

Add Household

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Household Search | Search for Households | Add a New Household

Classic View: Census > Add Household

Search Terms: Add Household

The **Add Household** wizard allows users to search for, select and create new households.

Add Household 🖈 Census > Households > Add Household Household Search
Household Search Search for a household already tracked in Campus. After searching, select a household from the list or click on Create New Household.
Household Search Household Household Address Last Name Household 1067 Main Street Any Student # Image: Student, Emma Town Birthdate Image: Student, Carly Image: Student, Carly Number Image: Student, Carly Image: Student, Carly Street Image: Student, Carly Image: Student, Carly Household 1677 South Ave Any Town Parent, Lynn Image: Student, Matthew Town Manue Image: Student, Carly Image: Student, Matthew Phone Image: Student, Carly Town Image: Student, Stery! Image: Student, Andrew R424 Meadow Lake Dd M Image: Student, Andrew R424 Meadow Lake Dd M Image: Student Lake Dd M
Add Household Edito

Household Search

The Census module is designed with built-in checks to eliminate the creation of multiple households with identical members and contact information. If search criteria is entered with the same information as an existing household, those existing results will appear.

The following provides definitions of the available Household Search fields:

Field	Description
Last Name	Last name of the individual that is being searched.
First Name	First name of the individual that is being searched.
Student Number	Local identification number assigned to a student.
Birth Date	Birth date of the person being searched, in <i>mmddyy</i> format.
Number	Street number of the household address.

Field	Description	
Street Street name of the household address.		
Apartment Number	Apartment number assigned to the household address.	
Household Name	Name of the household being searched.	
Phone	Household phone number being searched.	

Search for Households

- 1. Enter search criteria using one or more of the available search criteria.
- 2. Click the **Search** button. Matching results will appear to the right of the search fields.
- 3. If one of the results matches the desired household, select it to view details about this household. This changes the view of the interface from the **Add Household** wizard to the Household Information tool.
- 4. If results were not returned or the returned results are not the appropriate household, click the **New Household** button in the bottom right corner of the screen.

≡	Infinite Campus		Q Search for a tool or student
Census Househo House	Household 🖈 > Households > Add Household Id Search hold Search		usehold from the list or click on Create New Household.
Househo Last Nam First Nam Student # Birthdate Number Street Apt # Househo Name Phone	d Search e Household e	Household H Household 11 Parent, Sharon Student, Emma Student, Carly Household 11 Parent, Lynn Student, Matthew Household 7: Parent, Charles Parent, Sheryl Student, Andrew	Ausehold Address Town Town 1677 South Ave Any 7335 West Road Any Town 8404 Masdow Lake Dd N
		New Hous	sehold Creation

Add a New Household

After selecting the New Household button, a Household Information editor will display.

- 1. Enter the **Name** of the Household.
- 2. Enter the Household **Phone Number**.
- 3. Enter any additional **Comments** about the Household.
- 4. Mark if this household should be considered **Private**.
- 5. Click the **Save** icon when finished. The Household Information toolset displays. Additional information can now be added to the household address, members, fees, payments.

Add Household	ł		
Census > Households > Ad	ld Household		
Household Creation			
Household Creation Fill in the fields below. This w	vill create a new Househok	d object in the database and then co	ntinue on to the next Process Step.
Household Information Name			
New Household Phone Number		Private	
(612))555 -7755 x			
Comments			
			Save