Membership in Households

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Change Additional Items on the People Households tab | Add a New Member to a Household that exists in Campus | Add a New Member to a Household that does not exist in Campus | End a Household Membership | Manage Documents

Classic View: Census > People > Households

Search Terms: Membership in Households

> If Campus Human Resources is enabled, Household information is maintained in the Personnel Master. See the following article for more information:
>
> Campus SIS Integration with Campus HR

The Households tool lists all dwelling locations to which the person currently belongs and has in the past belonged.

Membership in Households

Individuals who may live in two households will have a Primary household and a Secondary

household. If the Primary household does not have an address defined, a message indicating such displays where the address would appear. Addresses are assigned to households in the Census Household tool.

Household with no Primary Address

Change Additional Items on the People Households tab

The following items can also be modified from this tab:

- Click the Phone Number link to modify the Household Information.
- Click the Address link to modify Address Information associated with the household.
- Click the Map link to locate the location of the household in Google Maps.

Add a New Member to a Household that exists in Campus

1. Select the **New Household Membership** icon. A Household Search window displays.
2. Enter search fields for the household.
3. Click the **Search** button. Matching results will appear in the window to the right.
4. Select the correct household from the search results window. A **Household Membership** editor appears.
5. Enter the **Start Date** of this person in the new household.
6. Click the **Save** icon when finished.
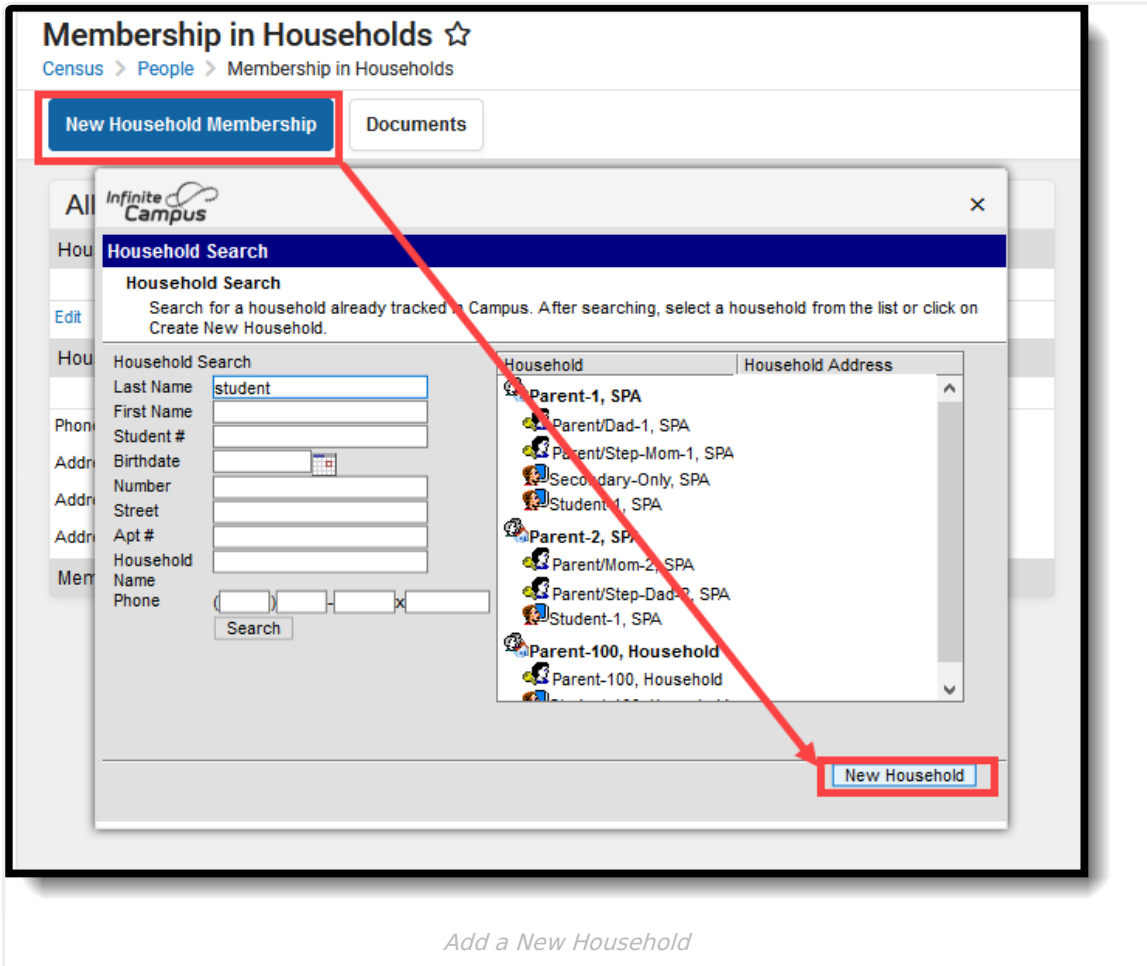
Add a New Household Membership

To find an existing household that doesn't have any members yet, go to Search, select Household, then Advanced Search and search using the phone number entered for the household.

Add a New Member to a Household that does not exist in Campus

Before creating the new household from the Person Household tab, a verification must be done by searching for the desired household. This eliminates duplicate households being created.

1. Select the **New Household Membership** icon. A Household Search window displays.
2. Enter search fields for the household.
3. Click the **Search** button. Matching results will appear in the window to the right.

4. Click the **New Household** button in the lower right corner of the **Household Search** window.
5. Enter the new **Household Name, Phone Number** and any **Comments**.
6. Click the **Save** button.
7. Enter the **Start Date** of this person in the new household.
8. Click the **Save** icon when finished.

Add a New Household

End a Household Membership

1. Select the **Edit** link next to the existing Household start date. A **Household Membership** editor displays.
2. Enter the **End Date** of when the person stopped being a member of the household.
3. Click the **Save** icon when finished. A **Household Relationships** window displays indicating the person has relationships to other individuals in the households. Select the appropriate option:
   1. **Keep the relationships (and manually end or delete the relationships at a later time)** - no changes will be made to the person's existing relationships to individuals within the household.
   2. **End the relationships by adding an End Date** - relationships to other household members will be ended with the End Date entered on the household.
   3. **Delete the relationships (this options leaves no historical record of the relationships)** - existing relationships to other household members will be completely

removed.

4. Click **OK** when finished. The household information will display the start and end dates in red, indicating a dropped membership.

End Memberships, End Relationships

Manage Documents

To view documents, click the **Documents** button on the action bar. Users with the appropriate tool rights may also complete the following tasks.

- Upload Documents
- Delete Documents
- Replace Documents
- Edit a Document Name or File Description
- Download Documents