

Add Household

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Tool Search: Add Household

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

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	Household Address
Household	1067 Main Street Any Town
Parent, Sharon	
Student, Emma	
Student, Carly	
Household	1677 South Ave Any Town
Parent, Lynn	
Student, Matthew	
Household	7335 West Road Any Town
Parent, Charles	
Parent, Sheryl	
Student, Andrew	

[New Household](#)

Add Household Editor

See the [Add Household Tool Rights](#) article for information about rights needed to use this tool.

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.

Field	Description
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.
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.

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.

Last Name	Household	Household Address
First Name		1067 Main Street Any Town
Student #		
Birthdate		
Number		
Street		
Apt #		
Household Name		
Phone	() -) -)	X
Search		

Household	Household Address
Household	1067 Main Street Any Town
Parent, Sharon	
Student, Emma	
Student, Carly	
Household	1677 South Ave Any Town
Parent, Lynn	
Student, Matthew	
Household	7335 West Road Any Town
Parent, Charles	
Parent, Sheryl	
Student, Andrew	
8424 Meadow Lake Rd N	

[New Household]

New Household 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 

Census > Households > Add Household

Household Creation

Household Creation
Fill in the fields below. This will create a new Household object in the database and then continue on to the next Process Step.

Household Information

Name New Household	Phone Number (612) 555-7755	Comments	Private <input type="checkbox"/>
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Save

Enter and Save New Household