

Membership in Households

Last Modified on 07/10/2025 1:49 pm CDT

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

Tool Search: Membership in Households

The Households tool lists all dwelling locations to which the person currently belongs and has in the past belonged. In the Members section Enrollment (grade) listed will show a student's most recent Primary Enrollment.

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/lembe	People > Me	Households	S ☆ ^{blds}			
New Hou	sehold Memi	bership Docum	nents			
Camp	us House	hold **Primar	у			
Househol	d Membershi	p				
	Start Date			End Date	Secondary	Private
Edit	07/29/2005					
Househol	d Phone & Ac	ldress(es)				
					Start Date	End Date
Phone	(612) 555-98	398				
Address	14015 Sprud	14015 Spruce Drive, Plymouth, MN 55447-5413			07/21/2008	
Address	2460 Birch R	2460 Birch Road, Plymouth, MN 55441-4240			07/29/2005	07/21/2008
Members						
Name		Relationship	Enrollment (grade)		Phone(s)	Email
Student, Evie		Guard: Father	2020-21 Elementary (04)			
Student, La	wrence	Guard: Father	2020-21 Elementary (KD)			
Parent, Bec	ca	Spouse			Wk:(612) 555-0799	
Nudert Loren 0		Ownersky Forthers			C: (612) 555-4874	
Ctudent I		Guard: Fainer			C. (012) 555-6611	

See the <u>Membership in Households Tool Rights</u> article for information about rights needed to use this tool.

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 <u>Census</u> <u>Household</u> tool.

Screenshot of a household with no primary address. 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 <u>Household Information</u>.
- 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.

New	v Household Membership	Documents		
AII	Infinite Campus		×	
Hou dit	Household Search Household Search Search for a household Create New Household	already tracked in Camp	us. After searching, select a household from the list or click on	
Hou Idan Idan Idan Idan	Household Search Last Name First Name Student # Birthdate Number Street Apt # Household Name Phone			
			New Household	

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.

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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.

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:
 - 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.

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Membership in Households ☆ Census > People > Membership in Households
New Household Membership Documents
Campus Household **Primary
Household Membership
Edit Save Delete New Household Membership Documents
Household Membership End Date
Phone Household Name Address Allen Address Start Date 07/30/2005 04/20/2021 Members Secondary
Name Email Student, Evi Infinite Student, Lav Campus Parent, Bect Household Relationships Student Lyn Vocume students and the base hold are based and the base hold we have hol
(You are about to end the noisenou membership for monas Anderson in this noisenou. What would you like to do with the household relationships. (You can manually end or delete these relationships later.)
C End the relationships by adding an end date.
O Delete the relationships. (Warning: this will leave no historical record of these relationships.)
Ok Cancel
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

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- Delete Documents
- <u>Replace Documents</u>
- Edit a Document Name or File Description
- Download Documents