > Ed-Fi > Ed-Fi Configuration System Administration > Ed-Fi > Ed-Fi Tools

State	Description	Necessary Tool Rights
Indiana	Access to the Ed-Fi ID is needed for the user who is entering student Ed-Fi IDs. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Census > People > Demographics > Ed-Fi ID System Administration > Ed-Fi > Ed-Fi Configuration System Administration > Ed-Fi > Ed-Fi Tools
Michigan	In order to select the **Get Ed-Fi ID** button and access the Ed-Fi database to search and locate a person's Ed-Fi ID, you must have **R**(ead), **W**(rite),and **A**(dd) tool rights. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Census> Ed-Fi Locator Census > People > Demographics > Ed-Fi ID System Administration > Ed-Fi > Ed-Fi Configuration System Administration > Ed-Fi > Ed-Fi Tools
Minnesota	Access to the Ed-Fi ID is needed for the user who is importing/manually entering student Ed-Fi IDs. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Census > People > Demographics > Ed-Fi ID System Administration > Ed-Fi > Ed-Fi Configuration System Administration > Ed-Fi > Ed-Fi Tools

State	Description	Necessary Tool Rights
Nebraska	Access to the Ed-Fi ID is needed for the user who is importing/manually entering student Ed-Fi IDs. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Census > People > Demographics > Ed-Fi ID System Administration > Ed-Fi > Ed-Fi Configuration System Administration > Ed-Fi > Ed-Fi Tools
Wisconsin	In order to select the **Get Ed-Fi ID** button and access the Ed-Fi database to search and locate a person's Ed-Fi ID, you must have **R**(ead), **W**(rite),and **A**(dd) tool rights. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Census> Ed-Fi Locator Census > People > Demographics > Ed-Fi ID System Administration > Ed-Fi > Ed-Fi Configuration System Administration > Ed-Fi > Ed-Fi Tools

State	Description	Necessary Tool Rights
Wyoming	Access to the Ed-Fi ID is needed for the user who is importing/manually entering student Ed-Fi IDs. Access to the System Administration Ed-Fi tools should be reserved for the Campus Administrator, however, access to the Error Log and Resync tool may be granted to other users depending on their role within the district. You must be very cautious who receives D(elete) tool rights. Deleting or modifying a person's Ed-Fi ID after it has been issued will cause the person's data to be deleted from the original person's record and synced to the new person's record.	Census > People > Demographics > Ed-Fi ID System Administration > Ed-Fi > Ed-Fi Configuration System Administration > Ed-Fi > Ed-Fi Tools

Assign an ID (Core)

Navigate to the Connection Detail screen (System Administration > Ed-Fi > Ed-Fi Configuration > Connection). Assign the unique identifiers to students and staff using the Student Unique ID and Staff Unique ID fields. These unique identifiers are used in Ed-Fi to link all related data to students and staff. For students, users may assign an Ed-Fi ID, Local Student Number, or Student State ID as the unique identifier. For staff, users may assign an Ed-Fi ID, Local Staff Number, or Staff State ID as the unique identifier.

After the unique identifiers have been assigned, users can manually enter the IDs in the appropriate fields on the Person Identifiers section of the Demographics tab, if needed.

Locate and Assign an Ed-Fi ID (State Specific)

Arizona

As of Release Pack .1749, students are no longer required to have an Ed-Fi ID in order for new enrollment records to be created.

Locating the Person's Ed-Fi ID

Ed-Fi ID Locator Editor

Search Criteria Fields	Description
Last Name (required)	Enter the last name of the individual being searched.
First Name (required)	Enter the first name of the individual being searched.
Birth Date (required)	If desired, enter the birth date of the individual being searched.
Gender (required)	Enter the gender of the individual being searched.
Ed-Fi ID	If the individual already has an Ed-Fi ID, the Ed-Fi ID can be entered as a search criteria.
School ID	This field can be used to enter the School ID from a student's previous enrollment.
Relationship Type	Select a relationship type to the individual for whom the search is being performed. A maximum of two relationships can be selected. When a relationship type is selected, First Name and Last Name fields display. These fields are required when selecting a relationship type as a search parameter.
Search Intention (required)	Select the intent of the search. Options are Student, Staff, or Parent.

Search Results Fields	Description
Name	Displays the name of the individual returned in the search results.
Gender	Displays the gender of the individual returned in the search results.
Ed-Fi ID	Displays the Ed-Fi ID of the individual returned in the search results.
Birth Date	Displays the birth date of the individual returned in the search results.
Prior School(s)	Displays any previously enrolled schools for the individual returned in the search results,
Other Name(s)	Displays other names that may be associated with the individual in the search results.
Cohort Year	Displays the Cohort Year of the individual returned in the search results.
Score	Indicates the quality of the match between the search criteria entered and the results within the Ed-Fi database. Only the Last Name, First Name, Gender, and Birth Date fields are used in determining the matching score.

Search Criteria Fields	Description
Use this Person	Once the correct person has been identified, click the **Use This Person** button to populate the Ed-Fi ID field within Campus.
Assign Ed-Fi ID	Used to assign a new Ed-Fi ID to the person if you cannot locate the person within the search results.

To assign an Ed-Fi ID:

1. To assign an Ed-Fi ID for a person, select the appropriate **Get Ed-Fi ID** button next to the appropriate field.

   > If an individual has multiple roles (student, staff, and/or parent), a different Ed-Fi ID must be used for each role. The Student State ID field is used for student Ed-Fi IDs, the Staff State ID field is used for Staff Ed-Fi IDs, and the Parent Ed-Fi ID field is used for parent Ed-Fi IDs.

2. The Ed-Fi Locator displays. Enter the Last Name, First Name, Birth Date, Gender, and Search Intention as these fields are required.
3. If desired, enter information into the other search criteria fields (Ed-Fi ID, School ID, and Relationship Type) in the Ed-Fi Locator. Entering additional identifying information is not required, but is highly encouraged.

   > When selecting a Relationship Type, a First Name field and Last Name field display. These fields are required when using a Relationship Type as a search criteria. A maximum of two Relationship Types can be used as search criteria.

4. Click the **Search** button. Results appear on the right with the best results shown in sequential order. The Score column indicates the quality of the match between search criteria entered and the results within the Ed-Fi database.
5. Once the correct person has been identified, click the **Use This Person** button to populate the Ed-Fi ID field within Campus.
6. If you cannot locate the person within the Ed-Fi results, assign the person a new ID by selecting the **Assign New Ed-Fi ID** button.
7. Once the person has either been assigned a new Ed-Fi ID or matched to an existing person via the Use This Person button, the Ed-Fi ID populates the appropriate field within Campus. You should now save the Demographics record to ensure this data is preserved.

Assigned Ed-Fi ID

8.Once an Ed-Fi ID has been entered, the **Use Ed-Fi ID** button next to each field can be used to copy/paste the Ed-Fi ID into the appropriate field (if desired).
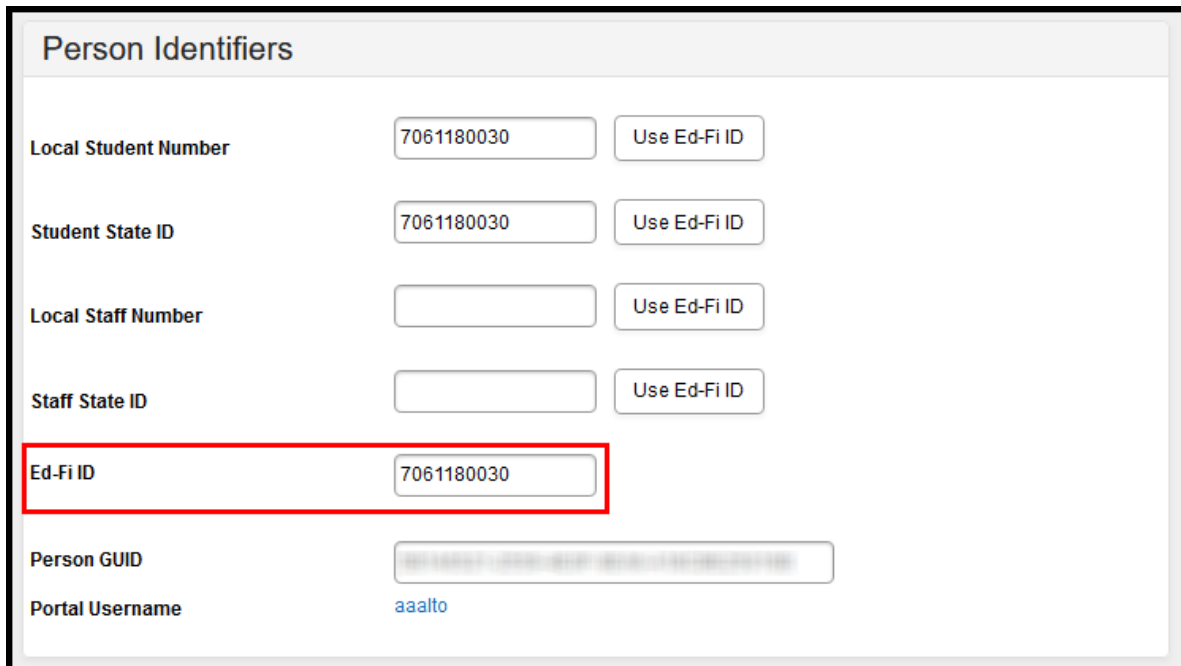

Using the Ed-Fi ID for Other Person Identifiers

Indiana

For students enter Ed-Fi IDs in the Ed-Fi ID field. Once an Ed-Fi ID has been entered into the Ed-Fi

ID field, you can easily insert this value into any other Person Identifier field by selecting the **Use Ed-Fi ID** button (if desired). Currently, the Ed-Fi ID is the Student State ID. This value must be 10 digits in length.

Michigan

To assign an Ed-Fi ID for a person, select the **Get Ed-Fi ID** button. The Ed-Fi Locator will appear (see image below).

> The Get Ed-Fi ID button will be inactive if an Ed-Fi ID already exists for the individual.

Enter information regarding the person, fields in red are required. Click the **Search** button. Results appear on the right with the best results shown in sequential order. The Score column indicates the quality of the match between search criteria entered and the results within the Ed-Fi database.

Once you have identified the correct person, click the **Use This Person** button. The Ed-Fi ID will populate the Ed-Fi ID and Student State ID fields within Campus.

If you cannot locate the person within Ed-Fi results, assign the person a new ID by selecting the **Assign New Ed-Fi ID** button. A pop-up displays in which the user must enter a reason for the request and then submit the request. Once the request has been accepted, a message will indicate that the new UIC request was successfully been sent to MDE.

Identities can be linked by using the **Identity Link** droplist and **Link Ed-Fi ID's** button. The user must select one identity to be set as Primary in order to link ID's. Multiple identities can be set to Linked. Once the Link Ed-Fi ID's button has been selected, a pop-up displays and the user must indicate the reason for linking the identities. Once the request has been accepted, a message will

indicate that the new UIC request was successfully sent to MDE.

Locating the Person's Ed-Fi ID

Once the person has been assigned a new Ed-Fi ID, the ID populates the Ed-Fi ID and Student State ID fields within Campus.

Assigned Ed-Fi ID and Student State ID

Once an Ed-Fi ID has been entered into the Ed-Fi ID field, you can easily insert this value into any other Person Identifier field by selecting the **Use Ed-Fi ID** button.

Using the Ed-Fi ID for Other Person Identifiers

Minnesota

For students, staff, and parents/guardians, enter Ed-Fi IDs in the Ed-Fi ID field. Once an Ed-Fi ID has been entered, you can then use the **Use Ed-Fi ID** button next to each field to copy/paste the Ed-Fi ID into these fields (if desired). Once an Ed-Fi ID has been entered into the Ed-Fi ID field, you can easily insert this value into any other Person Identifier field by selecting the **Use Ed-Fi ID** button.

Note: The Ed-Fi ID field only allows a maximum of 13 characters.

Nebraska

Access the third-party product for generating/locating the student's Ed-Fi ID. Then, manually enter it (or import it) into the Ed-Fi ID field. Once the Ed-Fi ID field is populated, you can choose to use that ID for the other Person Identifiers (if that is the process determined by your district).

If an Ed-Fi ID that is entered and found in the Edi-Fi database, a new identity will not be created. A new identity is only created when an Ed-Fi ID is not found. Identities cannot be updated in Ed-Fi. If a number is changed, a new identity is created. Also, if a person is deleted from Campus, the identity remains in Ed-Fi.

Ed-Fi ID Field

Wisconsin

In order to use the Ed-Fi Locator tool, the value for the ID Post-Amble field on the Configuration editor needs to be entered. See the Wisconsin Ed-Fi Checklist for the value to be entered in the ID Post-Amble field.

> If multiple credentials have been entered for districts with multiple configurations in the same year, then one of the credentials must have the Identity Credential checkbox marked to identify which credential will be used by the Ed-Fi Locator tool. Only one credential can be marked as the Identity Credential.

Locating the Person's Ed-Fi ID

Ed-Fi ID Locator Editor

Search Criteria Fields	Description
First Name (Required)	Enter the first name of the individual being searched.
Middle Name	If desired, enter the middle name of the individual being searched.
Last Name (Required)	Enter the last name of the individual being searched.
Suffix	If desired, enter the Suffix of the individual being searched.
Birth Date (Required)	Enter the birth date of the individual being searched.
Gender	If desired, enter the gender of the individual being searched.
WISEid	If desired, enter the WISEid of the individual being searched.
Search Results Fields	**Description**
Name	Displays the name of the individual returned in the search results.
WISEid	Displays the WISEid of the individual returned in the search results.
Sex Type	Displays the gender of the individual returned in the search results.
Birth Date	Displays the birth date of the individual returned in the search results.

Search Criteria Fields	Description
Multiple Birth Indicator	Indicates if the student is of multiple birth.
Prior School(s)	Displays the two most recent enrollments of the student.
Other Name(s)	Displays any other name used by the individual.
Parent Guardian Names	Displays the student's Parent/Guardian.
Score	Indicates the quality of the match of the results within the Ed-Fi database. The following fields are used in determining the score: • Unique ID = The individual's WISEid. • First Name = The individual's first name. • Last Surname = The individual's last name. • Middle Name = The individual's middle name. • Birth Date = The individual's birth date. • Suffix = The individual's suffix. • LocalPersonId = The 'Local Student Number' in Campus. This field is automatically populated by Campus in the backend when the 'Search' button is clicked. • EducationOrganizationId = The 'Ed-Fi District Number' in Campus. This field is automatically populated by Campus in the backend when the 'Search' button is clicked.
Use this Person	Once the correct person has been identified, click the **Use This Person** button to populate the Ed-Fi ID field within Campus.
Assign Ed-Fi ID	Used to assign a new Ed-Fi ID to the person if you cannot locate the person within the search results.

To assign an Ed-Fi ID:

1. To assign an Ed-Fi ID for a person, select the **Get Ed-Fi ID** button. The Ed-Fi Locator displays. **Note:** The Get Ed-Fi ID button will be inactive if an Ed-Fi ID already exists for the individual.
2. Enter information for the required fields.
3. If desired, enter information into the other search criteria fields in the Ed-Fi Locator. Entering additional identifying information is not required, but is highly encouraged.
4. Click the **Search** button. Results appear on the right with the best results shown in sequential order. The **Score** column indicates the quality of the match between search criteria entered and the results within the Ed-Fi database.
5. Once the correct person has been identified, click the **Use This Person** button to populate the Ed-Fi ID field within Campus.

6. If you cannot locate the person within the Ed-Fi results, assign the person a new ID by selecting the **Assign New Ed-Fi ID** button.

7. Once the person has either been assigned a new Ed-Fi ID or matched to an existing person via the Use This Person button, the Ed-Fi ID populates the Ed-Fi ID field. The Student State ID field is also auto-populated with the Ed-Fi ID. You should now save the Demographics record to ensure this data is preserved.

Wyoming

Access the third-party product for generating/locating the student's Ed-Fi ID. Then, manually enter it (or import it) into the Ed-Fi ID field. Once the Ed-Fi ID field is populated, you can choose to use that ID for the other Person Identifiers (if that is the process determined by your district).

If an Ed-Fi ID that is entered and found in the Edi-Fi database, a new identity will not be created. A new identity is only created when an Ed-Fi ID is not found. Identities cannot be updated in Ed-Fi. If a number is changed, a new identity is created. Also, if a person is deleted from Campus, the identity remains in Ed-Fi.