

# State ID Tool (Ed-Fi)

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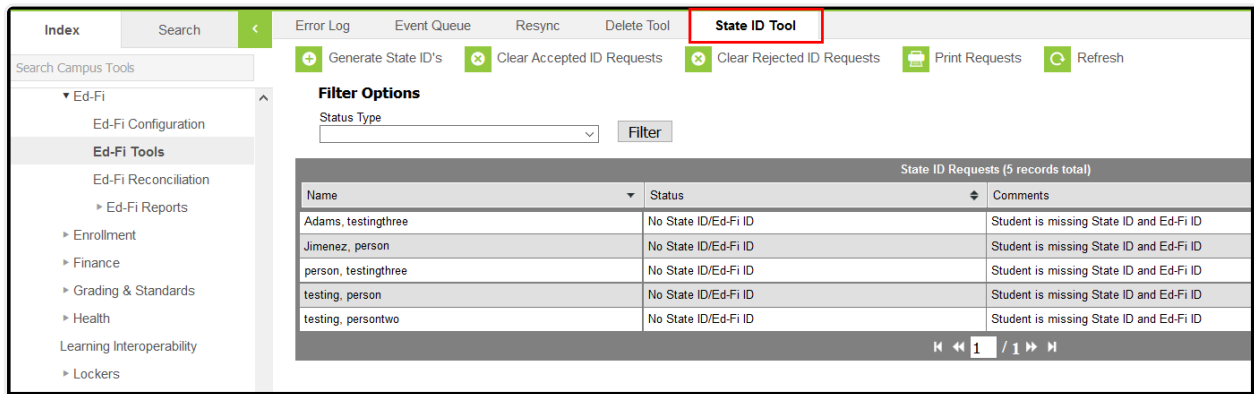
**Classic View:** System Administration > Ed-Fi > Ed-Fi Tools > State ID Tool

**Search Terms:** Ed-Fi State ID Tool

[Tool Rights](#) | [Generate State ID's](#) | [Review ID Requests](#) | [Clear ID Requests](#) | [Print ID Requests](#)

The State ID Tool allows users to search for and request new Ed-Fi IDs and Student State IDs. The State ID Tool can also be used to print a list of ID requests.

Currently the State Ed-Fi ID Tool is only available in Michigan.



State ID Tool

## State ID Tool Editor

Field	Description
<b>Generate State ID's</b>	Allows the user to generate State ID's for individuals.
<b>Clear Accepted ID Requests</b>	Clears any requests from the State ID Requests Editor that have been accepted.
<b>Clear Rejected ID Requests</b>	Clears any requests from the State ID Requests Editor that have been rejected.
<b>Print Requests</b>	Allows the user to print the requests displayed in the State ID Requests Editor.

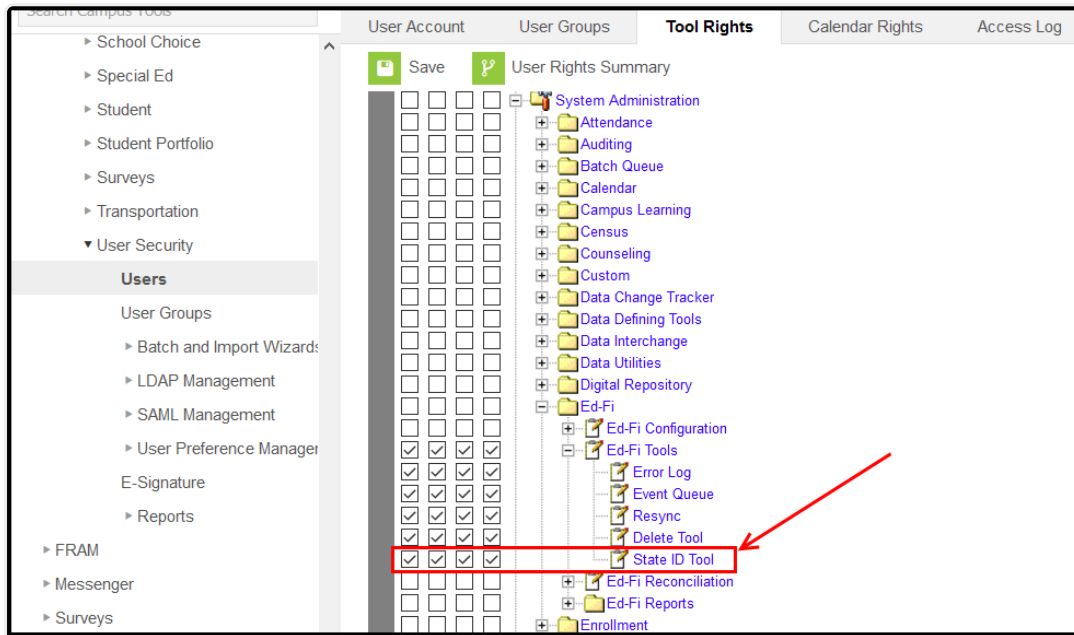
Field	Description
<b>Refresh</b>	Refreshes the results in the State ID Requests Editor.
<b>Filter Options: Status Type</b>	Allows the user to filter the State ID Requests Editor by Status Type.
<b>Name</b>	Displays the name of the individual for which the requests was made.
<b>Status</b>	Indicates the Status of the request. Options include the following: <ul style="list-style-type: none"> <li>• Match Found</li> <li>• Rejected</li> <li>• Needs Review</li> <li>• Create Request Pending</li> <li>• Link Request Pending</li> <li>• Link Request Accepted</li> <li>• No State ID / Ed-Fi ID</li> </ul>
<b>Comments</b>	Indicates any comments given to the request. Options include: <ul style="list-style-type: none"> <li>• Displays StateID: UniqueID if a match is found</li> <li>• Displays the rejection reason if the request has been rejected.</li> <li>• A 'Review' button is displayed if the request needs user review. The user can review information about the request by pressing the 'Review' button. The user can assign or link an Ed-Fi ID from this location if desired.</li> <li>• Displays blank if the request is pending.</li> <li>• Displays 'Student Missing State ID and Ed-Fi ID' if a State ID or Ed-Fi ID does not exist for the individual.</li> </ul>

#### Prerequisites

- Ed-Fi functionality must be enabled via the [Enable Ed-Fi System Preference](#).
- In order to properly use Ed-Fi tools, proper values must be established within the [Ed-Fi Configuration tool](#). This ensures Campus is communicating with Ed-Fi and successfully sending data to their servers.
- Ed-Fi IDs should be assigned to users via the Demographics tab.

## Tool Rights

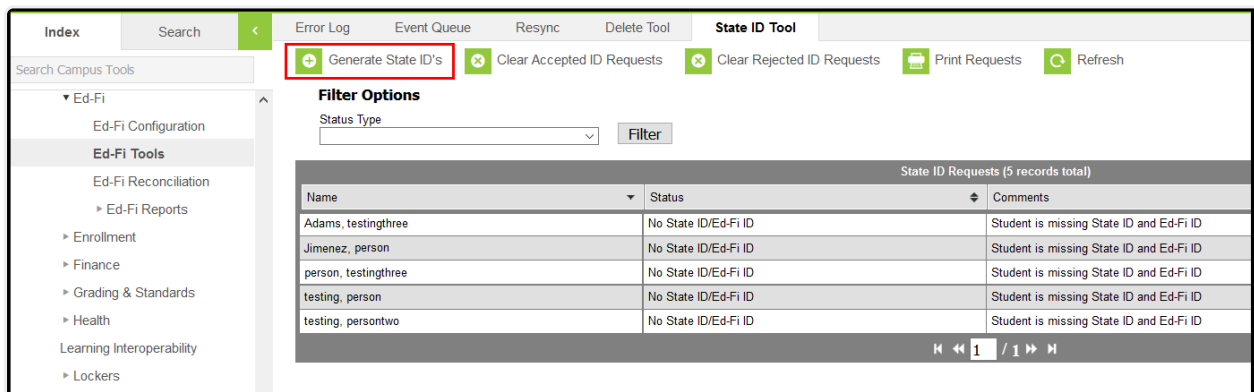
In order to view and request new Ed-Fi IDs and Student State IDs, users must have at least **R**(ead) and **W**(rite) rights to the State ID Tool.



Tool Rights - State ID Tool

## Generate State ID's

The State ID Tool allows users to generate State ID's for users. The State ID Requests Editor displays all records of students that do not have an Ed-Fi ID or Student State ID but have an enrollment in the active year. This list can be filtered by using the Status Type dropdown under Filter Options.



State ID Tool - Generate State ID's

## Review ID Requests

Requests with a status of 'Review' need to be reviewed before the ID can be generated. Users can select an identity to assign the ID to, assign a new Ed-Fi ID or Link Ed-Fi ID's if multiple identities are

found.

The **Use This Person** button can be used to select the identity that will receive the new ID.

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.

If multiple identities are displayed based on the search results, the 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 will display and the user must indicate the reason for linking the identities.

The screenshot shows the 'State ID Tool' interface. At the top, there are navigation tabs: Error Log, Event Queue, Resync, Delete Tool, and State ID Tool. Below these are several action buttons: Generate State ID's, Clear Accepted ID Requests, Clear Rejected ID Requests, Print Requests, and Refresh. A 'Filter Options' section includes a 'Status Type' dropdown and a 'Filter' button. The main area contains a table titled 'State ID Requests (16 records total)'. The table has columns for Name, Status, and Comments. A red box highlights the 'Review' button in the 'Comments' column for the entry 'Miranda, Samuel'. To the right, a 'State ID Request Review' pop-up is open, displaying details for Samuel Miranda, including Name, Birth Date, Gender, Birth Order, State ID, and Score. It also features an 'Identity Link' dropdown and a 'Use This Person' button. At the bottom of the pop-up are buttons for 'Assign New Ed-Fi ID' and 'Link Ed-Fi ID's'.

Name	Status	Comments
Cortes-Gomez, Brenda	Needs Review	Review
Gracia, Trinity	Needs Review	Review
McFadyen, Megan	Needs Review	Review
Michaels, Trinston	Needs Review	Review
Michielsen, Aurora	Needs Review	Review
Miranda, Samuel	Needs Review	Review
Munguia, Joshua	Link Request Accepted	
Najera Orozco, Marcos	Needs Review	Review
Oshinski, Hannah	Needs Review	Review
Ramirez, Jordan	Needs Review	Review
Ramos Martinez, Angelica	Needs Review	Review
Segovia, Aneesa	Needs Review	Review
Smith, Megan	Needs Review	Review

State ID Request Review

## Clear ID Requests

The State ID Tool allows users to clear accepted and rejected ID requests that have been made using the State ID Tool. The **Clear Accepted ID Requests** button allows users to clear all State ID requests that have been accepted and have a status of Match Found. The **Clear Rejected ID Requests** allows users to remove all State ID Requests that have been rejected.

The screenshot shows the 'State ID Tool' interface. At the top, there are navigation tabs: 'Error Log', 'Event Queue', 'Resync', 'Delete Tool', and 'State ID Tool'. Below the tabs, there are several action buttons: 'Generate State ID's', 'Clear Accepted ID Requests', 'Clear Rejected ID Requests', 'Print Requests', and 'Refresh'. The 'Clear Accepted ID Requests' and 'Clear Rejected ID Requests' buttons are highlighted with a red box. Below the buttons, there is a 'Filter Options' section with a 'Status Type' dropdown and a 'Filter' button. The main content area displays a table titled 'State ID Requests (5 records total)' with columns for 'Name', 'Status', and 'Comments'. The table contains five rows of test data.

State ID Tool - Clear Requests

## Print ID Requests

The State ID Tool allows users to print a list of requests that have been made by using the **Print Requests** button.

This screenshot is similar to the previous one, showing the 'State ID Tool' interface. In this view, the 'Print Requests' button is highlighted with a red box. The rest of the interface, including the navigation tabs, filter options, and the table of requests, remains the same.

State ID Tool - Print

The screenshot shows a report titled 'State ID Requests Report' for the '70020 Holland City School District', generated on '03/13/2019 08:51:51 AM'. The report contains a table with three columns: 'Name', 'Status', and 'Comments'. The data in the table is as follows:

Name	Status	Comments
Adams, Sierra	No State ID/Ed-Fi ID	Student is missing State ID and Ed-Fi ID
Jimenez, Leilani	No State ID/Ed-Fi ID	Student is missing State ID and Ed-Fi ID
person, testingthree	No State ID/Ed-Fi ID	Student is missing State ID and Ed-Fi ID
testing, person	No State ID/Ed-Fi ID	Student is missing State ID and Ed-Fi ID
testing, persontwo	No State ID/Ed-Fi ID	Student is missing State ID and Ed-Fi ID

State ID Requests Report

