

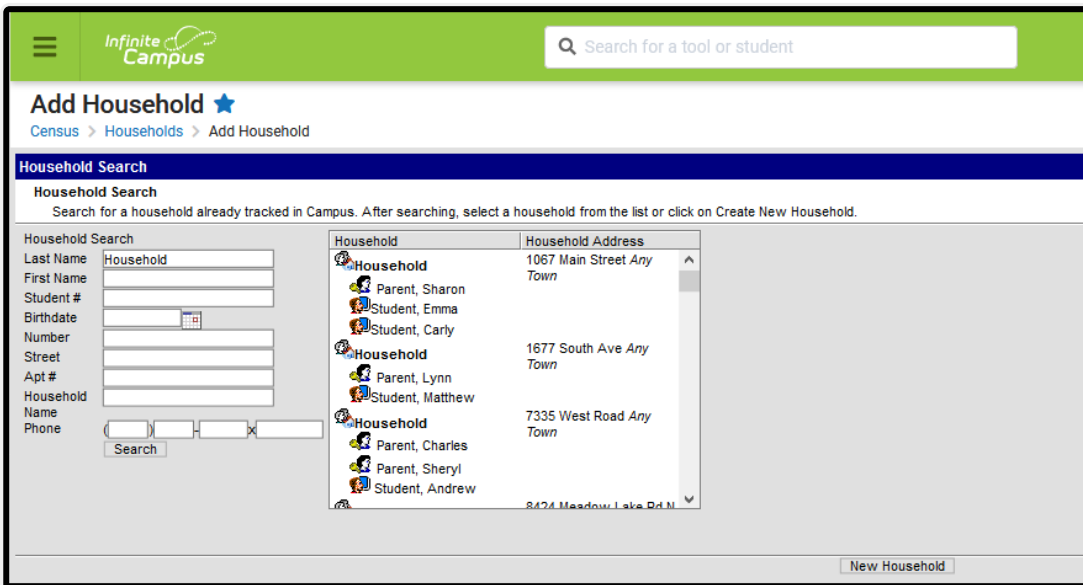
Add Household

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Tool Search: Add Household

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



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.

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 x

Private

Comments

Save

Enter and Save New Household