

# Membership in Households Tool Rights

Last Modified on 03/28/2025 2:31 pm CDT

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.

## 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
<a href="#" style="border: 1px solid red; padding: 2px;">Edit</a>	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
<a href="#">Abegg, Donald L</a>	Father		C: (763)555-0198	<a href="mailto:ParentOne@infinitecampus.com">ParentOne@infinitecampus.com</a>
<a href="#">Abegg, Dylan V</a>	Step-Sibling	24-25 Harrison High (11)	C: (763)555-0175	
<a href="#">Abegg, Emma</a>	Step-Sibling	24-25 Arthur Elementary (01)		
<a href="#">Abegg, Justin J</a>	Step-Sibling	24-25 Fillmore Middle School (08)		
<a href="#">Abegg, Millie</a>	Step Parent		C: (763)555-0197	<a href="mailto:ParentTwo@infinitecampus.com">ParentTwo@infinitecampus.com</a>
<a href="#">Abegg, Robert V</a>	Step-Sibling	24-25 Arthur Elementary (KG)		
<a href="#">Abegg, Stella</a>	Step-Sibling	24-25 Arthur Elementary (05)		
<a href="#">Abegg, Wallace D</a>	Sibling	24-25 Harrison High (11)		

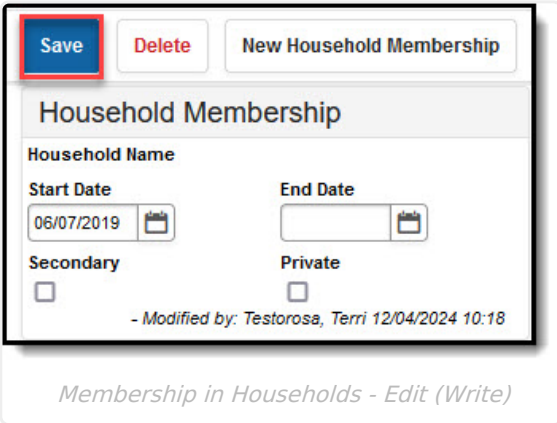
Membership in Households
 All
 Read
 Write
 Add
 Delete

*Census > People > Membership in Households*

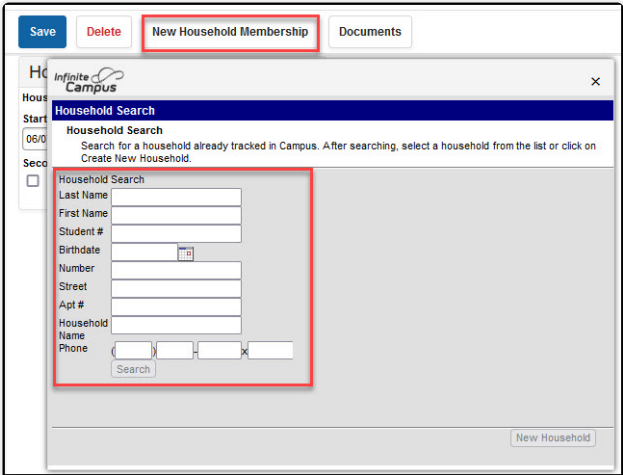
Users who need to make modifications via this tool may require additional tool rights as described under **Additional Tool Rights**.

# 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.
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.



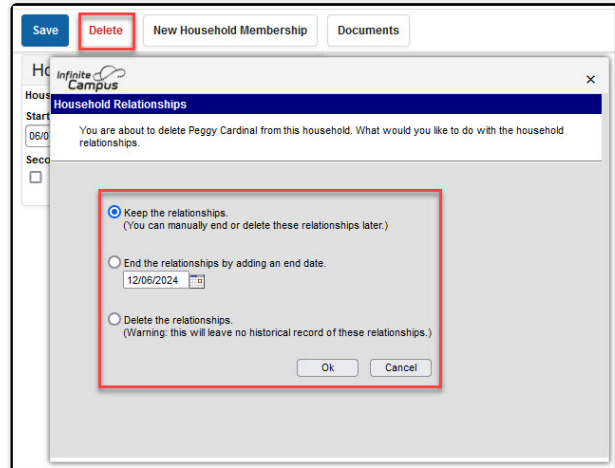
Membership in Households - Edit (Write)



Membership in Households - New Household Membership (Add)

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

**Household Membership/Related Tool**

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

**Household Information** ☆

ID: 13287 Phone: (763)555-0199

Save Delete

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**Household Information**

Name  Phone Number ( 763 ) 555 0199 x  Private

Comments

- Modified by: Administrator, System 07/15/2024 12:36

**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.

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

**Address Information** ☆

190100 Penn St [View in Google Maps](#)

Save Delete

Modifying address information affects all households associated with this address. Search for the address before modifying.

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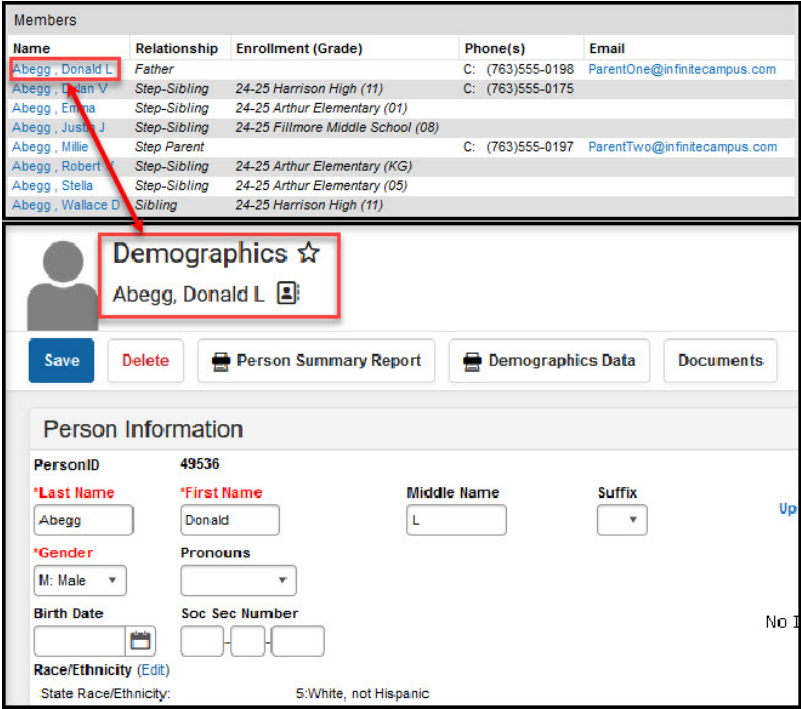
**Address Information**

P.O. Box  Number  Prefix  Street  Tag  Direction  Apt

City  State  Zip  County  Location Code

Latitude  Longitude  Tract  Block

Legal Description

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. A 'Save' button is visible at the top left of the form area.</p>

## Suggested User Groups

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

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