

# Membership in Households Tool Rights

Last Modified on 02/14/2025 8:59 am CST

The **Membership in Households** tool is used to track current and historical information regarding where and with whom a selected person has lived. Almost all the information here is linked to tools where this information is entered or maintained, so users such as Front Office staff who are expected to perform these functions need rights to these linked tools as well.

To learn how to use this tool, see the [Membership in Households](#) article.

Let us know what you think! Submit feedback for the Tool Rights Catalog by posting in the [Tool Rights Catalog](#) forum.

## Membership in Households ☆

Census > People > Membership in Households

Cardinal, Peggy M
Student #: 161900006
DOB: 12/31/2007
Counselor: Colt Counselor

HS Graduation
NHS
Gifted

New Household Membership

Documents

### Household \*\*Primary

Household Membership

	Start Date	End Date	Secondary	Private
Edit	06/07/2019			

Household Phone & Address(es)

	Start Date	End Date
Phone (763)555-0199		
Address 190100 Penn St, Blaine, MN 55449	Map	11/19/2024
Address 4321 109th Ave NE, Blaine, MN 55449	Map	11/26/2022 - 11/18/2024
Address 6920 Water ST S, Blaine, MN 55449	Map	06/06/2009 - 11/15/2022

Members

Name	Relationship	Enrollment (Grade)	Phone(s)	Email
Abegg, Donald L	Father		C: (763)555-0198	ParentOne@infinitecampus.com
Abegg, Dylan V	Step-Sibling	24-25 Harrison High (11)	C: (763)555-0175	
Abegg, Emma	Step-Sibling	24-25 Arthur Elementary (01)		
Abegg, Justin J	Step-Sibling	24-25 Fillmore Middle School (08)		
Abegg, Millie	Step Parent		C: (763)555-0197	ParentTwo@infinitecampus.com
Abegg, Robert V	Step-Sibling	24-25 Arthur Elementary (KG)		
Abegg, Stella	Step-Sibling	24-25 Arthur Elementary (05)		
Abegg, Wallace D	Sibling	24-25 Harrison High (11)		

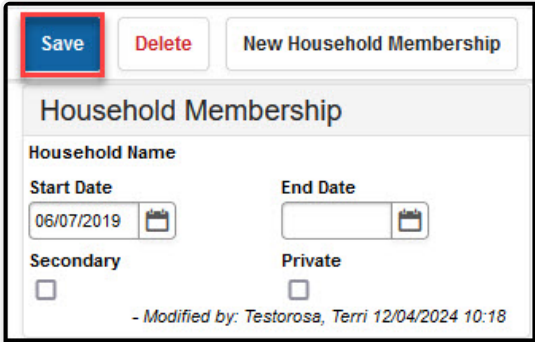
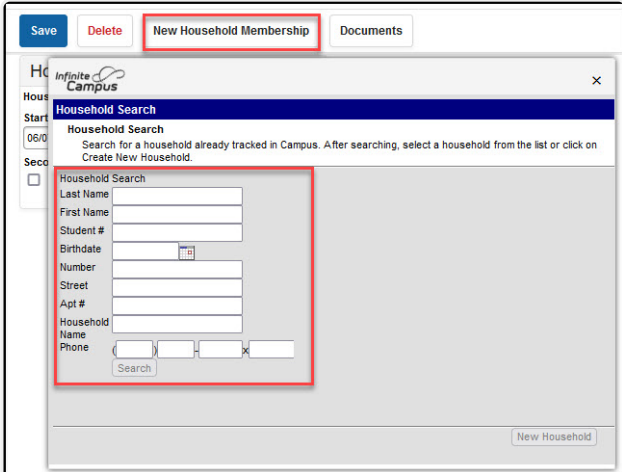
Membership in Households
 All
 Read
 Write
 Add
 Delete

Census > People > Membership in Households

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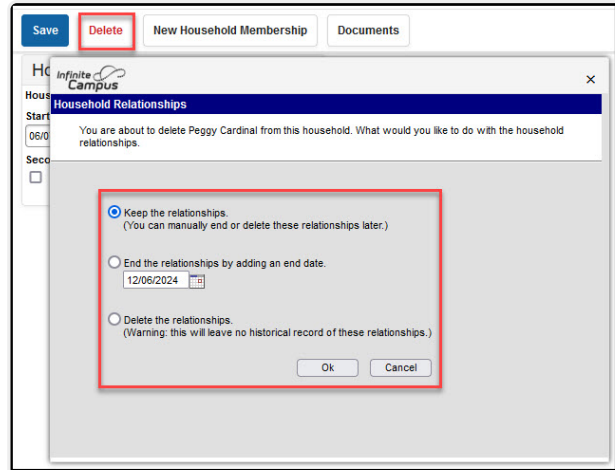
Users who need to make modifications via this tool may require additional tool rights as described under **Additional Tool Rights**.

## Available Tool Rights

Membership in Households		
R	User can view information displayed in tool. Map and Email links work.	
W	User can use the <b>Edit</b> link to modify Household Membership information ONLY.	 <p><i>Membership in Households - Edit (Write)</i></p>
A	Activates <b>New Household Membership</b> button. User can search for and select an <b>existing</b> household and add the selected person to it. Additional rights are required to add a <b>new</b> household.	 <p><i>Membership in Households - New Household Membership (Add)</i></p>

## Membership in Households

**D** User can delete a Household Membership. Additional rights are required to **resolve relationships** between household members.



*Membership in Households - Delete*

## Additional Tool Rights

In order to be able to follow links to view or edit phone, address, demographic or relationship information, users need additional tool rights. The articles linked below describe tool rights associated with these related tools.

Task Description/Link to Tool Right Article Describing Additional Rights	Household Membership/Related Tool
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**Task Description/Link to Tool Right Article Describing Additional Rights**

**Add Household** - After using New Household Membership, user discovers the household does not exist and wants to enter a new one.

**Household Membership/Related Tool**

**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: <input type="text" value="car"/> First Name: <input type="text"/> Student #: <input type="text"/> Birthdate: <input type="text"/> Number: <input type="text"/> Street: <input type="text"/> Apt #: <input type="text"/> Household Name: <input type="text"/> Phone: <input type="text"/> - <input type="text"/> - <input type="text"/> x <input type="text"/>	<b>Household</b> Carr, Brannon G Kitzmann, Corysa A Carr, Leslie J Cole, Theresa M Kitzmann, Heidi M Nichols, Bailey Rezaie, Kavah S Ryhti, Nora E	1050 67th Ave NE Blaine          2939 California St NE Blaine

**New Household**

**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:

Phone Number:  -  -  x  Private

Comments:

**Save**

**Task Description/Link to Tool Right Article Describing Additional Rights**

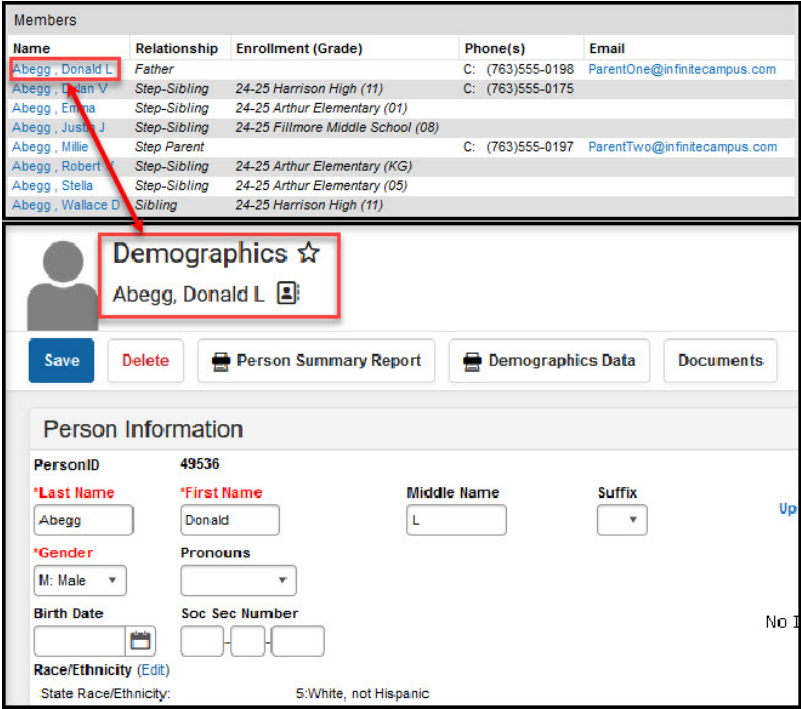
**Household Membership/Related Tool**

**Household Information** - User needs to be able to view or edit information such as Household Name and Household Phone.

The screenshot shows a table titled "Household Phone & Address(es)" with columns for Phone, Address, Start Date, and End Date. The first row has a phone number (763)555-0199 highlighted in red. Below the table is a "Household Information" form with fields for Name, Phone Number, and Private, along with a Save and Delete button. The form shows the phone number (763) 555 0199 and a "Modified by: Administrator, System 07/15/2024 12:36" timestamp.

**Address Information** - User needs to be able to view or edit information about a particular address. It is recommended that users in general not be given rights to edit address information since that changes all records associated with the address.

The screenshot shows a table titled "Household Phone & Address(es)" with columns for Phone, Address, Start Date, and End Date. The first address row, "190100 Penn St, Blaine, MN 55449", is highlighted in red. Below the table is an "Address Information" form with fields for P.O. Box, Number, Prefix, Street, Tag, Direction, Apt, City, State, Zip, County, Location Code, Latitude, Longitude, Tract, and Block. A warning message states: "Modifying address information affects all households associated with this address. Search for the address before modifying." The form shows the address "190100 Penn St" and a "View in Google Maps" link.

Task Description/Link to Tool Right Article Describing Additional Rights	Household Membership/Related Tool
<p><b>Demographics</b> - User needs to be able view or edit individual household members' demographic information. (R/W)</p>	 <p>The screenshot displays a 'Members' table with columns for Name, Relationship, Enrollment (Grade), Phone(s), and Email. Below the table is a 'Demographics' section for Donald L. Abegg, featuring a 'Person Information' form with fields for Last Name, First Name, Middle Name, Suffix, Gender, Pronouns, Birth Date, and Soc Sec Number. The form also shows the State Race/Ethnicity as '5:White, not Hispanic'.</p>

## Suggested User Groups

- Counselors
- Front Office Staff
- Principals
- Registrars
- Transportation

See [User Groups](#) and [Suggested Roles](#) for more information.