State ID Tool (Ed-Fi)

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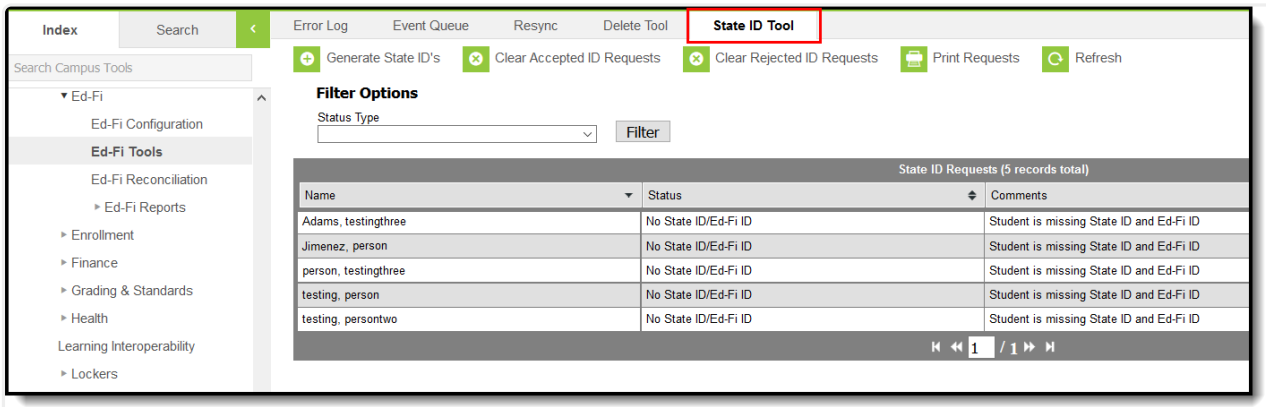
Classic View: System Administration > Ed-Fi > Ed-Fi Tools > State ID Tool

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

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Field	Description
Refresh	Refreshes the results in the State ID Requests Editor.
Filter Options: Status Type	Allows the user to filter the State ID Requests Editor by Status Type.
Name	Displays the name of the individual for which the requests was made.
Status	Indicates the Status of the request. Options include the following: • Match Found • Rejected • Needs Review • Create Request Pending • Link Request Pending • Link Request Accepted • No State ID / Ed-Fi ID
Comments	Indicates any comments given to the request. Options include: • Displays StateID: UniqueID if a match is found • Displays the rejection reason if the request has been rejected. • 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. • Displays blank if the request is pending. • Displays 'Student Missing State ID and Ed-Fi ID' if a State ID or Ed-Fi ID does not exist for the individual.

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.

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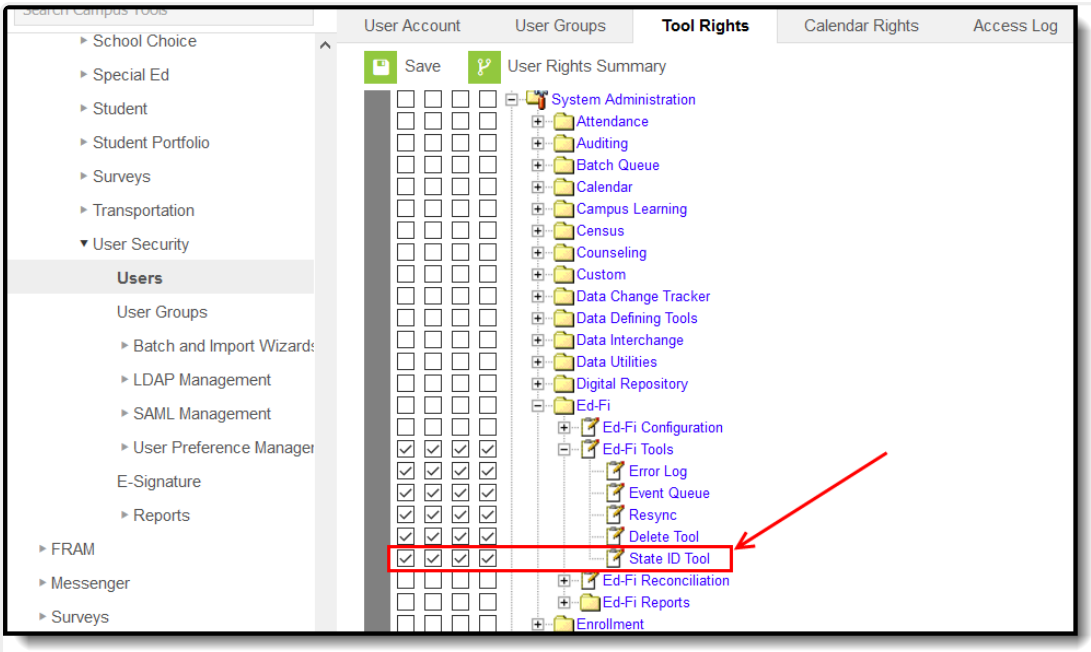
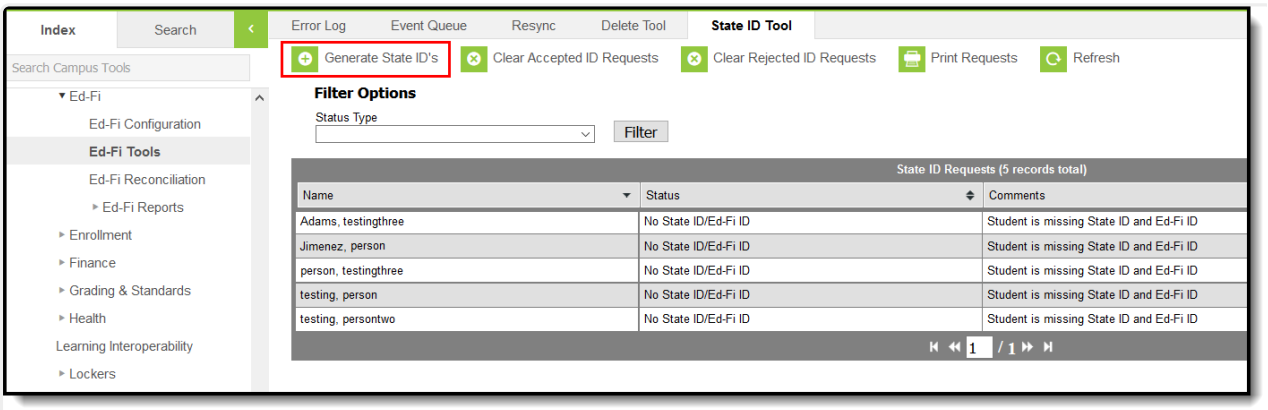


Tool Rights - State ID Tool

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

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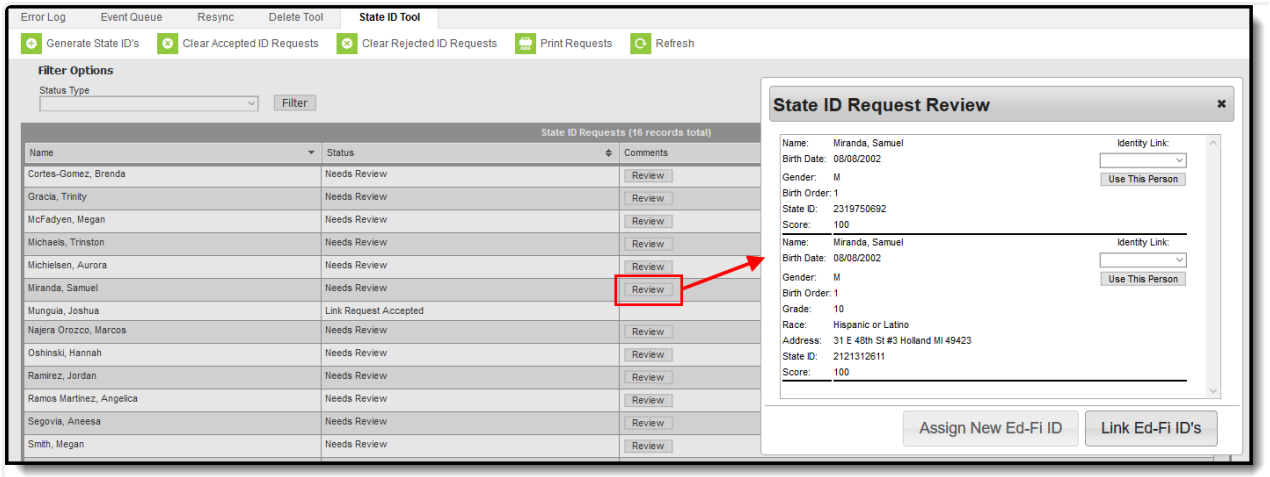
found.

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.



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.

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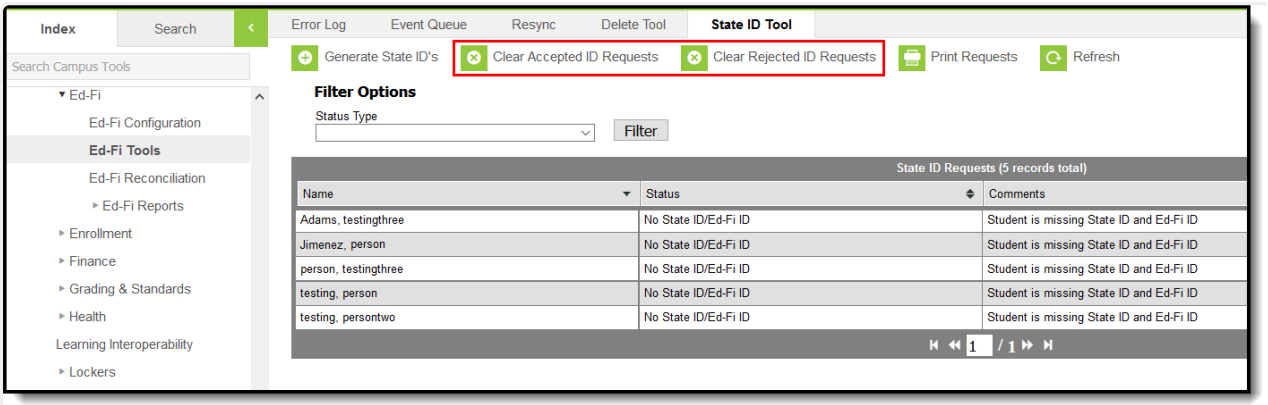
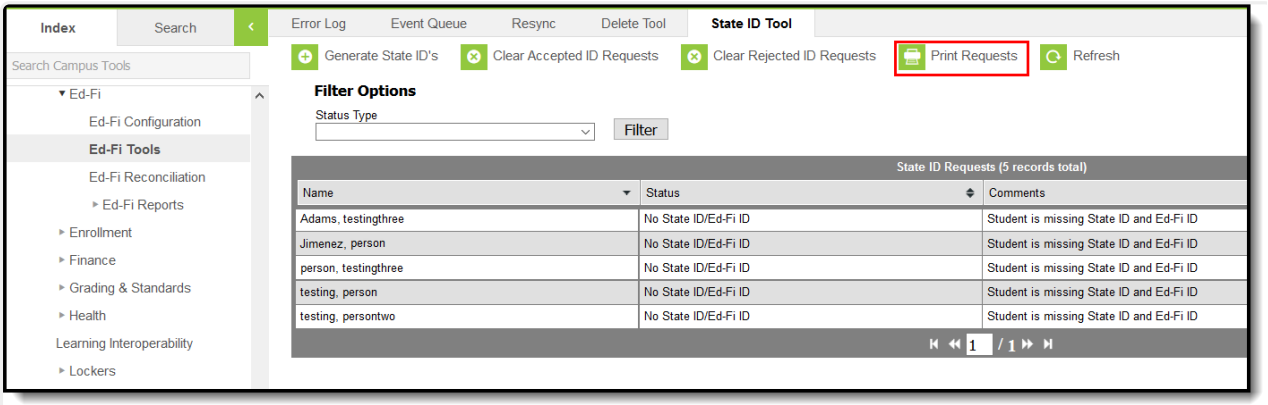


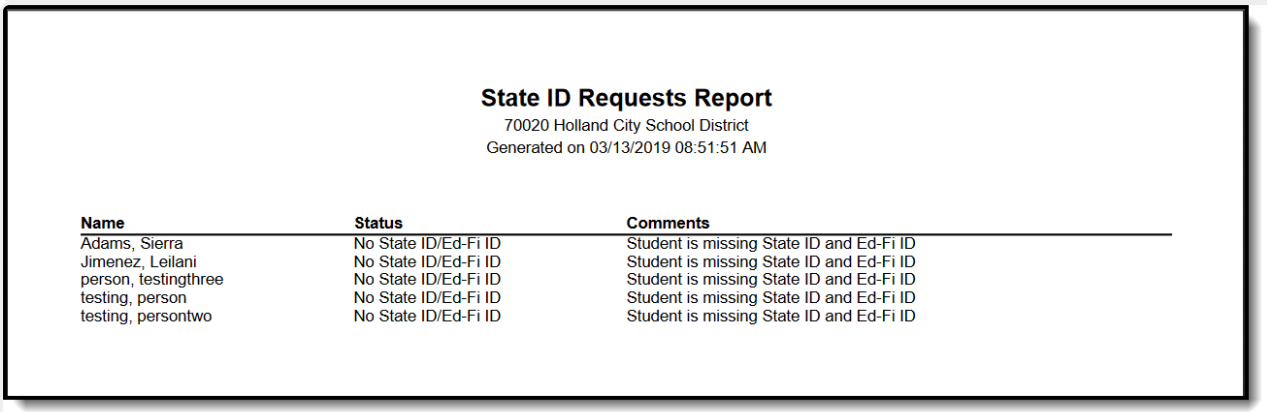
State ID Tool - Clear Requests

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.



State ID Tool - Print



State ID Requests Report

70020 Holland City School District

Generated on 03/13/2019 08:51:51 AM

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

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